

UNM

HR Process Improvement Forums

March 11 & 13, 2014

Agenda

- University Updates
 - Open Enrollment and VEBA Opt-Out Period
- Salary Planner / MSU Update
- General Labor Pool



UNM

*Division of
Human Resources*

University Updates

**LaTrenia McDaniel
HR Projects Specialist**

Open Enrollment and VEBA Opt-Out Period: Wednesday, April 23 to Wednesday, May 14

Benefit Enrollment/Changes and VEBA Opt-outs made during this period will be effective July 1, 2014

- Open Enrollment: Important information now, more details in April
 - Start updating your department now, UNM will hold a “Positive Enrollment”
 - ***Re-enrollment will be required to retain medical coverage effective July 1, 2014***
 - NOTE: Re-enrollment may also apply to the vision plan if the vendors change, pending the outcome of the current Vision Request for Proposal (RFP)
 - Re-enrollment will not be required for Dental enrollment
- ***Failure to re-enroll will result in no Medical coverage (and possibly no Vision coverage).***

Open Enrollment and VEBA Opt-Out Period: Wednesday, April 23 to Wednesday, May 14

Benefit Enrollment/Changes and VEBA Opt-Outs made during this period will be effective July 1, 2014

- ***After Open Enrollment ends, late enrollments will not be accepted.***
- ***During Open Enrollment, Benefits will be moving to a paper enrollment process for New Hires and Qualifying Life Event changes.*** Please have your new hires or newly benefit eligible employees attend NEO for information on benefits/enrollment.
- Departments should reach out to all employees with this information, especially those on (or planning to take) any type of Leave or Sabbatical
- Employees on Leave/Sabbatical should contact 277- MyHR (6947) as soon as possible and ***before the end of Open Enrollment***, if they are unavailable to make changes during their time away from UNM.

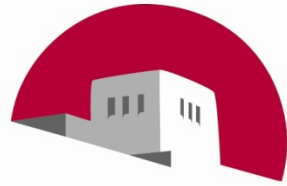
Open Enrollment and VEBA Opt-Out Period: Wednesday, April 23 to Wednesday, May 14

- **VEBA**

- Effective July 1, 2014, Employee/Employer VEBA contributions will increase from .50% to .75%
- Current VEBA Participants may opt-out during this Open Enrollment period. Opting-out will forfeit your access to UNM's post-retirements health benefits (medical, dental, and basic life).
- Opting-out is only permitted during this period, late requests to opt-out will not be permitted.



Questions?



UNM

*Division of
Human Resources*

Salary Planner/ MSU – FY15

Jack Srouji
HR Consulting Group Manager

Salary Planner Information

Human Resources

- **Staff Salary Increases**

- The State Legislature will determine Cost of Living Adjustment (COLA) for the FY15 Budget year.
- The FY2015 HR Guidelines for Salary Planner will be published on March 26, 2014. These guidelines will incorporate any COLA directives from the Regents.

- **Resources**

- Check the Human Resources website for latest information on Mass Salary Update Guidelines:
<http://hr.unm.edu/compensation/guidelines.php>
- Contact your HR Consultant - To locate the name of your HR Consultant, visit: <http://hr.unm.edu/docs/banner/pzrorgh.pdf>

Salary Planner Information

Human Resources

- **Contract Staff**

- Contract renewals will occur as normal and will be forwarded by HR Client Services to departments for signatures. Please ensure that all signed original contract revisions, exceptions and extensions are received in HR Client Services **no later than 06/06/14** to ensure processing in time for the July pay period

- **Bargaining Unit Employees**

- HR will coordinate the application of any salary modifications that may or may not result from the bargaining negotiations. Departments are not required to initiate documentation in these cases. Jobs covered under a bargaining agreement will not be loaded in Salary Planner. You should continue to budget your bargaining unit positions in Salary Planner.

