Welcome and Updates
Division Updates
Payroll Leave Adjustments
Union Contract Updates
Well-Being Expo
New NMERB Return to Work Retiree Application
Employee Wellness Updates
- Chronic Disease Self-Management Workshop
- Preventive Health Checkups
- Homecoming Relay
EOD: ULead & Mandatory Training
WELCOME & FAREWELL

WELCOME! 😊
Karen Hobbs, HR Consultant
Start Date: July 15

Kate Williams, EOD Consultant
Start Date: Aug. 12

FAREWELL! 😔
Tiffany Cordova, Client Services – July 7
David Hutchens, Staffing Services – Aug. 12
DIVISION UPDATES
PRESENTATIONS
PAYROLL LEAVE ADJUSTMENTS

Patty McLaughlin, Fiscal Services Supervisor
Payroll Department

Alma Reyes, Accountant 2
Payroll Department
NEW ADJUSTMENT FORM

- Will be available on the week of August 19th!
- The form will be located on the Payroll website.
- We have consolidated the Monthly, Biweekly Pay adjustment form and Leave Adjustment form into 1 form.
- For the time being, form should be printed and signed, sent to EA.
- EA will email to pay@unm.edu.
- Starting Sept. 30, we will no longer accept the old Adjustment forms.
- Electronic signatures using Adobe Sign – Fall 2019
W-4 PAPER FORMS

- Do not need paper W-4 form
  - All new employees are automatically defaulted to Single and 0 in Banner
  - Employee only needs to update if they do not want to claim Single and 0

- Notify your departments and new hires
  - During onboarding process departments and employment areas should not print out blank W-4 forms for new hires to complete.
  - We will not refuse the W-4 form if an employee turns it in. However, we do encourage the employee to update it online
QUESTIONS?
Payroll Department
505-277-9317
pay@unm.edu
UNION CONTRACT UPDATES

Magdalena Vigil-Tullar
Labor and Employee Relations Officer
HR Labor & Employee Relations
COMPLETED AGREEMENTS

- CWA
  - Full Agreement

- US-UNM
  - Wages only
CWA SUMMARY OF CHANGES

▪ Increases (already processed)
▪ Uniforms: Increased from 3 to 4 per year
▪ New Article: Fact-Finding
  ▪ Advising employee of right to representation during fact-finding
  ▪ Length of time for fact-finding and taking discipline
  ▪ Requirements if recording
▪ Information
  ▪ Reconciliation on position titles and updated information on monthly reports from HR

▪ [https://hr.unm.edu/labor-relations/union-information/cwa](https://hr.unm.edu/labor-relations/union-information/cwa)
US-UNM SUMMARY

▪ Increases- Already processed

▪ Individuals with an unsuccessful on either of the overall categories:
  ▪ Have until Sept. 13 to show consistent improvement.
  ▪ Must have an updated PEP sent to HR with overall successful in both categories by Sept. 13.

▪ If so, the increase will be effective the payroll period starting Oct. 26
2019 WELL-BEING EXPO

Cherie Knight, HR Projects Specialist
UNM Benefits
2019 UNM WELL-BEING EXPO

Open to UNM faculty, staff, retirees, alumni, and students

**Main Campus**
Tuesday, Sept. 17
SUB Lobo A & B
10 a.m. to 2 p.m.

**North Campus**
Wednesday, Sept. 18
College of Pharmacy & Nursing, 3rd Floor
10 a.m. to 2 p.m.

- Educational workshops supporting personal & financial growth:
  - Eating healthy on a budget
  - Physical activity and movement at work
  - Managing money & improving credit
  - Investing wisely
  - Saving for children’s college education
  - Ensuring a comfortable retirement, and
  - Pet therapy
Atrium exhibits provided by:
- UNM Benefits
- Employee Wellness
- CARS
- OMBUDS
- HSC Wellness
- Fidelity, TIAA, VOYA, AIG Retirement Services, and
- State of New Mexico’s “The Education Plan” (529)

Virtual access to select sessions will be available from any location via webcast
QUESTIONS?

Cherie Knight, MA, ChFC
HR Projects Specialist
505-277-2373
cheriejean56@unm.edu

Tracey L. Briggs, MA
Supervisor, Employee Wellness
277-4996
trbriggs@unm.edu
NEW NMERB RETURN TO WORK RETIREE APPLICATION

Cherie Knight, HR Projects Specialist
UNM Benefits
New process and timeline creates break in service of two weeks or more – *retiree cannot return next day*

- **Step 1** - ERB and ARP Retirees must complete and submit NMERB RTW Application to Payroll
  - Payroll will certify employment and sign as the employer in Section 2
  - Payroll will fax the application to NMERB within 24 hours
  - NMERB is working hard to process and mail the approved application back to the retiree within 5-7 business days – allow additional time for US Mail delivery
NEW RTW RETIREE APPLICATION, CONT....

- **Step 2** - Retiree must provide Payroll with a copy of the *NMERB-approved* version to Payroll before returning to work as a retiree
  - Creates a break in service of two weeks or more
  - Retiree cannot return to work until *NMERB-approved version* of the application is submitted to Payroll

- **Potential Impact:**
  - Retirees who return to work prior to providing Payroll with proof of NMERB’s approval will risk NMERB suspension of their pension and no paycheck from UNM

- Please update all department employees in management roles as soon as possible
QUESTIONS?
Cherie Knight, MA, ChFC, HR Projects Specialist
505-277-2373
cheriejean56@unm.edu
EMPLOYEE WELLNESS

Vanessa Roybal, Health Educator
UNM Employee Wellness
HSC Wellness
Workshop subjects include: healthy eating, dealing with difficult emotions, balancing home and work, relaxation tools, and other related topics.

- October 15 – November 21 (Tuesday and Thursday)
- Classes conducted by State of New Mexico certified instructors at the College of Nursing, Room 364
- 12 – 1 p.m.
- $80 (Tuition Remission eligible)
- Receive a *Living a Healthy Life with Chronic Conditions* workbook.

To sign up: visit [Learning Central](#), search *The Workplace Chronic Disease Self-Management Workshop*  

**Seating is limited!**
Screenings from July 8 – October 18
  - Coordinated by Employee Wellness, conducted by Catapult Health
  - 84 Onsite checkup date options
  - 5 evening clinics
    - Including Main, North, South, and all Branch Campuses
  - For primary care provider visits between October 20, 2018 – October 18, 2019, submit a completed [PCP form](#) to qualify

Premium Credit: $200/Employee and $100/Spouse or Domestic Partner
  - Must be enrolled in a UNM Medical Plan at time of screening AND at time credit is applied in order to receive the credit
  - Will be applied beginning in November/December paycheck
Get your team of two together to compete in the inaugural UNM 5K obstacle race.

- Saturday, October 26
- North Campus Golf Course
- Join Employee Wellness in a 6-week training class, led by Lauren Lewis, Wednesdays starting September 18
- On North and Main campus
- 12 – 1 p.m.
QUESTIONS?
Employee Wellness
505-277-4460
wellness@unm.edu
EOD: ULEAD & MANDATORY TRAINING

John Rodriguez
Manager, EOD
▪ Registration for Fall 2019 closed on Friday, August 9, 2019
▪ Registration opens for Spring 2020 on November 15, 2020
▪ To register, please visit hr.unm.edu/ulead
MANDATORY TRAINING
NOW THROUGH DEC. 1
QUESTIONS?
John Rodriguez, EOD Manager
505-277-1627
jrod@unm.edu
Note: 10/10 forums will be held at George Pearl Hall Auditorium.