HR Forums
FEBRUARY 6 & 8, 2018

Agenda
- HR Welcome and Staff Updates
- HR Division Updates
- ePAF Progress
- Benefits Regulations & Communication
- Financial Wellness Seminars
- Performance Evaluation Process
- ULead Spring Session
- New EOD Online Courses
- Employee Wellness Updates

HR Staff Updates
MIKE BROWN
DIRECTOR, HR CLIENT SERVICES

HR Staffing Updates – Welcome!
- Brandy Gonzalez – Business Services
  - Start date: January 3, 2018
HR Staffing Updates – Farewell

- Carmen Maez – Benefits
  - Last day: January 5, 2018

- Elizabeth Sandlin – Administration
  - Last day: January 31, 2018

Presentation Items

ePAF Progress

- Fixed “Bugs” in Extension ePAFs (Temporary and Term Staff)
  - Supervisor Information will be retained when extension is processed
  - Extension into future fiscal year will not impact encumbrances

- Updated Approval Routing Queue
  - Replaced HR Consultant Approval with Transaction Center Rep
  - Replaced Dept Approver 1 with College/School/Division Approver
ePAF Progress Continued

- Change will be made March 5, 2018
- As of March 5, the following information will be updated:
  - Updated job aides will be found on Employee Knowledge Base and HR Forms page
  - Information on ePAF approvers within HR Transaction Center will be posted on the Transaction Center webpage
  - Additional communication of changes to ePAF Originators will occur in February
  - Division Approvers need to ensure that someone has College/School/Division Approver BAR role
  - Large divisions can work with their HR Consultant to determine what users should request College/School/Division Approver BAR role

Future ePAF Updates

- Addition of leave ePAFs to replace EPAN for leave transactions scheduled for May 2018
- Continued analysis of EPAN transactions to identify future ePAFs
- Updates to Employment Knowledge Database to improve ease of use

Questions

Emily Luhman
Manager, Client Services
505.277.5387
eluhman@unm.edu

Or
Contact Your HR Consultant

Benefits Regulations & Communication

JOHN RIVERA
UNM BENEFITS & RETIREMENT SERVICES
Benefits Regulations

- IRS Regulations Examples
  - Section 125-Health Plans and FSA
  - Section 127 and 117-Tuition Remission and Dependent Education
- Plan Document Requirement
  - Written Document
  - Enrollment Time Frames
- Ramifications for Employees

Communication Channels

- Employee Engagement in Communications
- HR Website
  - General Overviews
  - Links to Plan Documents, Policies and Other Information
- HR Service Center: 505.277.MyHR(6947)
- HR Newsletter
- LoboWeb Resources
- Departmental Presentations

Questions

John Rivera
Employee Benefits Specialist
505.277.6947
johnr@unm.edu

Upcoming Financial Wellness Seminars

CHERIE KNIGHT
BENEFITS, FINANCIAL WELLNESS AND RETIREMENT SERVICES
February 2018 Financial Wellness Seminars

- Presenter: Edwin Fernandez, CPA-PFS, Voya / Legacy Financial Group
- Key Concepts:
  - Learn how the new income tax rates and rules will impact your tax situation
  - Better understand your "top marginal tax bracket"
  - Strategies to reduce your taxable income and lower your income taxes
  - Decide which actions to take now and in the future
- Main Campus: Thursday, February 22, 12-1 PM, Business Center 1018
- North Campus: Friday, February 23, 12-1 PM, Domenici HSLIC Library 428
- Register and virtual access: https://hr.unm.edu/financial-wellness-seminars

Questions

Cherie Knight, MA, ChFC
HR Projects Specialist
505.277.2373
cheriejaan56@unm.edu

Performance Evaluation Process

SHARY TOMPKINS
EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

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 1 - All performance evaluations are due to HR by 5:00 p.m.
Questions

Employee and Organizational Development
505.277.1555
eod@unm.edu

ULead Spring 2018

SHARY TOMPKINS
EMPLOYEE & ORGANIZATIONAL DEVELOPMENT
ULead Spring 2018: Adapting to Differences & Moving Forward
Session Sponsor: Jeanne Marquardt, School of Medicine Administrator

REGISTER NOW!

ULead Spring 2018 Details

- Session dates: Wednesdays, March 7 - April 25
- Registration open in Learning Central through February 9
- Visit https://hr.unm.edu/ulead for more information
- Help us spread the word!

New for 2018!
11 Web-Based Training Modules

WHAT TITLES ARE AVAILABLE
- Building & Sustaining Trust
- Coaching for Peak Performance
- Communicating for Leadership Success
- Communicating with Impact
- Developing Yourself & Others
- Driving Change
- Making High Quality Decisions
- Resolving Workplace Conflict for Leaders
- Setting Goals & Reviewing Results
- Taking the HEAT
- Your Leadership Journey

HOW TO ACCESS THE COURSES
- Log in to Learning Central
- Read about the courses
- Decide what you want to take
- Email your request
- Access the vendor portal
- Take the course!
Formerly Known As EHPP, EHP…

In 1981, originally named Employee Health Promotion Program
In 2013, we dropped “program” from our name
On Feb 1, we will retire the Healthy U logo and our program will be known as Employee Wellness!

New Mexico Jackpot Challenge

- February 16 – May 11
- Teams of 4-9 lose 6% of your weight
- $60 OR $20 per month for three months
- Onsite weigh-in locations or Mobile App option
- Other Competitors:
  - New Mexico State University
  - Las Cruces Public Schools
  - Farmington Public Schools
- Friends and family are welcome to join!

Sign up here!
Stadium Stair Challenge
Run/Jog/Walk the Dreamstyle Stadium

- April 28
- 9 am
- Signup early for a discount
- 6-week training $80 (Tuition Remission eligible)
- Private Facebook Support Page
- Weekly Sports Nutrition Info
- Social Support
- Live Updates
- Vendors
- Prizes
- DJ

Register Here!

Questions

Tracey Briggs
Employee Wellness Supervisor
tbriggs@unm.edu

Vanessa Roybal
Health Educator
vapodac1@unm.edu

Next HR Forums

North Campus – Fitz Hall, Room 303
- Tuesday, April 10, 2018
- 10:30 – 11:30 am

Main Campus – SUB, Acoma A&B
- Thursday, April 12, 2018
- 10:30 – 11:30 am