Agenda

- HR Welcome and Staff Updates
- HR Division Updates
- PEP Process
- Financial Wellness Seminars
- 2017 Legislative Conference
- FLSA Current State
- Hire Right Course
- UNMJobs 2.0
  - Prep for Go Live
  - Demonstration
  - Call for Champions
HR Staff Updates

MIKE BROWN
DIRECTOR, HR CLIENT SERVICES
Welcome

Stacie Carviso

- UNMTemps & Recruitment Services
- HR Analyst
- Start Date: January 3, 2017
Farewell

Amanda Dussault

- Representative - Transaction Center
- Last Day: January 2, 2017

Mike Duran

- Chief Operations Officer - HR Finance, Tech, and Business Services
- Last Day: January 6, 2017

Sandra Brown

- Sr. HR Tech - HR Service Center
- Last Day: January 31, 2017
Staffing Updates

Brenda De la Peña
- Acting Director, Benefits & Retirement Services
  - As of January 1, 2017

Michele Brown
- Acting Director, HR Finance, Tech, and Business Services
  - As of January 1, 2017

Chris Hamilton
- Promotion to HR Manager (competitive process)
  - As of February 1, 2017
Division Updates
Name Change

Formerly known as the “HRPI Forums”
These meetings are now known as simply the HR Forums
Presentation Items
2016 PEP Process

SHARY TOMPKINS

EMPLOYEE AND ORGANIZATIONAL DEVELOPMENT
PEP Form: Key Differences

- Job responsibilities: Successful/Not Successful
- Goal assessment ratings:
  - Exceptional, Successful, Not Successful, and Deferred or In Progress
- Self Assessment – Optional (exception US-UNM)
- Next year’s goal planning integrated into the process
- University Values replaced with Guiding Principles
## PEP Review Timeline

<table>
<thead>
<tr>
<th>Month</th>
<th>Action</th>
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<tbody>
<tr>
<td>December</td>
<td>Employee completes Self Assessment&lt;br&gt;Optional (exception US-UNM)</td>
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<tr>
<td>January</td>
<td>Supervisor completes Performance Evaluation and Planning (PEP) form and begins performance discussions</td>
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<tr>
<td>February</td>
<td>Supervisor and employee sign PEP and submits to Human Resources for filing in personnel file</td>
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<tr>
<td>March</td>
<td>PEP forms are due March 1, 2017 for the 2016 calendar year</td>
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Questions?

Employee & Organizational Development
505-277-1555
eod@unm.edu
Financial Wellness Program

CHERIE KNIGHT,
UNM BENEFITS, FINANCIAL WELLNESS AND RETIREMENT SERVICES
Thrive Thursday / Financial Friday
Wellness Seminars – February

NEXT SESSION – Create a Budget, Ditch Your Debt, and Build Your Future by Keith Hardy, Retirement Planner, Fidelity

- Main Campus
  - Thursday, February 16, 12:00 – 1:00 pm
  - UNM Business Center, Room 1016
  - Attend the Skype Meeting from your desk, phone, or smartphone! Join Skype Meeting

- North Campus
  - Friday, February 17, 12:00 – 1:00 pm
  - HSLIC Library, Room 428
  - Attend the Webcast virtually from anywhere! Join Webinar

Monthly Financial Literacy Workshops are open to all employees (except student employees). For program information, visit https://hr.unm.edu/financial-wellness-program.
2017 UNM Financial Fitness Forum
Save the Dates!

Two Full Days of Financial Literacy Workshops.
Detailed schedule to be emailed to employees in February.

“Pick and Choose” from a wide variety of sessions, with topics designed to improve your financial wellness! *(Webinars and Skype Meetings available)*

- **North Campus**
  - Tuesday, March 21, 9:00 am – 5:00 pm
  - Domenici West Atrium and Domenici / HSLIC Conference Rooms

- **Main Campus**
  - Wednesday, March 22, 9:00 am – 5:00 pm
  - Student Union Building Lower Atrium and 3rd Floor Conference Rooms

UNM will offer up to 1.5 hours of work time off to attend a session of your choice, with supervisor approval. Request flex time or annual leave in advance to attend additional sessions. Sessions are open to all employees (except student employees).

*For program information, call HR Benefits at 505-277-6947 (MyHR)*
Questions?

Cherie Knight, ChFC
HR Projects Specialist
505-277-2373
cheriejean56@unm.edu
2017 Legislative Conference

MAGDALENA VIGIL-TULLAR
LABOR & EMPLOYEE RELATIONS
2017 Legislative Conference

Visit the SHRM website

shrmnm.org/upcoming-events
Questions?