Salary Planner Information

Human Resources

○ Term Appointments

- Departments with employees who are on term appointments ending on or before the end of the current fiscal year, and whose terms will be extended, must submit an EPAF for each employee and attach the "Term Appointment Memo of Understanding" form. Term Employees without a 7/1/2014 active job will not be loaded in Salary Planner.
- For the Term Appointment MOU, go to:
<http://hr.unm.edu/docs/compensation/term-appointment-memo-of-understanding.pdf>
- Departments with employees who are on term appointments ending on or before 6/30/2014, and whose terms will not be extended, must submit a separation EPAF along with the appropriate documentation.
- During the Salary Planner refresh period, if you process an action impacting the employee's salary then you must update the changes in Salary Planner as well.

Salary Planner Information

Human Resources

- If a job loads in SP and you know the employee will be separating **prior to July 1**, and the separation paperwork is processed after the Salary Planner refresh, then, you must zero out the job in Salary Planner. You can keep the budget on the position. Otherwise, SP will load the job in Banner and the employee will get paid.

[Jump to Bottom](#)

997H Pediatrics Center for Development, Unlocked

| ID and Name | Position, Suffix and Title | Employee Totals | | Department Totals | | | | | | | |
|--|--|---------------------|-----------|--------------------------|------------------------------|-------------|----------------|---------------|-----------------|----------------|----------------------|
| | | Appointment Percent | Salary | Base Appointment Percent | Proposed Appointment Percent | Base Salary | Change Percent | Change Amount | Proposed Salary | Extract Status | Excluded from Totals |
| 10000431 Buchanan, Brooke A | S00985 - 00 Program Therapist (Senior) | 50.00 | 24,492.46 | 50.00 | 50.00 | 24,492.46 | .00 | .00 | 24,492.46 | | |
| 10000439 Conrad, Patricia E | S00053 - 00 HR Tech | 100.00 | 42,815.35 | 100.00 | 100.00 | 42,815.35 | .00 | .00 | 42,815.35 | | |
| 100070159 Chuan, Cynthia S | S06803 - 00 Speech-Lang Pathologist | 100.00 | 72,720.00 | 100.00 | 100.00 | 72,720.00 | .00 | .00 | 72,720.00 | | |
| 100002017 Davis, Joseph E | S03790 - 00 Business Manager | 100.00 | 60,957.43 | 100.00 | 100.00 | 60,957.43 | -100.00 | -60957.43 | 0.00 | New | |
| 100000020 Edwards, Katie C | S03380 - 00 Speech-Lang Pathologist | 50.00 | 31,815.00 | 50.00 | 50.00 | 31,815.00 | .00 | .00 | 31,815.00 | Changed | |
| 100001643 Foreman, Nancy L | S08178 - 00 Clinical Therapy Specialist | 100.00 | 72,729.70 | 100.00 | 100.00 | 72,729.70 | .00 | .00 | 72,729.70 | Changed | |
| 100001700 Hansen, Barbara R | S03675 - 00 Training & Devt Consultant | 100.00 | 55,325.29 | 100.00 | 100.00 | 55,325.29 | .00 | .00 | 55,325.29 | | |
| 1000054703 Kahn, Louise B | S08633 - 00 Specialty Nurse/RN | 100.00 | 69,116.36 | 100.00 | 100.00 | 69,116.36 | .00 | .00 | 69,116.36 | | |
| 100000044 Peltason, Chan M | S05316 - 00 Specialty Nurse/RN | 100.00 | 54,999.96 | 100.00 | 100.00 | 54,999.96 | .00 | .00 | 54,999.96 | | |
| 1000016431 Reber, Heidi S | S02076 - 00 Training & Devt Consultant | 100.00 | 47,000.04 | 100.00 | 100.00 | 47,000.04 | .00 | .00 | 47,000.04 | | |
| 100000000 Salinas, Carolina A | S08371 - 00 Clinical Nurse Educator | 100.00 | 72,720.00 | 100.00 | 100.00 | 72,720.00 | .00 | .00 | 72,720.00 | | |

Salary Planner Information

Human Resources

○ **Appointment Percentage Changes**

- Changes in Appointment Percentage could be processed through Salary Planner and require a Change in Appointment Percentage EPAF and form.

