AGENDA

▪ Welcome and Updates
▪ Client Services Updates
  ▪ Catastrophic Leave FY22
  ▪ MSU Guidelines
  ▪ Student Employee to Temp Staff Option
▪ Benefits Open Enrollment 2021
▪ EOD Update: Accessing the PEP
WELCOME & FAREWELL

WELCOME!

Diana Goenaga – HR Service Rep, Service Center
Start Date: March 15

Heather Bouschet – Admin. Assistant 3, Client Services
Start Date: March 29
PRESENTATIONS
CLIENT SERVICES UPDATES

Kathy Agnew, Executive Director
Mike Brown, HR Client Services
Participant contributions deducted from employee accounts:

- May 28, 2021 (nonexempt biweekly employees)
- May 31, 2021 (exempt monthly employees)

More information on eligibility and details can be found at: hr.unm.edu/benefits/catastrophic-leave
MSU GUIDELINES

Kathy Agnew, Executive Director

- Mass Salary Update (MSU) Guidelines are scheduled to be posted April 14.

- All increases are contingent on funding approval by BOR at the April 13 BOR meeting.

- Once guidelines are released, HR will schedule Town Hall meetings for HR Agents/HR Liaisons to discuss the guideline processes in more detail.
QUESTIONS?
HR Client Services
clientsv@unm.edu
UNM STUDENT EMPLOYEE TO TEMPORARY STAFF OPTION

- To provide departments the ability to quickly transition UNM student employees into staff positions during semester breaks or upon graduation, Staffing Services offers the Student-to-Temporary Staff option.

- For departments that would like to continue employment for any of their current student employees (*that are either graduating or not enrolled in at least 6 credits for Summer or Fall 2021*)
**STUDENT EMPLOYEE-TO-TEMPORARY STAFF OPTION**

<table>
<thead>
<tr>
<th></th>
<th><strong>Student Employees on Semester Break</strong></th>
<th><strong>Graduating UNM Students</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum Age Requirement</strong></td>
<td>18</td>
<td>18</td>
</tr>
<tr>
<td><strong>School Status</strong></td>
<td>Current UNM Student</td>
<td>Graduating UNM Student</td>
</tr>
<tr>
<td><strong>Job Type(s)</strong></td>
<td>Any position for which the student employee meets the minimum qualifications.</td>
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</tr>
<tr>
<td><strong>Hourly Rate</strong></td>
<td>Based on salary grade and candidate’s experience and education in relation to minimum qualifications.</td>
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</tr>
<tr>
<td><strong>Required Documents</strong></td>
<td>Staff New Hire Onboarding tasks and paperwork (I-9 &amp; NMERB Employee Data Form).</td>
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</tr>
</tbody>
</table>
SUBMITTING REQUESTS

- Step-by-step directions located within the Employment Knowledge Base: Submitting a UNMTemps Request

- Additional information:
  - hr.unm.edu/staffingservices
QUESTIONS?
UNM Staffing Services
505-277-2013
UNMTemps@unm.edu
BENEFITS & EMPLOYEE WELLNESS

Brenda De la Peña
HR Manager, Benefits
GREAT BENEFIT NEWS!

Upcoming Jul 1, 2021 – Jun 30, 2022 Benefit Plan Year:

▪ **No Rate Increases or Plan Changes** for Medical, Dental, Vision or Life/Disability insurance benefits!

▪ Health and FSA Open Enrollment:

  Wednesday, April 21 – Friday, May 7

▪ Learn more about your benefit options, attend a virtual Open Enrollment Townhall session:

  ▪ Thursday, April 22 at 2 p.m.
  ▪ Tuesday, April 27 at 11 a.m.

Meeting links will be communicated in April via email/website
QUESTIONS?
Contact Benefits and Employee Wellness
HRBenefits@unm.edu
EOD UPDATES

Bonnie Minkus Holmes, Ph.D.
Employee & Organizational Development Consultant
REMINDER! **PEPS WERE DUE APRIL 1**

- PEPs were due last Thursday!
- There are a number of PEPs that have not entered the self-assessment phase and many still in the managerial review phase.
- Please encourage your departments to get these completed as soon as possible.
- Completed PEP ratings are typically used as eligibility criteria for annual staff salary increases.
From the Overview Page, click on the “Options” dropdown and then select “Print Review.” You can either print it or save as a PDF.
ACCESSING PEP AFTER THEY ARE SUBMITTED

My Assigned Review:
- You can find all of your direct reports’ reviews that will open as a PDF that can be emailed, printed and saved

My Personal Reviews:
- You can access all of your previous reviews and download them as a PDF that can be saved, emailed or printed
QUESTIONS?
EOD | eod@unm.edu
PEP | pep@unm.edu
GENERAL QUESTIONS & DISCUSSION
NEXT FORUM
Tuesday, June 8, 10:30 A.M. via Zoom

FIND FUTURE FORUM DATES AT
hr.unm.edu/hr-forums
HUMAN RESOURCES

THANK YOU!

THE UNIVERSITY OF NEW MEXICO