HUMAN RESOURCES

HR Forum
Dec. 10 & 12, 2019

THE UNIVERSITY OF NEW MEXICO
AGENDA

- Welcome and Updates
- Client Services Update
  - Inclement Weather Info
  - Contract Notice Requirements
  - Veterans Hiring Preference Posting Procedures
  - FLSA Policy & Changes
  - Upcoming Hiring Deadlines
  - Holiday Pay Schedule
  - Safe Zone Training Offered for UNM Departments
- Time Entry Deadlines & W-2/1095-C Electronic Delivery Consent
- Performance Evaluations
- HSC Staff Mentorship Program (Tuesday Presentation)
- New UNMJobs Career Site
- 2020 Forum Dates
WELCOME

▪ Keri Baca
  ▪ Sr. Compensation Specialist, Compensation
  ▪ Started: Dec. 1

▪ Darla Ingle
  ▪ HR Analyst, Staffing Services
  ▪ Started: Nov. 1

▪ Shirley Alexander
  ▪ Sr. HR Consultant, Client Services
  ▪ Started: Nov. 1
FAREWELL

Magdalena Vigil-Tullar,
Labor and Employee Relations Officer
Retiring January 2020
STAFFING CHANGES

Emily Arzate
From HR Consultant to Sr. HR Consultant
Client Services
PRESENTATIONS
CLIENT SERVICES UPDATES

Kathy Agnew
Executive Director, Client Services
HOLIDAYS

WINTER BREAK (DECEMBER 23-31, 2019 AND JANUARY 1, 2020)
OTHER OBSERVED HOLIDAYS (JANUARY 20, 2020)

WEATHER

LOBO ALERTS: HTTP://LOBOALERTS.UNM.EDU/
SNOW HOTLINE (MONDAY-SATURDAY): 505-277-7669
PLEASE REFERENCE UNM POLICY 3435 FOR ANY QUESTIONS ON INCLEMENT WEATHER
HTTPS://POLICY.UNM.EDU/UNIVERSITY-POLICIES/3000/3435.HTML
CONTRACT NOTICE REQUIREMENTS

- Please be aware going into the New Year that notification of contract termination begins January 2020. Contract Renewal will be in June 2020.
- Please review Policy 3240: Contract Employees 3.1 for Notice of Non-Renewal
  
  https://policy.unm.edu/university-policies/3000/3240.html
The Veteran Preference Program went into effect on August of 2018. When it took effect, the following changes were implemented on UNMJobs requisition templates.

Verbiage addressing the program was added to the Job Ad section of all req templates: “Positions posted with a Staff Type of Regular or Term are eligible for the Veteran Preference Program. See the Veteran Preference Program webpage for additional details.”

The application workflows were updated to include a Veteran Preference Program Election section in which applicants could elect whether or not to participate:
### Staff Applicant Workflow v1

**Pre-Veteran Hiring Preference**

- **Page 1 of 7**
  - Welcome

- **Page 2 of 7**
  - Resume & Application

- **Page 3 of 7**
  - Pre-Screening Survey Details
  - Possible Score: 0 to 0
  - Screen out when score is less than: --

- **Questions**
  - Are you legally authorized to work in the United States of America?
  - Are you a resident of the State of New Mexico?
  - What is your UNM employment status?
I elect participation in UNM’s Veteran Preference Program. If you are not a veteran, select ‘Not Applicable’.
VETERAN HIRING PREFERENCE

- BE AWARE: If copying any requisition that was posted prior to August of 2018 -
  - The Veteran Preference Program job ad verbiage and the Veteran Preference
    Program Election section of the application workflow will not be listed for
    applicants.
  - You will have no way to abide to the requirements of the Veteran Preference
    Program

- Prior to submitting a requisition, ensure that these items are included. The HR
  Transaction Center has added this to their checklist of verifications and will
  correct the Workflow if necessary, however if this is a correction that is
  continuously needing to be made the req will be returned to you for correction.
The Fair Labor Standards Act (FLSA) requires that nonexempt employees be paid overtime premium pay for all hours considered time worked in excess of forty (40) hours in a workweek.