○ **Exception Requests**

- Departments are reminded that all proposed personnel transactions involving salary increases outside the approved guidelines must be followed by a formal justification memo with signature approval of the relevant EVP/Chancellor, or designee.
 - *For a copy of the justification memo template go to:*
<http://hr.unm.edu/docs/compensation/out-of-guidelines-exception-request-justification-memo.docx>
- **Exception Memo's are due to HR no later than 6/6/2014.** There are no exceptions to this rule, due to significant legal implications associated with awarding retroactive pay increases to public sector employees in the State of New Mexico. Please plan accordingly.

[Jump to Bottom](#)

997H Pediatrics Center for Development, Unlocked

| ID and Name | Position, Suffix and Title | Employee Totals | | Department Totals | | | | | | | |
|--|--|---------------------|-----------|--------------------------|------------------------------|-------------|----------------|---------------|-----------------|----------------|----------------------|
| | | Appointment Percent | Salary | Base Appointment Percent | Proposed Appointment Percent | Base Salary | Change Percent | Change Amount | Proposed Salary | Extract Status | Excluded from Totals |
| 20062020 Buchanan, Brooke A. | S00985 - 00 Program Therapist (Senior) | 50.00 | 24,492.46 | 50.00 | 50.00 | 24,492.46 | .00 | .00 | 24,492.46 | | |
| 20000120 Carnell, Patricia E. | S00053 - 00 HR Tech | 100.00 | 42,815.35 | 100.00 | 100.00 | 42,815.35 | .00 | .00 | 42,815.35 | | |
| 20072020 Chen, Cynthia S. | S06803 - 00 Speech-Lang Pathologist | 100.00 | 72,720.00 | 100.00 | 100.00 | 72,720.00 | .00 | .00 | 72,720.00 | | |
| 20022017 Davis, Joseph E. | S03790 - 00 Business Manager | 100.00 | 60,957.43 | 100.00 | 100.00 | 60,957.43 | .00 | .00 | 60,957.43 | New | |
| 20080020 Edwards, Kater C. | S03380 - 00 Speech-Lang Pathologist | 50.00 | 31,815.00 | 50.00 | 50.00 | 31,815.00 | .00 | .00 | 31,815.00 | Changed | |
| 20002042 Furman, Nicole L. | S08178 - 00 Clinical Therapy Specialist | 100.00 | 72,729.70 | 100.00 | 100.00 | 72,729.70 | .00 | .00 | 72,729.70 | Changed | |
| 20021200 James, Barbara B. | S03675 - 00 Training & Devt Consultant | 100.00 | 55,325.29 | 100.00 | 100.00 | 55,325.29 | .00 | .00 | 55,325.29 | | |
| 20005470 Kahn, Louise B. | S08633 - 00 Specialty Nurse/RN | 100.00 | 69,116.36 | 100.00 | 100.00 | 69,116.36 | .00 | .00 | 69,116.36 | | |
| 20020044 Palacios, Olga M. | S05316 - 00 Specialty Nurse/RN | 100.00 | 54,999.96 | 100.00 | 100.00 | 54,999.96 | .00 | .00 | 54,999.96 | | |
| 20022021 Ruhoff, Heidi S. | S02076 - 00 Training & Devt Consultant | 100.00 | 47,000.04 | 100.00 | 100.00 | 47,000.04 | .00 | .00 | 47,000.04 | | |
| 20020000 Salazar, Candice A. | S08371 - 00 Clinical Nurse Educator | 100.00 | 72,720.00 | 100.00 | 100.00 | 72,720.00 | .00 | .00 | 72,720.00 | | |



Salary Planner Information

Human Resources

- If the legislatures approve a 1.5% COLA, and the department wants to give an additional 3% as an exception, then you will add a total of 4.5% to the 6/30/2014 salary. Do not add 1.5% to the 6/30/2014 salary and then add the 3% exception. You can enter exceptions in Salary Planner as long as you have obtained approval for the exception.
- If you are unable to process the COLA in Salary Planner, then you must submit an EPAN with a Job Change Reason of ANSAL. If you are submitting an EPAN to process an exception, then the Job Change Reason will be ANADJ.
- Do not process changes to employees' jobs who are on unpaid leave status (FML, Personal and Medical Leave Without Pay, etc...) in Salary Planner. However, you should budget the position salary for that employee. Eligible employees on unpaid leave will receive the COLA upon return from leave through submittal of an EPAN.

