HR Process Improvement Forums

December 9 & 11, 2014

Agenda

- University Updates
  - HR Staff Updates
- Payroll
- Staff Recruitment Initiative
- 2014 Performance Review Process
- Section 503/VEVRAA
- Underutilization
- HRTC Website

University Updates

**LaTrenia McDaniel
Strategic Support Manager**

From the HR Staff…

Happy Holidays

Staff Updates

LaTrenia McDaniel
Strategic Support Manager

HR Staff Updates

Welcome

- Kelly Duff
  - HR Consultant

Payroll

Patty McLaughlin
Accountant 3

Time Entry Deadline for 2R01

- Deadline is 5:00 pm on December 19th
- Estimate week of 12/20/14 – 12/26/14
- Pay date is January 2, 2015
- Week of 12/27/14 – 1/2/15 for 2R02
- LoboTime Departments
- Direct Deposit – by December 17th
- Employees with outstanding checks, please pick up by 12:00 pm on December 23rd.

W-2

- Update addresses
- Terminated, retired, deceased, etc
- Do not inactivate current mailing address without new address
- Deadline for receiving address changes is 1/16/15

UNM Staff Recruitment Initiative

Sofia Barela
Staff Recruitment Specialist

2014 Performance Reviews

- Review the intent of the Performance Review form and process

- Review timeline

- Changes for 2014

2014 Performance Reviews

Intent

- Support a collaborative employee/supervisor process to develop employee goals and duties

- Determine employee's achievement of established goals and job duties

- Focus on on-going training and professional growth

- Ongoing process

2014 Performance Reviews

Schedule

Month	Action
November	Employee begins self assessment
December	Employee completes self assessment
January	Supervisor reviews and provides input in the Performance Review and begins performance discussions
February	Supervisor completes Performance Reviews and submits to the Division of Human Resources
March	Performance Reviews are due March 1, 2015 for the 2014 calendar year

2014 Performance Reviews

What's changed?

- Required training: Ethics training not on form (training is available on Learning Central)

2014 Performance Reviews

Resources

- Performance Review Form –
  - Career Management
    - Performance Review

- Learning Central Online Training
  - EOD 416 Conducting a Performance Review
  - EOD 307 Performance Review for Staff
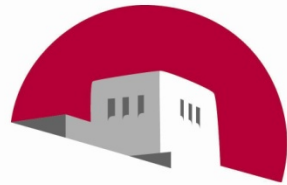
- HR Presents

Questions & Contact

HR Client Services Consultant

Phone: 277-2013

or

EOD

Phone: 277-1555

Section 503/ VEVRAA

Patricia Martinez
Employment Supervisor

Go Live November 1, 2014

Data Collection Points

- Application Stage
- Demographic Form (Post-offer/Pre-employment)
- Self-service (April 2015)

Reporting (UNMJobs)

- In aggregate form (Post-finalist selection)
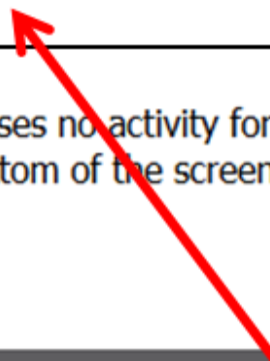- In detail form (Post-interview)

New Reports per Changes to Application

Create Staff/UNMTemps Employment Application

Personal Information: Page 1 of 10

For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. Please click either the **Continue** button or the **Return** button at the bottom of the screen every 60 minutes in order to avoid losing your data.

*Required information is denoted with an asterisk.

Veteran & Disability Disclosures

Voluntary Self-Identification of Disability

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities[i]. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

*Required information is denoted with an asterisk.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please check one of the boxes to the right:

- ● No Response
- ○ YES, I HAVE A DISABILITY (or previously had a disability)
- ○ NO, I DON'T HAVE A DISABILITY
- ○ I DON'T WISH TO ANSWER

*Required information is denoted with an asterisk.

| << SAVE AND RETURN TO PREVIOUS | SAVE AND CONTINUE TO NEXT >> |
| SAVE AND STAY ON THIS PAGE | EXIT |

NEW REPORTS:

Posting Report(s)

Admissions Advisor

Return to Previous

Report Choices

- ⦿ Posting Preview
- ○ EEO Summary (Pre 2-Part Question)
- ○ EEO Summary (Post 2-Part Question)
- ○ Disability / Veteran Summary
- ○ Departmental EEO Detail
- ○ Applicant Status Report
- ○ Applicant Contact Information

