

UNM Department of Biology

HOW DO I PAY SOMEONE TO WORK WITH ME?

BASIC PRINCIPLES

Do NOT offer a position or salary to anyone until you have met with both the Department Administrator (DA) and Manager of Research Administration (MRA) to make sure that:

- a) You have appropriate funds,
- b) You know HOW that person will be hired (details below).

It is unfair to have a discussion about employment and salary with someone until you know what can and cannot be done on their behalf. If you are developing a grant budget and intend to pay people, it is imperative that you meet with both MRA and Contracts & Grants Administrator (CGA) to make sure that you build in the appropriate amount of funding.

- 1) Depending on the category they can be hired under, the individual may have benefits deducted from their pay. You need to know what the fringe rate is for the current fiscal year so that you will know what salary you actually can pay them BEFORE you make the offer to them.
- 2) After you have met with the DA and MRA and determined what TENTATIVE offer you can make, you may discuss the possibility of employment with the individual in mind. During your discussion with the individual, please ascertain the following information:
 - a) Do they have a current UNM employment position, and if so, where and what is their FTE (Full Time Equivalent; aka maximum hours they can work at their current job)?
 - b) Will they be obtaining other UNM employment during the hiring process with our department?
 - c) Have they been employed at UNM within the last 12 months? If so, there may be significant barriers to hiring them through some of the options listed below.
 - d) Are they a U.S. resident? This will be an important factor regarding whether they can work in the U.S., how much they can work, and other reporting requirements.
- 3) Do NOT have anyone start work until they have officially been hired. Staff members must sign an Offer Letter and have completed their I-9 verification of employment eligibility and new hire paperwork a minimum of three days before the start date on the Offer Letter.

STAFF EMPLOYMENT

- 1) Current staff employees of the University may be compensated for the maximum of one day of work through a Non Standard Payment Form. Be sure and check with the HR Tech in Biology before the work is even started.
- 2) Any work exceeding one day requires that a current UNM Employee be hired as a staff member in the Department of Biology. Staff MUST be hired BEFORE they begin work. A minimum of one month is required for approvals, posting, hiring. It is highly recommended to allow two months for the process.
- 3) UNM staff members may not exceed a maximum of 1.25 FTE combined and a staff member may not have 1.25 in the same department unless they are a Temporary Part-time Instructor for the department.
- 4) For most staff hires, a staffing request will need to be submitted to the College of Arts and Sciences (A&S) for approval before the job can be posted. This can take up to a week to five days or more.
- 5) UNM Staff postings must meet the following:
 - a) Must be an existing job title in the department. If there is no existing job title in the department, it must be requested and approved by Compensation before the posting can be submitted. This process can take up to three additional weeks.
 - b) All staff positions have a designated grade with a minimum to maximum salary range. The qualifications of the applicant must meet the minimum qualifications of the position/grade. Job descriptions and the salary matrix can be found on the Human Resources website: <http://jobdescriptions.unm.edu/>
Do not offer salary above the maximum for a grade as that will not be approved by the College or HR.
 - c) Competitive staff positions must be posted for a minimum of five days, but if the position is underutilized, you must post for 10 days and in the posting request you must submit an underutilization “action plan” to show how you are attempting to reach the specific minority groups for the particular underutilized position: female, minority, African American, Asian or Pacific Islander, American Indian or Alaskan Native. The HR Tech in Biology will have that plan available for your posting.
- 6) There are five different types of Staff hires that can be utilized based on your needs, funding, benefit availability and length of employment:
 - a. Alternative Appointments are generally Non-Competitive hires:
 - i. Three-month temporary hire (mainly for non-exempt employees);

- ii. Six- month temporary hires (mainly for exempt employees and research positions);

These two positions are NOT benefits eligible are “at-will” employees and can be let go at any time. These types of hires are generally not eligible for an extension past their allotted timeframe.

- iii. Change in Employee Status-for UNM retirees being rehired. Generally do not exceed .25 FTE;
- iv. Named in a Contract or Grant Award;
- v. Sole Source (very rare);
- vi. Specialty Service Provider.

- b. UNM Temporary Services: hire a temporary employee that may be extended up to nine months that has specific qualifications need for the position. The Temp service pool is screened to find the best applicant for you. This process is very easy, fast and considered non-competitive. **PLEASE NOTE:** an additional 25% overhead fee will be charged to the hourly rate for this service.
- c. On-Call Employees: NOT benefits eligible employed on an intermittent basis with an indefinite end date and considered to be “at-will” employees. An on-call employee can work up to 520 hours per year without having to have retirement benefits removed from their pay. Once they go over the 520, they will pay retirement benefits.
- d. Term Appointment Employees: COMPETITIVE hire and benefits eligible. They are hired full or part time into a position designated to run for a defined period of time. They are normally hired for periods of six months to one year. Based on funding, Term Extension Memos (TMU’s) are processed on a yearly basis to extend an employee’s term.
- e. Regular employees: COMPETITIVE hire and benefits eligible. Grants cannot support this type of hire as there is an indefinite end date.

7) Exempt Employees are salaried employees paid on the monthly payroll. Each month, exempt employees MUST submit a monthly leave form reflect any leave taken for the previous month.

