HUMAN RESOURCES

HR Forums
October 9 & 11, 2018

THE UNIVERSITY OF NEW MEXICO
AGENDA

- Flexible Spending Account (FSA) Open Enrollment
- 2R26 Time Entry Deadline & Payroll Updates
- Mandatory Training
- On-Call Cleanup
- Performance Evaluations
- Employee Wellness Updates
  - On-site Checkups
  - MyCD
  - Operation Gratitude
HR STAFFING UPDATES

WELCOME! 😊
- Jennifer Hallstrom, Sr. Benefits Specialist- 8/20/18
- Cristina Padilla, EOD Consultant- 9/19/18
- Cynthia Chavez, HR Transaction Center Rep- 10/8/18

FAREWELL! 😞
- Stefanie Rotunno, Labor Relations- 9/7/18
- Mary Farias, EOD- 9/17/18
- Kathy Carnivele, Legal Analyst- 9/24/18
HR STAFFING UPDATES

STAFFING UPDATES 😊

- Justin Sanchez- Sr. Transaction Center Rep- 8/13/18
- Nancy Heimbigner- HR Transaction Center Rep- 10/8/18
PRESENTATIONS
FLEXIBLE SPENDING ACCOUNT (FSA) OPEN ENROLLMENT

John Rivera, Employee Benefits Specialist
HR Benefits
FLEXIBLE SPENDING ACCOUNT (FSA) OPEN ENROLLMENT

When:

Wednesday, Oct. 31 – Friday, Nov. 16, 2018
FSA PLANS OFFERED BY UNM

Health Care FSA

- Annual contribution Limit: $2,650 (current 2019 IRS maximum)
- Carry-Over provision – permits unused funds for the 2018 plan year (up to $500) to be carried over into 2019 and beyond

  • Applies to Health Care FSA only
  • Must be in a benefits-eligible position to access carry-over funds
  • Eligible claims incurred through December 31, 2019 may be submitted for reimbursement through May 31, 2020
  • Unclaimed funds remaining at the end of 2019 above the $500 carry-over amount will be forfeited
FSA PLANS OFFERED BY UNM

- **Dependent Care FSA**
  - Annual Contribution Limit $5,000
    - If filing jointly, or $2,500 if filing separately
  - Grace Period - Use unreimbursed 2019 funds to pay for claims incurred through March 15, 2020
    - Eligible claims incurred through March 15, 2019, may be submitted for reimbursement through May 31, 2020
    - Applies to the *Dependent Care FSA only*
FSA 2019 PLAN YEAR – HOW TO ENROLL AND REMINDERS

How to Enroll:

 Enrollments must be completed online during this period using LoboWeb, which can be accessed 24 hours a day, 7 days a week by logging on to my.unm.edu

Reminders:

 Print and Retain Open Enrollment Confirmation Statement for records and as proof of enrollment

 Enrollments will not be accepted after Open Enrollment ends

 More Information: https://hr.unm.edu/benefits
FSA PLAN YEAR CHANGE IN 2020

Anticipated FSA plan change from calendar year to fiscal year for the year 2020.

- Shortened Plan year January 1 – June 30, 2020
  - Open Enrollment late Oct/Nov 2019

- New FSA Plan Years start July 1, 2020 through June 30, 2021.
  - Open Enrollment late April/May for July 1 effective date
  - Aligns FSA with the plan year for medical, dental and vision
  - Helps better coordinate health care needs planning for Health Care FSA

- Communications to continue throughout 2019 to help prepare employees in how to consider planning ahead for FY21
QUESTIONS?
John Rivera, Employee Benefits Specialist
UNM HR Benefits
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TIME ENTRY DEADLINE FOR 2R26

Patty McLaughlin, Supervisor
Payroll Department
TIME ENTRY DEADLINE FOR 2R26

- Deadline is 4:00 p.m. on December 17
- Estimate week of 12/17/18 – 12/21/18
- Holiday hours use earn code 010
- Pay date is December 28, 2018
- Direct Deposit – by December 14
- Employees with outstanding checks, please pick up by 12:00 p.m. on December 20.
EXCEPTION TIME DEADLINE FOR 5R12

- Deadline is 4:00 p.m. on December 12
- The exception time is November leave
Update addresses
Terminated, retired, deceased, etc.
Do not inactivate current mailing address without new address
Deadline for receiving address changes is 1/14/19
DIRECT DEPOSIT

- Update your direct deposit if necessary
- DUO
  - Set up if you have not already done so
  - Verify your direct deposit information if no changes
UPDATES

- Separations/Retiring
- Submit appropriate paperwork timely
- Annual leave payouts/pay in year 2018
- Verify/update alternate email address if necessary in Self-Service Demographics
PAYROLL ADJUSTMENTS

- The adjustment form is being updated to include the leave adjustments.
- There will be one form to complete for biweekly and one form for monthly.
- New adjustment codes – dept. will be able to select.
- Look for announcements that the new form is available in the coming months.
QUESTIONS?
Patty McLaughlin, Supervisor, Fiscal Services
505-277-2353
Patty@unm.edu
MANDATORY TRAINING

John Rodriguez, Manager
Employee & Organizational Development
TWO MONTHS AND COUNTING!

In 2018 all regular faculty and staff; temporary faculty and staff; on-call staff; and student employees (including Grad Students) are required to complete the designated University-wide mandatory training. The three University-Wide mandatory trainings are:

• SRS 0118 Basic Annual Safety Training - 2018
• EOD 1018 Intersections: Preventing Discrimination and Harassment - 2018
• EOD 481-18 Active Shooter on Campus: Run, Hide, Fight – 2018

The deadline for completing the Mandatory Training is December 1.
REMINDERS

- HR Agents and others with the Security Role (HR Reports Viewer) have access to view their organization’s Mandatory Report at any time.

