AGENDA

- Staffing Updates
- Banner 9 Updates
- Payroll Updates
- Catastrophic Leave Program
- Annual Union Negotiations
- EOD Updates
  - Summer Bite Series
  - Mandatory Training
  - EOD Essentials Demo
- Financial Wellness Seminars
- Employee Wellness Updates
  - Onsite Preventative Health Checkups
  - International Yoga Day
  - Wellness Ambassador Signups
HR STAFFING UPDATES

WELCOME! 😊
- Theresa Sherman, HR Comm and Proj Specialist - 5/7/18
- Gene Bermudez, Senior Compensation Specialist - 6/4/18
- Kathy Carnivele, HR Legal Analyst - 6/11/18

FAREWELL! 😞
- Shary Tompkins, EOD Consultant - 6/15/18

PRESENTATIONS
BANNER 9/PAYROLL UPDATES

Kevin Stevenson
Director, HR Business Services

Patty McLaughlin
Payroll Supervisor, Fiscal Services

BANNER 9 “GO-LIVE”!

- “Go-Live” date for Banner 9 “P” and “N” forms in Production is June 15
  - Improvements to slowness and performance issues

- But don’t update your Java just yet… 😊
  - INB (Banner 8) forms available through at least August
    - Demise date will depend on performance, training, etc.
  - “G” and “S” forms not available until July
  - “F” forms later this fall

- Remember – this is just an “interface” change, there is no impact to underlying data, tables, reports, etc.
EMPLOYEE DASHBOARD

- Banner 9 Employee Self-Service is also going “live” on June 15

- What does this mean?
  - New Pay Stub (with a logo!)
  - Dashboard with leave balances, earnings history, and job summary

- What does it not mean?
  - No change to any other self-service applications (ePAF, Budget Development, Time Approvals, etc.)
  - Everything, except the Pay Stub, that you access via LoboWeb will stay the same

OTHER HELPFUL RESOURCES

- [https://banner9.unm.edu/training/index.html](https://banner9.unm.edu/training/index.html)
- [http://payroll.unm.edu/Time%20Entry.html](http://payroll.unm.edu/Time%20Entry.html)
- [https://banner9.unm.edu/road-map/index.html](https://banner9.unm.edu/road-map/index.html)
LET’S SEE IT IN ACTION!

QUESTIONS?
Send us an email at
hrit@unm.edu
CATASTROPHIC LEAVE PROGRAM

Mike Brown/Emily Luhman
HR Client Services

CHANGES TO CAT LEAVE

- On or about July 1 new process changes will be implemented
- Changes captured in updated policy #3430
- Will begin using Third Party Administrator (TPA) for review of medical documents
CHANGES TO CAT LEAVE

- Better definitions of catastrophic conditions and exclusions
- Recertification changed to 3 months instead of monthly
- Terminal conditions can be approved for 6 months (continuous leave)

INTERMITTENT LEAVE

- Now allowed per policy
- Restricted to 520 hours (1.0 FTE)
- Used in 4 or 8 hour increments
WHY A TPA

- Access to over 325 certified physicians and qualified healthcare professionals
- Secure web portal
- Better tracking of cases and reporting
- Independent review of denied cases
  - Appeals will be reviewed by a healthcare provider not involved in the initial review

HOW DOES THIS AFFECT ME?

- New form
- No other changes for employees
  - Application for CAT Leave is sent to supervisor
  - Medical information is sent to HR Consultant
- Appeal process stipulated in policy
QUESTIONS?
Mike Brown, SHRM-SCP, SPHR
Director HR Client Services
505-277-2854 | mikebrown@unm.edu

ANNUAL UNION NEGOTIATIONS
Magdalena Vigil-Tullar,
Labor/Employee Relations Officer
Division of Human Resources
STATUS

- Communication Workers of America (CWA) Contract signed - changes are effective 7/1/18 and the new Contract will be posted on that date

- United Staff-UNM (US-UNM) Memo of Understanding signed - changes effective 7/1/18

- Police Officers Association (POA) - negotiations are still in process

SALARY INCREASES

- CWA
  - 2.05% across the board increase for post-probationary employees with successful overall ratings
  - Successful October mid-year performance evaluations may enable the employee to receive the 2.05% effective October 13, 2018.

- US-UNM
  - 1% across the board increase for post-probationary employees with successful overall ratings
  - Successful October mid-year performance evaluations may enable the employee to receive the 1% effective October 13, 2018.
  - Bargaining Unit employees may also be considered for an additional 1-2% merit based increase, mass salary update out-of-guidelines increases, and exceptions under the same conditions/requirements as for non-bargaining unit staff
PROCESS

- **CWA**
  - 2.05% across the board increase will be processed by Human Resources. Banner will be updated no later than June 15, 2018.
  - For employees who were not eligible due to their 2017 PEP ratings, the mid-year PEP and EPAN should be submitted to Human Resources by October 13, 2018.

- **US-UNM**
  - Salary Planner has been re-opened to the Fiscal Agents.
  - Within guidelines increases (1% - 3%) should be entered into Salary Planner by June 15, 2018.
  - MSU Exception Requests must be submitted to the EVP for review by June 15, 2018.
  - Banner will be updated no later than June 21, 2018.
  - For employees who were not eligible due to their 2017 PEP ratings, the mid-year PEP and EPAN should be submitted to Human Resources by October 13, 2018.

CWA-ADDITIONAL CHANGES

- In-range adjustment language was added for employees who assume duties for another position that has been *permanently* downgraded or eliminated (5% minimum).