8) Non-Exempt Employees are paid on an hourly basis and are eligible for overtime. Certain job titles under the non-exempt designation may be part of the bargaining unit (Union). Non-exempt employee are paid on a bi-weekly basis and must submit a timesheet reflecting all hours worked if they wish to be paid.

- 9) Benefits eligible: The University offers an extensive comprehensive benefits package for certain positions. Benefits include, health care, dental, vision, retirement plans, leave accruals, holiday paid time off etc.
- 10) All Staff appointments/hiring proposals require the submission of a Criminal Conviction Certification form.
- 11) Staff appointments with degree requirements are also required to submit OFFICIAL transcripts unless the degree is a high school degree, then unofficial UNM transcripts will be accepted. Otherwise, a high school diploma or high school transcript will be needed. If the staff appointment is for someone already in the UNM system, we can check to see if the transcripts are in their HR files.
- 12) New staff must complete New Employee Paperwork at the Business Center. In order for a hire to be considered complete, I-9's must be completed in person or will need to be notarized along with a Remote Verification Form. NO staff member should begin work until these documents have been submitted.

STUDENT EMPLOYMENT

- 1) Undergraduate students must be registered for classes to be hired through student employment. Fall/Spring session they must be enrolled at least half time in a degree seeking program (six hours). For summer employment, they must have completed at least half time (six hours) during the previous Spring session and be enrolled for at least half time for the upcoming Fall session in a degree seeking program. Work-study students must be taking classes during the summer and awarded a separate work-study award for the summer semester. Fall/Spring work-study awards do not carry over into the summer.
- 2) Student employment can include work-study awards (ratio of pay is 0.30 cents for every dollar). If no work-study award, ratio of pay is 100%. Work-study students must be in good academic standing in order to keep their work-study awards. If a student is awarded work-study at any time during the year, you must notify your HR tech so the appropriate transfer paperwork can be completed; this is not an automatic process.
- 3) There are four tiers of Student Employment: <http://stuemp.unm.edu/>
 - a) Grade 1, Student Entry Level-Routine duties that may involve modest degree of responsibility and judgment (minimum salary \$8.50/maximum salary \$17.00).
 - b) Grade 2, Student Intermediate Level-May direct or coordinate activities of other student employees, previous training and equivalent experience required (minimum salary \$8.50/maximum salary \$17.00).

- c) Grade 3, Student Advanced Level-Variied and complex duties with high degree of responsibility and judgment, supervise or lead other student employees, considerable training or experience in specialized or technical field (minimum salary \$9.00/maximum salary \$17.00).
 - d) Grade 4, Student Technical Specialist-Extremely high skill level, independent work (minimum salary \$9.50/maximum salary \$17.00).
- 4) Maximum amount of hours student are allowed to work
- a. While class is in session:
 - Domestic students 30 hrs./wk.
 - Foreign students 20 hrs./wk.
 - b. When class is NOT in session:
 - Domestic students 40 hrs./wk.
 - Foreign students 20 hrs./wk.
- 5) Student Employees with a job assignment in another department must complete a two-job memo and submit it to the Student Employee office. Between their two jobs, they are NOT allowed to work above the indicated hour allocation.
- 6) A minimum of four weeks before the anticipated start date of the student, please provide a detailed job description to your HR Tech for posting. You will be able to view your applicants online.
- 7) Two ways of hiring student employees:
- a) Non-competitively: If you know who you want to hire and they are unique to the position in some way. Please provide the following information to your HR Tech:
 - i. Short job description;
 - ii. Student’s full name and Banner ID;
 - iii. Requested hourly salary;
 - iv. Index code;
 - v. Are they work-study awarded, if so which type, state or federal?
 - vi. Short justification explaining why they are unique to the position (knowledge, skills, abilities, previous course work, experience etc)
 - b) Competitive hire: If you do NOT know who you want to hire. Please provide:
 - i. Short job description and preferences;
 - ii. Index code and salary;
 - iii. Are you wanting to hire regular or work-study students or both?
- 13) Students must complete new employee paperwork and be cleared through Student Employment (located in Mesa Vista Hall, 277-3511) before they can start working.

NON EMPLOYMENT METHODS OF PAYMENT

- 1) Honoraria: for one-time only occurrences, such as speakers. Requests for Honoraria must be submitted 10 business days prior to the event so they can be approved and a check can be generated before the event takes place. Honoraria cannot be paid to a UNM employee. Not applicable for individuals who have worked at UNM within the last 12 months. For U.S. residents, a W-9 form is required. For Foreign Nationals, a W8BEN is required.
 - 2) Purchase Order (PO): can be used to pay individual consultants who are (a) not under supervision by a staff or faculty member, and (b) are not related in any way to UNM (i.e., cannot be a current student, staff or faculty member). Not applicable for individuals who have worked at UNM within the last 12 months. For U.S. residents, a W-9 form is required. For Foreign Nationals, a W8BEN is required.
 - 3) Non Standard Payment Form (NSP): can only be used for UNM employees, and must not exceed a single day of work. This cannot be eight hours spread out over time—it must be a single day, one-time occurrence. This method is extremely restrictive for existing UNM Staff and should be avoided if possible. NSP can be used for graduate students and faculty in certain situations where the work exceeds one day. Please check with the DA and MRA before committing to funding faculty with an NSP.
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