AGENDA

- Welcome and Updates
- Division Updates
  - National Senior Games Volunteers
- HR Forums Refresher
- Catastrophic Leave Changes
- UNMJobs Reports
- MSU Update
- Employee Wellness Updates
- Educational Retirement Act (ERA) Changes
- Fall ULead 2019
WELCOME & FAREWELL

WELCOME! 😊
Tiffany Heineman, Sr. Compensation Specialist, Compensation
Start Date: May 20

Jake Shockley, IT Support Tech 1, HRIT
Start Date: April 29

Kate Davis, HR Consultant, Client Services
Start Date: June 1
Albuquerque is hosting the National Senior Games June 14 – 25.

President Stokes is challenging UNM to meet the goal of 1,000 volunteers, one third of the volunteers needed by the City.

Play Video
NATIONAL SENIOR GAMES

- Regular exempt and nonexempt staff allowed up to 5 hours of paid leave under [UAP 3300, Section 3.2 Community Engagement.](http://hr.unm.edu/articles/announcement/unm-volunteers-needed-national-senior-games)
  - Time Keepers use Earn Code 300 (Other Paid Leave)

- Use your UNM email when signing up so we can keep count of UNM volunteers

- Will your non-UNM employed spouse, friend or child volunteer? If so, request they enter **University of New Mexico** in the “Company Affiliation” box.

- More info at [hr.unm.edu/articles/announcement/unm-volunteers-needed-national-senior-games](http://hr.unm.edu/articles/announcement/unm-volunteers-needed-national-senior-games)
PRESENTATIONS
PURPOSE OF HR FORUMS

Refresher

▪ The HR Forums are dedicated to providing a forum for discussion on current HR related topics.

▪ They are an opportunity to connect with your HR Consultants, specialists and network with others supporting HR functions across the University.

▪ For your convenience, we hold a North Campus and Main Campus session.
PURPOSE OF HR FORUMS

- Forums occur every other month. Schedule at hr.unm.edu/hr-forums
- Agenda sent one week before.
- Slides emailed after both forums have occurred.
- Slides posted online at confluence.unm.edu/display/EKB/HR+Forum+Presentations
PURPOSE OF HR FORUMS

▪ Your Role

▪ Take information back to your division leaders, discuss it at your department meetings, notify your division employees at your own internal staff meetings, via email or in person.

▪ Ask questions that would benefit your specific department needs.

▪ Build a relationship with your HR Consultant by talking to him or her before or after the meeting.

▪ Share your experiences with the group on what works well in your area if you think it may be something that others can benefit from.

▪ Suggest agenda items by emailing hrinfo@unm.edu
QUESTIONS?
Kathy Agnew, Executive Director
505-277-6575
agnewk@unm.edu
CATASTROPHIC LEAVE CHANGES

Mike Brown
Manager, HR Client Services
NEW PROCESS

▪ Human Resources will be taking more ownership
  ▪ The supervisor will complete his/her portion of the catastrophic leave request form and return to the employee
  ▪ The employee will work directly with the department’s HR Consultant
▪ The employee will be asked to provide more medical information / records at the time of application
  ▪ This will reduce the turn around time on the approval or denial of the request
NEW PROCESS

- The HR Consultant will notify the employee and supervisor when the request is approved or denied.

- Family Medical Leave (FML) runs concurrently with catastrophic leave, if the employee is eligible.

- The HR Consultant will:
  - Confirm with the supervisor if the employee has used any FML in the preceding 12 months.
  - If employee entitled to FML, then the HR Consultant will send the employee the Designation and Rights and Responsibilities Notice(s).

  - If intermittent catastrophic leave with FML, the department will be responsible to track time.
NEW PROCESS

- The department will not be required to submit an ePAN
- The HR Consultant will work with the Transaction Center and Payroll to input catastrophic leave hours in the appropriate bank
- The supervisor will still need to work with the employee on return to work, meeting with the employee if any restrictions and the ADA process
QUESTIONS?
Michael Brown, Manager HR Client Services
505-277-2854
mikebrown@unm.edu
UNMJOBS REPORTS

Kevin Stevenson
Director, HR Business Services
UNMJOBS REPORTING 2.0

- Newly released reporting tool within UNMJobs!
- Reporting 2.0 is best if you need live, up to the minute data on applicants or requisitions – Reporting 2.0 information is always current up to the time reports are run.
- Easily configure and display report on the screen, no more waiting for a queued report to complete prior to downloading.
- Reporting 2.0 Applicant Status Report currently available.
- Some Standard Reports will be demised as a result of this upgrade:
  - Requisition Details Report
  - Applicant Compliance Report
Newly released reports in HR Reports.

HR Reports is a good choice if your requisition has closed and you’re completing your hiring proposal, as the data is always a day old (it updates from UNMJobs each night).

Available reports in HR Reports include an Applicant Status report, Veteran Preference report, and UNMJobs Metrics report.
LET'S TAKE A QUICK LOOK...

- https://confluence.unm.edu/display/EKB/UNMJobs+Reporting
MSU UPDATE

Kevin Stevenson
Director, HR Business Services
MASS SALARY UPDATE

- Mass salary update corrections are nearly complete for SE and SN employees:
  - New salaries based on final guidelines loaded to Banner, validation process is underway.
  - Remember, because budget development was locked prior to approval of the final guidelines, all updates are being made directly in Banner and will not be reflected in salary or budget planner reports.
Mass salary update for US-UNM employees is underway!