- *Elimination* of sick leave sell back language for *employees hired after August 1st* of last year was incorporated into the contract.

- Clarifying language was added regarding when an employee may request *Union representation during the investigative process.*
CWA-ADDITIONAL CHANGES

- Letters for Improvement, in compliance with changes to UAP 3215, and written warnings were added to suspension and discharge
- Letters for Improvement are only grievable to step 1
- NCA response period was amended to coincide with changes to UAP 3215 (10 calendar days for written response)
- Language was added to provide process for extensions to the University’s response period (NFA) and the employee’s time period for the response to the NCA
- Please see Appendix A & B for changes in grades and job titles

QUESTIONS?
Magdalena Vigil-Tullar, Labor/Employee Relations Officer
505-277-4993 | msvigil@unm.edu
Announcing the new EOD Bite Series!
EOD BITE SERIES FEATURES

- Fun & informal – no workbooks or lectures!
- Short sessions – so you get there & back in about a lunch hour
- BYOL – bring your own lunch and refuel while you learn

Kicking off with a Book Club!
BOOK CLUB HIGHLIGHTS


- The Commitment: commit to read and attend and get free stuff!
  - Can’t commit, or fall behind? Come anyway for stand-alone take-away’s.

BOOK CLUB DETAILS

- The Dates: every 2nd and 4th Wednesdays from July to October
- The Location: Business Center’s 3rd floor lounge area

- Commit & register in Learning Central today!
Mandatory Training Updates

- EOD 1018: Intersections: Preventing Discrimination and Harassment – 2018
- Basic Annual Safety Training 2018/Entrenamiento Basico de Seguridad Annual
- EOD 481-18: Active Shooter on Campus: Run, Hide, Fight – 2018

**Deadline is December 1**

- If you have reason for not taking the Intersections course, please contact Heather Cowan, Title IX Coordinator, or Francie Cordova, OEO Director, at 505-277-5251.
- If you have reason for not taking the Active Shooter course please contact Deborah Kuidis, Industrial Security Officer, Provost Office, at 505-277-2058.
EOD ESSENTIALS

- Tips and tricks
- Not just technology
- Asynchronous vs. synchronous
- Help develop our content
- Let’s take a look!

QUESTIONS?

EOD@unm.edu
505-277-1555
FINANCIAL WELLNESS

Cherie Knight, MA, CHFC
HR Projects Specialist

JUNE 2018 FINANCIAL WELLNESS SEMINARS

Topic: Investing Simplified!

- Presenter: Antavius Greathouse, UNM Representative from Voya
- Key Concepts:
  - Better understand the three key investing concepts: assets, risk, and time
  - Learn advantages of investing in mutual funds
  - Review strategies to defer or minimize income tax on your investments
  - Maintain the right balance of assets to meet your goals now and in future

- Main Campus: Thursday, June 21, 12-1 p.m., Business Center 1018
- North Campus: Friday, June 22, 12-1 p.m., Domenici HSLIC Library 428
- Registration and virtual access: hr.unm.edu/financial-wellness-program
JULY 2018 FINANCIAL WELLNESS SEMINARS

Topic: Saving for College with NM 529 Plan
- Presenter: Mikaela Roos, The Education Plan®

- Key Concepts:
  - Learn more about benefits and rewards of New Mexico’s 529 College Savings Plan
  - Establish a plan for family members with as little as $25 through UNM Payroll deduction
  - Anyone can add funds to the plan

- Main Campus: Thursday, July 19, 12-1 p.m., Business Center 1018
- North Campus: Friday, July 20, 12-1 p.m., Domenici HSLIC Library 428

- Registration and virtual access: hr.unm.edu/financial-wellness-program

QUESTIONS?
Cherie Knight, MA, ChFC, HR Projects Specialist
505-277-2373
cheriejean56@unm.edu
EMPLOYEE WELLNESS

Vanessa Roybal, Health Educator
UNM Employee Wellness

ONSITE PREVENTIVE HEALTH CHECKUPS

- Clinic Dates: July 9 through October 19, 2018
- 86 clinic dates/locations
- Registration began: June 1, 2018
- Must be on the UNM Medical Plan during screenings and through credit period in late fall 2018
- Premium credit: $200 Eligible Employee/ $100 Eligible Spouse/Domestic Partner
- Primary Care Provider Form will be available for use for visits between October 7, 2017 and October 19, 2018
INTERNATIONAL DAY OF YOGA

Thursday, June 21
12 – 12:50 p.m.
Domenici North Wing
Room 3720
Yoga Instructor – Emma Johnson
Bring your own mat and hydration

WELLNESS AMBASSADORS

- UNM Employee Wellness is looking for employees to join its Wellness Ambassador Program as the program enters its third year.
- Wellness Ambassadors are advocates for healthy living, no matter where they are in their personal health journeys. They serve as liaisons between Employee Wellness and their departments, promoting health and wellness among coworkers.
- With guidance from Employee Wellness, our Wellness Ambassadors communicate wellness information to their fellow employees and encourage healthy activities within their departments.
- The role of an ambassador is a voluntary one with minimal time commitment
- Contact Lauren Lewis, Health Education Consultant, Employee Wellness for more information about the program and how to apply! (505) 272-3989, lclewis@unm.edu
QUESTIONS?
Employee Wellness
505-277-4460
wellness@unm.edu

NEXT HR FORUMS
AUGUST 7 & 9, 2018

THE UNIVERSITY OF NEW MEXICO