Currently, the salary threshold for exemption status is $23,660 per year ($455 per week). On September 24, 2019, the Department of Labor announced a final ruling to increase the salary threshold to $35,568 per year ($684 per week), effective January 1, 2020. The Division of Human Resources has carefully assessed the financial and operational impact of the change and has reached out to affected employees and their supervisors.
UPCOMING HIRING DEADLINES

- **Winter Break Deadlines for Staff** - Transactions should be submitted by the following dates to ensure processing before Winter Break:
  
  - Posting requisitions 12/06/19
HOLIDAY PAY SCHEDULE

- Pay Period #26 for Bi-Weekly Payroll 12/7/19-12/20/19 is due 12/17/2019-
  Pay date 12/27/2019

- Pay Period #12 for Monthly, as always, is due 12/12/2019-
  Pay date 12/20/2019
SAFE ZONE TRAINING OFFERED FOR UNM DEPARTMENTS

LGBTQ 101 Training: Covers how to be an ally, basic terminology, and microaggressions. This training lasts an hour and a half and serves as a base training for any and all who want to learn more.

Safe Zone Training: Four hour training that delves further into how to be an ally, terminology, and different types of hate, negativity, and phobias. Individuals who complete a Safe Zone training will be able to mark their offices or work spaces with a Safe Zone sticker, showing students that these locations are safe spaces for them.

https://lgbtqrc.unm.edu/services/safe-zone-trainings.html

Contact Info:
LGBTQ Resource Center
safezone@unm.edu
505.277.LGBT (5428)
TIME ENTRY DEADLINES

Patty McLaughlin
Supervisor, Payroll Department
EXCEPTION TIME DEADLINE FOR 5R12

- Deadline is **Dec. 12, 4 p.m.**
- The exception time is November leave
TIME ENTRY DEADLINE FOR 2R26

- Deadline is Dec. 17, 4 p.m.
- Estimate week of 12/17/19 – 12/20/19
- Pay date is Dec. 27
- Direct Deposit – by Dec. 13
- Employees with outstanding checks, please pick up by Noon on Dec. 20
TIME ENTRY DEADLINE FOR 2R01

- Deadline is Jan. 6, 4 p.m.
- Remember Holiday hours use earn code 010
- Pay date is Jan. 10, 2020
W-2

- Update addresses
- Terminated, retired, deceased, etc.
- Do not inactivate current mailing address without new address
- Deadline for receiving address changes is Jan. 15, 2020
- Electronic consent is available for 2019

Tax Forms

Federal Tax Exemptions or Allowances (W4)

Electronic Regulatory Consent
Request electronic versions of your W-2 and 1095-C (Watch Lucy's Video)
W-4

- New W-4 in 2020 (available now on IRS.gov but will not be published on UNM websites before 1/1/20)
- Old W-4 CANNOT be accepted as of Jan. 1, 2020
- Current employees are not required to complete a new 2020 W-4 (only if updating and required for new employees starting in January 2020)
- Payroll will provide more details as they become available

Tax Forms

- Federal Tax Exemptions or Allowances (W4)
- Electronic Regulatory Consent
  Request electronic versions of your W-2 and 1095-C (Watch Lucy’s Video)
QUESTIONS?
Patty McLaughlin, Supervisor, Payroll Department
505-277-2353
Patty@unm.edu
2019 PEP

Bonnie Minkus-Holmes
EOD Consultant, Employee & Organizational Development
# PEP 101