- Similar guidelines as non-bargaining unit staff, including MSU exception process for increases up to 5%.
- Deadline for submitting exception requests is Wednesday, June 19!
- More info available at: https://hr.unm.edu/mass-salary-update-usunm
QUESTIONS?
Kevin Stevenson, Director, Business Services
505-277-5804
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EMPLOYEE WELLNESS EVENTS

Vanessa Roybal, Health Educator
HR Employee Wellness
STADIUM STAIR CHALLENGE FOLLOW UP

- 180 Signups
- 144 Participated on Event Day
- Best Time Overall - 10:34
- Emily won overall Female FOURTH time in a row – 12:49

- 5th Annual Stadium Stair Challenge
  - Tentative Date: May 2, 2020
JACKPOT RECAP

HIGHLIGHTS

- 82 UNM Participants
- Jackpot $11,813
- Average weight loss – 5% or 9.6 lbs.
- Total Weight – 784 lbs.
- 38 UNM losers/winners
- Each won $178.98

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ONSITE PREVENTIVE HEALTH CHECKUPS

- Signups began June 3
- Screenings run from July 8 – October 18
  - 84 Onsite checkup date options
  - 5 evening clinics
    - Including Main, North, South, and all Branch Campuses
- PCP forms accepted for visits between October 20, 2018 – October 18, 2019
- 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
INTERNATIONAL YOGA DAY

- Friday, June 21
- Main Campus
  - 11:00 – 11:45 a.m.
  - Johnson Field, Northeast corner
- North Campus
  - 12:15 – 1:00 p.m.
  - Grassy area east of the Medical Library
- Yoga Instructor – Amy Suman
- Bring a mat or borrow one from Employee Wellness
LOBO CANCER CHALLENGE

LOBO CANCER CHALLENGE
SEPT. 14, 2019
DREAMSTYLE STADIUM

Join the Lobo Cancer Challenge to raise funds for cancer research and patient support at the UNM Comprehensive Cancer Center.

IT'S TIME TO FIGHT CANCER

SEPT 14 2019
LoboCancerChallenge.org

Register
Start fighting cancer by creating a team, joining one, or registering as an individual.

Fundraise Ask family and friends to give towards your goal. 100% of donations benefit the cancer fund of your choice.

Celebrate Whether you ride, run or walk on Sept. 14, we’ll celebrate fighting cancer together.

BIKE, RUN OR WALK • REGISTER TODAY AT LOBOCANCERCHALLENGE.ORG

Presenting Sponsor
Blake's LOTABURGER

Southwest Capital Bank
KOAT 7 News
Health Sciences
QUESTIONS?
Vanessa Roybal, Employee Wellness
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ERB & ARP RETURN TO WORK RETIREE CHANGES

Cherie Knight, HR Projects Specialist
Benefits Department
OVERVIEW OF CHANGES

• Changes effective July 1, 2019 include:
  • Employees retired from a PERA employer and working for an NMERB employer are required to make non-refundable ERB contributions and will not accrue service credit.
  • Police officers hired prior to July 1, 2019 who are PERA retirees are exempt from making ERB contributions if they remain employed as a certified police officer for an NMERB employer.
▪ NMERB retirees who return to work with an NMERB employer under the .25 Return to Work (RTW) exception rule must submit an application to NMERB.

▪ The RTW exception provision limiting salary to $15,000 will expire. The .25 FTE limit will continue. Retirees working under the $15,000 rule must submit an application to continue working at .25 FTE as of July 1.
Benefits notified PERA retirees, including certified UNM police officers, by email and letter on May 20

- Police Officers hired prior to July 1 and working as certified Police Officers must complete a Verification form
- Benefits will work directly with Police Officers prior to July 1
RETURN TO WORK APPLICATION

- ERB and ARP Retirees currently working under .25 FTE or $15,000 RTW exceptions were sent emails and letters from Benefits by June 5 advising:
  - Retiree must submit the new [NMERB RTW Application](#) to Martha Grado in UNM Payroll for signature certification by June 11
  - Payroll will certify, sign and fax the application to NMERB
  - NMERB will process, approve, and send the application to the retiree within 5 to 7 business days
  - Retiree must return the NMERB-approved form to Payroll before July 1 to continue working after that date
QUESTIONS?

For More Details:
• See the [May](#) and [June](#) HR Newsletters
• Call Benefits at 505-277-6947
• Visit [nmerb.org](#)
• [NMERB Newsletter Summer 2019](#)
QUESTIONS?
Cherie Knight, HR Projects Specialist
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cheriejean56@unm.edu
ULEAD FALL 2019

John Rodriguez, Manager, EOD
Cristina Padilla, EOD Consultant
WHO?

You will find this program relevant if you are …

- Interested in developing leadership skills
- Curious about leadership practices to understand and work better with your teams
- Willing to experiment, reflect and collaborate with other colleagues to propose initiatives aligned with the UNM strategic goals

hr.unm.edu/ulead
WHAT IS NEW?

- Shorter Sessions – Online Resources
- Franklin Covey Access Pass - library materials for a year
- Themes Offered Every Session
WHEN?

Sept. 11 – Oct. 30

4 Days

Leadership Development

3 Days

Project management

Managing Relationships

Diversity & Inclusion

Final Day

Project Presentation

Graduation
JOIN THE FALL 2019 COHORT

Interested in joining the Fall 2019 ULead cohort (or know someone interested)?

Visit our website: hr.unm.edu/ulead
QUESTIONS?
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Cristina Padilla, EOD Consultant
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University Closed July 4 – 5
Have a safe holiday!
NEXT HR FORUMS
August 13 & 15, 2019