HR Forums

APRIL 11 & 13, 2017
Agenda

- HR Welcome and Staff Updates
- HR Division Updates
  - CAT Leave Deduction
  - UNMJobs 2.0 Follow-Up
- Benefits Open Enrollment
- Financial Wellness – April Sessions
- Payroll – Duo for W-4s
- Mandatory Training
- UNMTemps
  - Non-UNM Student Hire Programs
  - Student-to-Temp
HR Staff Updates

MIKE BROWN
DIRECTOR, HR CLIENT SERVICES
## Welcome

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Department</th>
<th>Start Date</th>
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<tbody>
<tr>
<td>Kevin Stevenson</td>
<td>HR Business Services</td>
<td>April 10, 2017</td>
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<tr>
<td></td>
<td>Interim Director</td>
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<td>Tiffany Cordova</td>
<td>Service Center</td>
<td>March 20, 2017</td>
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<td></td>
<td>HR Tech</td>
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<tr>
<td>Justin Sanchez</td>
<td>Transaction Center</td>
<td>March 1, 2017</td>
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<td>HR Transaction Center Rep</td>
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<tr>
<td>Gina Alvarado-Nau</td>
<td>Benefits</td>
<td>March 27, 2017</td>
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<td></td>
<td>Sr. HR Tech</td>
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Farewell

Michele Brown

- Director, HR Business Services
- Last Day: April 7, 2017
Staffing Updates

Brenda De la Peña
• Director, University Benefits

Joey Evans
• HR Benefits Manager

Stacie Jackson
• Compensation Specialist
CAT Leave Donations

Reminder

- Catastrophic Leave (CAT Leave) donations will be taken from employee leave balances in May 2017
- Employees must opt-out if they do not wish to participate
- More info on the [HR website](#)
UNMJobs 2.0
Follow-Up / Q&A

MIKE BROWN
DIRECTOR, HR CLIENT SERVICES
Presentation Items
Benefits Open Enrollment

SARAH GIESE
HR BENEFITS
FY2018 Open Enrollment

Tentatively scheduled (pending BOR approval)

Late April/Early May 2017

Annual period to make enrollment changes to:

- Medical, Dental and Vision coverage
- Life and Disability insurance coverage

All election changes are effective July 1, 2017
FY2018 Open Enrollment

Going green!

- Open Enrollment materials for active employees will be posted online* to reduce costs of producing and mailing printed materials
- Mid-April, a one-page mailer will be sent to all benefits-eligible employees announcing Open Enrollment, and directing them to the information on our website

*Printed copies of materials will be available upon request
FY2018 Open Enrollment

- Pre-65 retirees will still receive their Open Enrollment materials via home mailing
- Mandatory Notices must be home-mailed to all benefits-eligible employees
Questions?

HR Benefits
505-277-6947
hrbenefits@unm.edu
Financial Wellness
April Sessions

CHERIE KNIGHT

UNM BENEFITS, FINANCIAL WELLNESS AND RETIREMENT SERVICES
Thrive Thursday / Financial Friday Wellness Seminars – April 2017

Retirement Planning by Cynthia Dowler, Voya Financial

- **Main Campus**
  - Thursday, April 20, 12:00 – 1:00 pm
  - Business Center, Room 1016
  - Attend the Skype Meeting from your desk, phone, or smartphone! [Join Skype Meeting](#)

- **North Campus**
  - Friday, April 21, 12:00 – 1:00 pm
  - Domenici West, B116
  - Attend the Webcast virtually from anywhere! [Join Webinar](#)

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Monthly Financial Literacy Workshops are open to all employees (except student employees). For program information, visit [hr.unm.edu/financial-wellness-program](http://hr.unm.edu/financial-wellness-program).
Questions?

Cherie Knight, ChFC
HR Projects Specialist
505-277-2373
cheriejean56@unm.edu
Duo for W-4s

PATTY MCLAUGHLIN
PAYROLL
Duo for W-4s

To access your W-4 in LoboWeb, Duo multifactor authentication is required.

More information is available in the HR Newsletter.
Questions?