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Friday, Dec. 6</td>
<td>9 – 11 a.m.</td>
<td>Student Union Lobo Lab, Room 1013</td>
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<tr>
<td>Wednesday, Dec. 11</td>
<td>9 – 11 a.m.</td>
<td>Student Union Lobo Lab, Room 1013</td>
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<tr>
<td>Friday, Dec. 13</td>
<td>9 – 11 a.m.</td>
<td>Student Union Lobo Lab, Room 1013</td>
</tr>
<tr>
<td>Monday, Dec. 16</td>
<td>9-11 a.m.</td>
<td>HSLIC 226</td>
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- Geared towards HR Agents and Managers
- Troubleshooting
- How to have an effective performance discussion
- Handling difficult conversations
- The PEP Process
# PEP WORKING SESSIONS

## January

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Jan. 7</td>
<td>9 to 11 a.m.</td>
<td>HSLIC 226</td>
<td>Working Session</td>
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<td>Jan. 14</td>
<td>9 to 11 a.m.</td>
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<td>Working Session</td>
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<td>Jan. 17</td>
<td>9 to 11 a.m.</td>
<td>HSLIC 226</td>
<td>Working Session</td>
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<td>Jan. 21</td>
<td>9 to 11 a.m.</td>
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<td>Working Session</td>
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<td>Jan. 28</td>
<td>2 to 4 p.m.</td>
<td>Lobo Lab</td>
<td>Working Session</td>
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<tr>
<td>Jan. 31</td>
<td>9 to 11 a.m.</td>
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<td>Working Session</td>
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## February

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<tr>
<td>Feb. 4</td>
<td>9 to 11 a.m.</td>
<td>Lobo Lab</td>
<td>Working Session</td>
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<td>Feb. 11</td>
<td>2 to 4 p.m.</td>
<td>Lobo Lab</td>
<td>Working Session</td>
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<td>Feb. 18</td>
<td>9 to 11 a.m.</td>
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<td>Working Session</td>
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<tr>
<td>Feb. 25</td>
<td>9 to 11 a.m.</td>
<td>Lobo Lab</td>
<td>Working Session</td>
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<tr>
<td>Feb. 28</td>
<td>2 to 4 p.m.</td>
<td>HSLIC 226</td>
<td>Working Session</td>
</tr>
</tbody>
</table>

[https://hr.unm.edu/pep-working-sessions](https://hr.unm.edu/pep-working-sessions)
UPDATING GOALS

Click Performance-> Goals

- Increase hot dog sales at Lobo Football games by 25% each game
  Status: On Track  Due Date: 12/31/2019

- Increase instances of the wave in the pit by 80% during basketball games
  Status: On Track  Due Date: 12/31/2019

- Increase noise level by 15% in the pit during games during the 1st quarter
  Status: On Track  Due Date: 12/31/2019
UPDATING GOALS

Click the Arrow and choose "Edit"
Instead of “cancelling” a goal, edit the goal.

Add relevant comments.

Click Submit.
QUESTIONS?
EOD
505-277-1555
pep@unm.edu
HSC MENTORSHIP PROGRAM

Bonnie Minkus-Holmes
EOD Consultant, Employee & Organizational Development
HSC STAFF MENTORSHIP PROGRAM

Staff Mentorship Program

UNM Health Sciences Center employees open to exploring a mentee/mentor relationship can apply to take part in the UNM HSC Mentorship Program.

Mission Statement

The mission for the HSC Staff Mentoring Program is to provide HSC staff with experiences and resources to explore the many opportunities for growth at the university.

https://hsc.unm.edu/programs/mentorship/
QUESTIONS?
Bonnie Minkus-Holmes, PhD, EOD Consultant
Employee & Organizational Development
505-277-2946
bminkusholmes@unm.edu
NEW UNMJOBS CAREER SITE

Kevin Stevenson
Executive Director, HR Business Services
QUESTIONS?
Kevin Stevenson, Executive Director
Business Services
505-277-5804
kevings@unm.edu
2020 HR FORUMS

Feb. 11 & 13
April 14 & 16
June 9 & 11

Aug. 11 & 13
Oct. 13 & 15
Dec. 8 & 10

Find current dates, times and locations our website at:
hr.unm.edu/hr-forums
HAVE A RESTFUL AND JOYOUS WINTER BREAK!