Employment Area Leads Meeting  
Monday, November 13, 2017  
3:30 – 5:00 pm  
Perovich Business Center, Room 1007  

Agenda Items:  

1. Policy changes to UAP 3600, Section 3.6, Brenda De la Pena (10 minutes)  
   - Policy change for employees who die before they officially retire, but submit all the paperwork. See handout for update.  
   - Process as normal; Benefits department will take care of paperwork.  
   - Contact Sarah Giese with questions: sgiese@unm.edu | 505.277.6947.  
2. Time Entry Schedule (2018), Patty McLaughlin (5 minutes)  
   - Changes for the payroll schedule; entry and approval now due at 4:00 pm instead of 5:00 pm. These changes will take effect in January 2018.  
   - Monthly reports are now due on the 12th of each month.  
   - These changes will be published and advertised through various communication channels in the coming weeks.  
3. GOAINTL training, Cheryl Maturino (15 minutes)  
   - Use for international employees; presentation and discussion of how to use the Visa to enter data into Banner.  
   - Information in Banner needs to be updated as it changes (e.g. gaining citizenship).  
   - Suggestion to update the SOP across departments – added to action items.  
   - Payroll asking EALs to review the Employee Toolbox tab for International Employees and give feedback if items are missing.  
4. Federal Contract Minimum Wage Vital Error, Patty McLaughlin (5 minutes)  
   - If a federal contractor’s hourly minimum wage falls below the federal minimum requirements, the employment area will need to adjust the pay.  
   - Payroll will be sending an email to the appropriate accounting office and the employment area, once the accounting office has verified the grant set up and it is good to go, they will respond to the email and then the employment area will need to adjust the pay rate.  
5. New Adjustment Reason Codes, Patty McLaughlin (20 minutes)  
   - See new adjustment codes; send any feedback that you have to Patty.  
   - Plan to roll out new codes January 1.  
6. Update on TMS Security Roles and Reports, Kevin Stevenson (10 minutes)  
   - Contractors are working to fix TMS issues.  

Action Items:  

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<th>Item</th>
<th>Assigned to:</th>
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<tbody>
<tr>
<td>Subcommittee to discuss GOAINTL SOP</td>
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