HR Forums

JUNE 13 & 15, 2017
Agenda

- HR Welcome and Staff Updates
- HR Division Updates
  - EPAFs
  - The New UNMJobs Update
- June Financial Wellness Seminars
- New Standard Enrollment Platform
- Preventive Health Checkups
- Pay Schedule Reversion for FLSA Affected Employees
HR Staff Updates

MIKE BROWN
DIRECTOR, HR CLIENT SERVICES
Welcome

Evan Sandoval
- HR Transaction Center Rep
- Start Date: May 1, 2017

Emily Arzate
- HR Consultant
- Start Date: June 12, 2017

Emily Luhman
- HR Consultant
- Main & Branch Campuses
- Start Date: May 1, 2017
Farewell

Ann Martinez
- Professional Recruiter
- Last Day: April 24, 2017

Ashley Martinez
- HR Consultant
- Last Day: May 12, 2017

Lalita Lopez de Gauntt
- Supervisor Admin Support
- Last Day: May 31, 2017

Debbie Howard
- Manager, EOD
- Last Day: June 30, 2017
Division Updates
Division Updates

- EPAFs
- UNMJobs Update
Presentation Items
Financial Wellness
June Seminars

CHERIE KNIGHT

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

Estate Planning Is For Everyone!
*Edwin Fernandez, CPA/PFS, Voya Financial*

- **Main Campus**
  - Thursday, June 15, 12:00 – 1:00 pm
  - Business Center, Room 1016
  - Attend the Skype Meeting from your desk, phone, or smart phone!
    [Join Skype Meeting]

- **North Campus**
  - Friday, June 16, 12:00 – 1:00 pm
  - HSLIC, Room 428
  - Attend the Webcast virtually from anywhere! (use Internet Explorer)
    [Join Webcast]

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).
Thrive Thursday / Financial Friday
Wellness Seminars – June 2017

- Estate planning is not just for wealthy, married, or older people
- Most of us have loved ones, things, and causes we care about and want to protect or leave as a legacy
- Learn why and how to create or update your will
- Understand why it is important to have and/or expand a plan for your estate
- Gain insights about how estate planning can improve outcomes in any phase of life
- Nearly everyone needs an estate plan, no matter our age or financial situation

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

Cherie Knight, MA, ChFC
HR Projects Specialist
505-277-2373
cheriejean56@unm.edu
Life, Disability, AD&D Enrollment System Transition

HERMAN RODRIGUEZ

UNIVERSITY BENEFITS
Life, Disability, AD&D Enrollment System Transition

• The Standard
  ▪ UNM’s carrier for life, disability, and accidental death & dismemberment (AD&D) insurance

• July 1, 2017: Transition to new enrollment platform

• Communications
  ▪ The Standard will email User Guide to current insurance participants (active employees and retirees)
  ▪ Announcements and updates posted to HR Newsletter and HR website
  ▪ Guide will also be posted to HR website
Life, Disability, AD&D Enrollment System Transition

Effective July 1, 2017

- New enrollment website will be available before July 1, 2017
- First time sign in
  - Create PIN/Password, select security question and answer, provide email address and phone number
  - Check/update beneficiaries and dependents
- Enroll/make changes to life, disability, or AD&D
  - Enrollments/changes outside of new hire window or Open Enrollment may require evidence of insurability
- Standard will continue providing all customer service
Questions

Herman Rodriguez
Business Analyst
UNM Benefits
hrodriguez@unm.edu
505-277-6947
Preventive Health Checkups

TRACEY L. BRIGGS
EMPLOYEE HEALTH PROMOTION
Onsite Preventive Health Checkups

• Know your numbers to improve your health!
• Onsite checkups coordinated by Employee Health Promotion
• Checkups conducted by Catapult Health
• 48 locations across all campuses from July 10 – October 6, 2017
• Eligible Employees enrolled in a UNM Medical Plan will earn a $200 premium credit
  o Enrolled Spouse/Domestic Partner will earn a $100 premium credit
• Visit hr.unm.edu/checkups to Register
Questions?

Employee Health Promotion
505-277-4460
ehp@unm.edu
Pay Schedule Reversion for FLSA Affected Employees

AMBER BAILEY
HR ADMINISTRATION
Recap

• 11/12/16 – A population of affected employees moved to a biweekly pay schedule and classified as nonexempt/hourly.
  ▪ Those who opted to move pay schedules in 2017 remain unaffected
• 11/22/16 – Injunction issued postponing OT rule
• 11/26/16 – Employees considered “exempt” again but remained on biweekly pay schedule because a final ruling was expected soon
• 1/20/17 – New U.S. Presidential Administration in place with no concrete position on the ruling
Present Day

Since it appears no decision will be made anytime soon:

- UNM will move employees back to monthly pay 9/1/17
- 6/8/17 – Deans, Vice Presidents, and Primary HR Agents provided report of affected employees to be notified
- 6/13/17 – Employees notified of 9/1/17 pay schedule conversion
- September allows for:
  - planning time to adjust bill payment cycles, voluntary deductions, and direct deposit allocations
  - easier benefits deduction calculations
  - Only three weeks between checks during transition
The Details

Since it appears no decision will be made anytime soon (cont.):

• Biweekly pay schedule will end last day of August
• Employee moves back to monthly pay schedule 9/1/17
• On 9/8/17, employee is paid on biweekly schedule of 8/19 – 8/31 (one day fewer than a normal 10-day period.
  ▪ NO voluntary deductions collected
• On 9/29/17, employee is paid on monthly pay schedule 9/1 – 9/30

A reminder regarding the September change will be sent to affected employees at the beginning of August.
Questions?

Contact your HR Consultant
www8.unm.edu/apex_ods/f?p=145:1

Visit FLSA Information Website
hr.unm.edu/flsa-update-overtime
Next HRPI Forums

North Campus – RHFH Room 303
Tuesday, August 8, 2017
10:30 – 11:30 am

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