GENERATE REPORT

Under Review By Dept…

Disability / Veteran Summary

Posting Information	
Position Title	Admissions Advisor
Posting Number	0825132
Report Run Date	Dec 5 2014 9:58AM

Applicant Details				
Name	**Disability Status**	**Veteran Status**	**Current Status**	**Date Applied**
▬▬▬			Under Review by Department/Committee	May 18 2014 8:15PM
▬▬▬			Under Review by Department/Committee	May 16 2014 10:28AM
▬▬▬			Under Review by Department/Committee	May 17 2014 8:01PM
▬▬▬			Under Review by Department/Committee	May 16 2014 4:05PM
▬▬▬			Under Review by Department/Committee	May 16 2014 1:38PM

AGGREGATE REPORT VIEW

Posting Report(s)

Admissions Advisor

Return to Previous

Report Choices

- ⚪ Posting Preview
- ⚪ EEO Summary (Pre 2-Part Question)
- ⚪ EEO Summary (Post 2-Part Question)
- ⚪ Disability / Veteran Summary
- 🔵 Departmental EEO Detail
- ⚪ Applicant Status Report
- ⚪ Applicant Contact Information

GENERATE REPORT

All Details

Departmental EEO Details

Posting Information

Position Title	[redacted]
Posting Number	[redacted]
Report Run Date	Dec 5 2014 11:36AM

All Applicants

Number of Applicants

Gender	Race / Ethnicity								
	Hispanic / Latino	Not-Hispanic / Latino							Total
		American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Two or More Races	Not Disclosed	
Not Disclosed	0	0	0	0	0	0	0	0	0
Female	5	1	2	1	0	3	0	3	15
Male	4	0	0	0	0	6	1	1	12
Prefer not to specify	0	0	0	0	0	0	0	0	0
Total	9	1	2	1	0	9	1	4	27

Gender	Disability				
	No Response	YES, I HAVE A DISABILITY (or previously had a disability)	NO, I DON'T HAVE A DISABILITY	I DON'T WISH TO ANSWER	Total
No Response	0	0	0	0	0
Male	0	0	1	0	1
Female	0	1	0	0	1
Prefer not to specify	0	0	0	0	0
Total	0	1	1	0	2

Date Applied	Hispanic / Latino	Race	Disability Status	Veteran Status	Current Status
May 16 2014 10:47AM	Yes	White			Under Review by Department/Committee
May 16 2014 10:28AM	No	White			Under Review by Department/Committee
May 16 2014 10:41AM	No	White			Under Review by Department/Committee

TIPS

- Details on Disability/Veteran Status are available when Applicants are marked as Finalists

- Details can assist Departments/Search committee in providing a second look especially when a position is underutilized

Questions???

HRTC Website

Patricia Martinez
Employment Supervisor

HR Transaction Center – Main Campus

Website Now Available:

http://hr.unm.edu/hrtc/

- Queue updated first thing in the morning
- Weekly Tips provided
- Replacing daily newsletter & email
- Experience Calculator in Progress
- Actions/HP Checklists are being updated for you

HSC Shared Services Center

DAILY NEWSLETTER will continue and will be sent to HR Agents and HR Agent back-ups
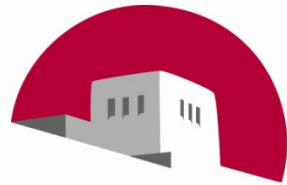
Underutilization

Patricia Martinez
Employment Supervisor
HR Transaction Center

Underutilization

Changes effective November 1, 2014

What is Underutilization

- UNM Hiring Reports/Statistics demonstrate that there is underrepresentation for women & minorities employed at UNM in certain job groups

- Initiative to comply with EEO & UNM's affirmative action plan is highly recommended to demonstrate what UNM is doing to promote hiring of qualified & diverse applicants.

Justification In HP Cert Tab: Underutilization Efforts

Summarizing Recruitment Efforts
NEW SECTION IN HP

- Summarize recruitment efforts in the hiring proposal UNDERUTILIZATION section:
  - All advertising resources, i.e. diverse/target recruitment sources
  - Number of Applicants
  - Interviewee criteria selection & interviewee names
  - Whether minority/women applied & were considered
  - If targeted underutilized group not fulfilled (minority/women), what was the determining factor in not selecting in underutilized area

Questions???