- Individual completion can also be accessed by direct supervisors.

- For trouble shooting please see your department’s desktop support or appropriate HELP Desk. (Main, HSC or UH).
IMPROVEMENTS

- Accommodation process is being communicated through various channels.
- Have consolidated the troubleshooting escalation process through EOD, HRIT and Main IT.
- HR Reports accuracy is being monitored more closely.
- Folks have had time to acclimate to the new Intersections module.
- The Active Shooter module is now fully supported on the appropriate platform.

And many more improvements have been made behind the scenes so you will have a better experience.
• Any staff or faculty member that requests an alternative to taking *Intersections* should contact Francie Cordova in the Office of Equal Opportunity (OEO).

• Any staff or faculty member that requests an alternative to taking *Active Shooter* should contact Deborah Kuidis in the Provost Office.

• Human Resources (including EOD) is not the office to make a decision regarding reasonable accommodation.
THE PROCESS

• If you are contacted by a staff or faculty person regarding a need, direct them to the appropriate office.
• The appropriate office will work with that person directly.
• Then that office will communicate to EOD regarding completion.
• HR (including EOD) does not make a decision regarding accommodations.
QUESTIONS?
HR Employee & Organizational Development
505-277-1555
eod@unm.edu
ON-CALL CLEANUP

Mike Brown, Director
HR Client Services
ON-CALL CLEANUP

- Time to review your on-call staff
- If on-call employee has not been utilized in the past year you may want to submit a separation ePAF
- HR will run reports and send out via your HR Consultant
DISPENSING YOUR APPLICANTS

Mike Brown
Client Services
INTERVIEWED: NOT HIRED

- Two steps to dispense these applicants
- First Step
  - Select “Interviewed Not Hired” disposition reason
INTERVIEWED: NOT HIRED

- Step Two
  - Open the applicant record – click on applicants name
  - Under the Application Custom Fields click on “Edit Custom Fields”
INTERVIEWED: NOT HIRED

- In the box stating “Interview: Not Hired Disposition Reason” select the appropriate disposition reason.
**DRA INFORMATION**

- In the Application Custom Fields is the DRA Race/Ethnicity
- This needs to be completed for all applicants interviewed
  - In person interview
  - Skype interview
QUESTIONS?
Mike Brown, Director
HR Client Services
505-277-2854
mikebrown@unm.edu

-OR-

CONTACT YOUR
HR CONSULTANT

HUMAN RESOURCES
PEP ONLINE

Kevin Stevenson, Director
HR Business Services
PEPS ARE MOVING ONLINE!

- All 2018 performance evaluations will be completed in UNMJobs
- Completed a Pilot review process for CY2017 reviews, over 700 staff from 7 colleges/divisions
- Extensive review of feedback from pilot participants and survey results
- Implemented modifications and improvements based on department feedback
PLEASE DON’T WORRY ...

- The vast majority of the process is the same:
  - Evaluation of Job Responsibilities
  - Evaluation of Goals
  - Future Goal Planning
  - Successful/Not Successful Overall ratings

- However, one important change to note is the “requirement” of a self-evaluation (but I promise, still not a reason to worry)
IN FACT, YOU SHOULD GET EXCITED!

- Electronic routing, signature, and email notifications
- Automatic loading of review scores into Banner
- Employee reviews automatically available to managers
- Comprehensive reporting capabilities for HR Agents, including status reports and copies of completed reviews
- Self-Evaluation and Manager-Evaluation contents captured separately and displayed side-by-side
WHAT TO EXPECT?

Timeline for 2018 Review Process

**Oct. – Dec. 2018:** Data Cleanup

**Oct. 2018 – Feb. 2019:** Enter prior year goals in preparation for evaluation

**Dec. 2018 – Feb. 2019:** Complete performance evaluation

For a detailed schedule see the website.
WHAT CAN I DO TO PREPARE?

 Encourage your employees to complete the “Enter 2018 Goals”
 Review data in HR Reports “Reports to” Report
 Review and evaluate current departmental review processes
 HR Agents: Request “Department Performance Administrator”

BAR Role

100% PERFORMANCE EVALUATION & PLANNING
BY MARCH 1ST
UNMJOBS.UNM.EDU
QUESTIONS?
Kevin Stevenson, Director
HR Business Services
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EMPLOYEE WELLNESS UPDATES

Vanessa Roybal, Health Educator
Employee Wellness
CHRONIC DISEASE SELF-MANAGEMENT PROGRAM

- Workshop for adults who have one or more chronic health conditions or are caring for someone who has a chronic disease
- October 12 – November 16
- Fridays
- 1:30 p.m. – 4:00 p.m.
- UNM Continuing Education Building
- Lead by Vanessa and Lauren
- FREE to public
- To sign up go to ce.unm.edu
OPERATION GRATITUDE

- November 1 - 7
- Operation Gratitude sends care packages to the troops!
  - Donate leftover Halloween Candy and selected food items
- Volunteer to be a drop-off site
  - Decorate a box
  - UNM Mailing systems will pick it up
  - Email wellness@unm.edu
ONSITE PREVENTIVE HEALTH CHECKUPS

- Ends October 19
- Although slots may have filled up, keep checking back in case there are cancellations
- An alternative to the Catapult checkups onsite, you may have one done by your PCP and turn in the [Primary Care Provide Form](#) by Oct 19
QUESTIONS?
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