Magdalena Vigil-Tullar
Employee & Labor Relations
505-277-4993
msvigil@unm.edu
FLSA Current State

CARLOS ABETYA

COMPENSATION SERVICES
FLSA – Looking Back

As you may recall in November 2016…

- In order to remain compliant with FLSA final rule, UNM began implementing changes to impacted classifications
- All affected employees were given options as to when their pay would change to the biweekly schedule
- Some employees chose to move effective November 12, 2016, and the remainder would change at a later date
- Effective November 22, judge issues preliminary injunction postponing the effective date of FLSA Overtime Rule
FLSA – Current State

Where are we today?

- UNM continues to monitor any updates related to FLSA final rule
- Upon determination of new FLSA rules, it will take approximate 6-8 weeks to reassess and implement changes
- For now, UNM continues to monitor bi-weekly exempt employees to ensure no overtime hours are reported
- As we hear more, we will continue to provide updates
FLSA - Time Entry for Bi-Weekly Exempt

- Please remind your managers and supervisors that time should be entered to total 80 hours for each pay period (depending on FTE).

- LoboTime
  - Bi-weekly exempt employees should not be “clocking in” or “clocking out”.
  - Example: A person with a 100% appointment should have their time entered as working 8 hours each day. If they submit 2 hours of SL on a particular day, then 6 hours of regular work time is entered.

- Banner Time Entry
  - Time Managers should not be entering in exact work hours reported but rather a full 8 hours if the person is working a 100% appointment.
Questions?

Carlos Abeyta
Compensation Specialist
505-272-4266
iabeyta@unm.edu
HIRE RIGHT!
CONDUCTING AN EFFECTIVE HIRING PROCESS

ANN MARTINEZ RIPPBERGER & MARTIN GALLEGOS
UNMTEMPS & RECRUITMENT
Goals

- Improve the overall efficiency of the hiring process
- Improve hiring outcomes
Topics

- Keeping It Legal
- Unconscious Bias
- Planning Process
- Evaluation
- Behavior-Based Interviewing
Details

- Free
- Instructor-led
- 4 hour course

- Visit the [Hire Right webpage](https://www.unm.edu/human/resources) for more info
Questions?

UNM Staffing Services
Ann Martinez Rippberger
arippberger@unm.edu
505-277-1405
UNMJobs 2.0 Prep for Go Live

MIKE BROWN
DIRECTOR, HR CLIENT SERVICES
Go-Live Timeline

  *Specific Dates and Times to be determined and announced soon*

- Go-Live Date: April 3, 2017

Sprint to Finish Line: eight power-building sessions scheduled for January through end of February
Go-Live Timeline

- **Current Focus:**
  - Onboarding – offer letters, forms, and tasks
  - SOPs Completion – Use for testing and in training development
  - Training – Learning central and instructor led sessions
  - Technical IT – complete workflow on Banner side
  - Transition of Postings – Move from PeopleAdmin to Cornerstone TMS
    - *NOTE: A Transition timeline (between PeopleAdmin and Cornerstone) is being prepared for review by Executive Administration. As soon as it is finalized, it will be made available.*
  - Testing – Complete testing of all user modules/functions
  - Onboarding Dashboard – New hire’s bridge from applicant to employee
  - TMS to ODS data – Build feed and develop reports
  - TMS Security – Finalize security permissions. BAR roles have been built
  - Support Model – Develop model for post go-live support
  - Communication – Announce training and go-live to campus
UNMJobs 2.0 Demo

Demo Items:

- Change of Status - hired/not hired
- Dispense Applicants
- Reference Check
Questions?

Lalita Lopez de Gauntt
(she will filter requests to technical area leads as needed)
505-277-6069
jc7688@unm.edu
UNMJobs 2.0
Call for Champions

JILLIAN GONZALES
EMPLOYEE & ORGANIZATIONAL DEVELOPMENT
UNMJobs 2.0 Champions

Champions provide support to system users by:

- talking up the new system during the transition
- being a go-to person for user questions before, during, and after go-live

Champions will receive the following:

- Hold My Paw service, including access to resources from Core Offices and EOD, project go-live announcements, weekly check-ins via Skype, and coping with change education and skills.
Questions?

Is this a role for you?

Leave your card or name with Debbie, or contact Jillian Gonzales:

jigonzales@unm.edu
505-272-6718
Next HRPI Forums

North Campus – RHFH Room 303
Tuesday, April 11, 2017
10:30 – 11:30 am

Main Campus – SUB Acoma A&B
Thursday, April 13, 2017
10:30 – 11:30 am