Payroll Department
505-277-2353
pay@unm.edu
2017 UNM Mandatory Training

JILLIAN GONZALES

EMPLOYEE AND ORGANIZATIONAL DEVELOPMENT
2017 UNM Mandatory Training

What

- SRS 0117  Basic Annual Safety Training
- EOD 1017  Intersections: Preventing Discrimination and Harassment – 2017
- EOD 481-17 Active Shooter on Campus: Run, Hide, Fight
2017 UNM Mandatory Training

Who

- All faculty *(full-time, part-time, adjunct, and visiting)*
- All staff *(full-time, part-time, temporary, and on-call)*
- All student employees and graduate assistants

When

- Completion Date: **December 1, 2017**

Available

- Learning Central – Monday, March 27
Questions?

Employee & Organizational Development
505-277-1555
eod@unm.edu
UNMTemps
Non-UNM Student Hire Program
Student-to-Temp Option

MATT ORMITA
UNMTEMPS & STAFF RECRUITMENT SERVICES MANAGER
Non-UNM Student Hire Program

- Developed to provide UNM departments with the ability to engage high school and non-UNM college students in mutually beneficial paid internship opportunities.

- Provides student recruitment opportunities by highlighting UNM as an employer and higher education institution of choice.

- All Non-UNM Student Hire positions may be requested through a competitive or non-competitive process, depending on each department’s unique business needs.
Non-UNM Student Hire Program

UNM Youth Summer Worker Program

- Youth Summer Worker 1
  - Job Type: General office / clerical

- Youth Summer Worker 2
  - Job Type: General office / clerical
  - Starts: 5/15/2017, Ends: 8/11/2017

UNM Academic Internship Program

- Academic Intern
  - Job Type: Professional: typically in an Academic, Lab, Research and/or Technical capacity
  - Year-round
Supervision of Minors
Non-UNM Student Hire Program

All individuals supervising minors are required to complete a background check in compliance with Policy 2205: Minors on Campus

“Authorized adults who will have one-on-one contact with minors or participate in overnight activities with minors, must clear criminal background checks prior to participation in these University programs.”

For information on background checks, please visit hr.unm.edu/background-checks
UNM Student to Temporary Staff Option

- In an effort to provide departments with the ability to transition UNM student employees into staff positions during semester breaks or upon graduation, UNMTemps offers the Student to Temporary Staff option.

- For departments that would like to continue employment for any of their current student employees *(that are either graduating or not enrolled in at least 6 credits for Summer of Fall 2017)*

- Please ensure that the end date of the student employment assignment is prior to the start date of the temporary employment assignment.
### UNM Student to Temporary Staff Option

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<thead>
<tr>
<th></th>
<th>Student Employees on Semester Break</th>
<th>Graduating UNM Students</th>
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<tbody>
<tr>
<td><strong>Min. Age Requirement</strong></td>
<td>18</td>
<td>18</td>
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<tr>
<td><strong>School Status</strong></td>
<td>Current UNM Student</td>
<td>Graduating UNM Student</td>
</tr>
<tr>
<td><strong>Job Type(s)</strong></td>
<td>Any position for which the student employee meets the minimum qualifications</td>
<td>Any position for which the student employee meets the minimum qualifications</td>
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<tr>
<td><strong>Hourly Rate</strong></td>
<td>All salaries and grades based on minimum qualifications</td>
<td>All salaries and grades based on minimum qualifications</td>
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<tr>
<td><strong>Required Documents</strong></td>
<td>Staff New Hire Packet</td>
<td>Staff New Hire Packet</td>
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UNMTemps Requests

- Step-by-step directions located within the Employment Knowledge Base: Submitting a UNMTemps Request

- Additional information:
  - hr.unm.edu/unmtemp-staffrecruitment
  - hr.unm.edu/non-unm-student-hire-programs
Questions?

UNMTemps
505-277-2013
UNMTemps@unm.edu
Next HRPI Forums

North Campus – RHFH Room 303
Tuesday, June 13, 2017
10:30 – 11:30 am

Main Campus – SUB Acoma A&B
Thursday, June 15, 2017
10:30 – 11:30 am