HR Forums

DECEMBER 12 & 14, 2017
Agenda

- HR Welcome and Staff Updates
- HR Division Updates
- Upcoming Financial Wellness Seminars
- Performance Evaluation Process (PEP form)
- EOD: Thank You and 2018 Updates
- End-of-Year Payroll Reminders
HR Staff Updates

MIKE BROWN
DIRECTOR, HR CLIENT SERVICES
HR Staffing Updates – Welcome!

- Krista Savoca – HR Admin
  - Start date: September 18, 2017

- David Pace – HRIT
  - Start date: September 18, 2017

- Julie Healy – HR Analyst, Staffing Services
  - Start date: September 18, 2017

- Terra London – HR Analyst, Staffing Services
  - Start date: September 25, 2017

- Erica Brown – HR Tech
  - Start date: October 30, 2017
Staffing Updates – Farewell

- Elizabeth Garcia, HRIT
  - Last Day: September 22, 2017

- Deb Thornton
  - Retired, Last Day: September 28, 2017
Staffing Updates – Changes

- Kevin Stevenson
  - Appointed Director, HR Business Services

- Emily Luhman
  - Manager, Client Services
Division Updates
Presentation Items
Upcoming Financial Wellness Seminars

CHERIE KNIGHT

UNM BENEFITS, FINANCIAL WELLNESS AND RETIREMENT SERVICES
January 2018 Financial Wellness Seminars

• Topic: Why Do You Need An Estate Plan?
• Presenter: Doug Cole, Financial Consultant, TIAA
• Key Concepts:
  ▪ Learn More About Wills, Asset Ownership, and Beneficiary Designations
  ▪ Take Away Questions For Your Attorney To Help Create An Effective Estate Plan
  ▪ Become Familiar With Basic Documents and Health/Financial Powers of Attorney
  ▪ Evaluate The Potential For Estate Taxes
• North Campus: Thursday, January 25, 12-1 PM, Business Center 1018
• Main Campus: Friday, January 26, 12-1 PM, HSLIC Library 428
• Register and virtual access: hr.unm.edu/financial-wellness-program
2018 Financial Wellness Seminars

• No Seminar Planned for December 2017 Due To Short Month
• 2018 Topics Being Considered (Your Feedback Needed):
  - Cash Management – Budgeting, Debt & Credit
  - Disability Insurance, Long Term Care Insurance, Life Insurance
  - Basic and Intermediate Investing
  - Saving For Retirement, Retirement Check-Up, Retirement Income Planning
  - Saving For College Education
  - Caring And Planning for Aging Parents and Loved Ones
• Monthly Seminars on Main Campus and North Campus, Virtual State-Wide
• Registration & Virtual Links: hr.unm.edu/financial-wellness-program
Questions

Cherie Knight, MA, ChFC
HR Projects Specialist
505-277-2373
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Performance Evaluation Process

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT
No changes this year!
(with one or two exceptions)
PEP Timeline

**November** - Employee begins self-evaluation (optional*)

**December** - Employee completes self-evaluation (optional*)

**January** - Manager begins completing performance evaluation form/s and schedules review meetings with individual employees

**February** - Manager completes evaluation process and submits signed forms to the Division of Human Resources

**March 1st** - All performance evaluations are due to HR by 5:00 pm
Performance Evaluation and Planning (PEP) Form

Employee Name: [Name]
Employee ID: [ID]
Department: [Department]
Job Title: [Title]
Evaluation Period: [Date]

Evaluation of Previous Year Performance

Overall Evaluation

1. Overall Review

2. Improvement Goals

3. Evaluation of Goals

4. Future Goal Planning

Acknowledgements

Signature indicates that you have read, reviewed, and understood all comments in this form. Future evaluators may reference this evaluation in subsequent reviews. (Signature)
Coming soon…2018!
Performance Evaluation Process
Questions

Employee and Organizational Development
505- 277-1555
eod@unm.edu
EOD Thank You and 2018 Updates

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT
Mandatory Training

Congratulations and thank you!
Celebrate

• Introduced a third course with reduced technological issues
• Partnership with Help Desks improved service
• Cleared a completion rate of 90% on December 1
• Maintained high communication rate throughout the Mandatory Training season
• Identified reporting gaps and addressed them quickly
A Few Lessons Learned

- Completion rates overwhelmingly rise in the last 4-6 weeks of Mandatory Training season
- There are a few gaps to improve the reporting process
- Communicate earlier and more clearly regarding alternative options for employees who experience emotional difficulty with content

Expect more improvements in 2018!
Spring 2018

Session: Adapting to Differences and Moving Forward

When: Wednesdays, March 7 – April 25

How: Register in Learning Central from January 22 – February 9
Good stuff in 2018

- 11 web-based training courses, including 7 new titles now available.
- Demand-driven scheduling options for several courses.
- Watch for improved website updates.
  - Search by topic/theme to find broader and deeper professional development recommendations.
Questions

Employee and Organizational Development
505-277-1555
eod@unm.edu
Payroll End-of-Year Reminders
Time Entry Deadline for 2R26

- Deadline is 5:00 pm on December 18
- Estimate week of 12/18/17 – 12/22/17
- Holiday hours use earn code 010
- Pay date is December 29, 2017
- Direct Deposit – by December 15
- Employees with outstanding checks, please pick up by 12:00 pm on December 21
Exception Time Deadline for 5R12

- Deadline is 5:00 pm on December 14
- The exception time is November leave
W-2

• Update addresses
• Terminated, retired, deceased, etc.
• Do not inactivate current mailing address without new address
• Deadline for receiving address changes is 1/16/18
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 in a timely manner
• Annual leave payouts/pay in year 2017
• Verify/update alternate email address if necessary in Self Service Demographics
Payroll Timekeeper & Approver Schedule 2018

• Deadline is 4:00 pm biweekly and exception time
• Exception time deadline is moved up to the 12th unless otherwise indicated
Employee Toolbox

• Payroll website payroll.unm.edu
• Job aids
• Taxable Events Matrix
• Did you know & Tips
• International Employees Resources
Questions

Payroll
505-277-2353
pay@unm.edu
Next HRPI Forums

North Campus – RHFH Room 303
Tuesday, February 6, 2018
10:30 – 11:30 am

Main Campus – SUB Acoma A&B
Thursday, February 8, 2018
10:30 – 11:30 am