Salary Planner Information

Human Resources

- A Position Management Report is available to assist departments.
- Request the HR Reports Viewer for Departments in the BAR.
- **Position Status definitions:**
 - A – Active: Position is budgeted, is either filled or department plans to fill during coming fiscal year
 - F – Frozen: Position is vacant and no budget assigned – can be unfrozen
 - Frozen positions will not load in Salary Planner. Please plan accordingly.

Salary Planner Information

Human Resources

- Position Management clean-up report process must be submitted no later than April 4, 2014 in order for the changes to be reflected in the Salary Planner final refresh on April 15, 2014.
- Each org should only have one pooled position per type (e.g., On-Call, UNM *Temps*)
- You cannot reclassify a position to post when the current incumbent is still in it.

Salary Planner Information

Human Resources

- New positions are created at the time of hire
- Position Labor Distributions (the budget) for each index must total 100%, rounded to the nearest dollar
 - Locked orgs will be unlocked by the refresh process if they do not total 100%
 - Departments are responsible for ensuring labor distributions are rounded and total 100%
 - Salary Planner will round on the position and not the job
 - LD Indices must be valid for FY15, otherwise, the Salary Planner refresh will drop the indices.

Salary Planner Information

Human Resources

- HSC Lab Working Sessions (HSLIC, Room 226)
 - Wednesday, March 19 9:00am – 12:00pm
 - Monday, March 24 9:00am – 12:00pm
 - Wednesday March 26 9:00am – 12:00pm
 - Wednesday, April 2 9:00am – 12:00pm

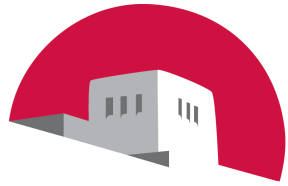
- Main Campus Lab Working Sessions (EOD 1019)
 - Thursday April 3 1:00pm – 3:00pm
 - Monday April 7 10:00am – 12:00pm
 - Wednesday April 9 1:00pm – 3:00pm

HSC Budget Planner Overview is scheduled on Thursday, March 13 from 2:00pm – 4:00pm in BMSB 203.

Main Campus Budget Planner Overview is scheduled on Tuesday, March 18 from 10:00am – 12:00pm in Dane Smith Hall, Room 125.



Questions?



UNM

UNM*Temps* Staffing General Labor Pool

Jesi Karnes
Staff Recruitment Specialist

Highlights of Features and Value

UNM Temps Labor Pool Features

UNM Temps will provide temporary and qualified General Labor talent

Extensive Screening & Evaluation

"Just in Time" staffing support and solutions when and where you need it

Temporary-to-Hire Expertise

Benefits to the Department

- Flexible, responsive, temporary support to meet your specific needs.
- One-stop staffing source covering a wide range of skill sets within the General Labor Pool.
- UNM Temps will screen applications for minimums, phone screen applicants, check references, collect the Criminal Conviction Form, and provide a basic orientation to qualified applicants prior to endorsing candidates over to the hiring manager for consideration
- An established pre-screened pool of qualified applicants will expedite the hiring and onboarding process of candidates.
- Reduces your hiring risk by providing departments the unique option to evaluate a potential employee's performance on-site before making a final hiring decision

UNM*Temps* General Labor Pool

- Building on Success - Administrative Assistants Pool
 - Increased request for titles
 - Over a 75% increase in Temp-to-Hires
 - Departments recognizing & utilizing option to reduce time to fill
- UNM*Temps* determines the need for a dedicated temp pool based on frequency of requested titles and University business needs

UNM*Temps* General Labor Pool

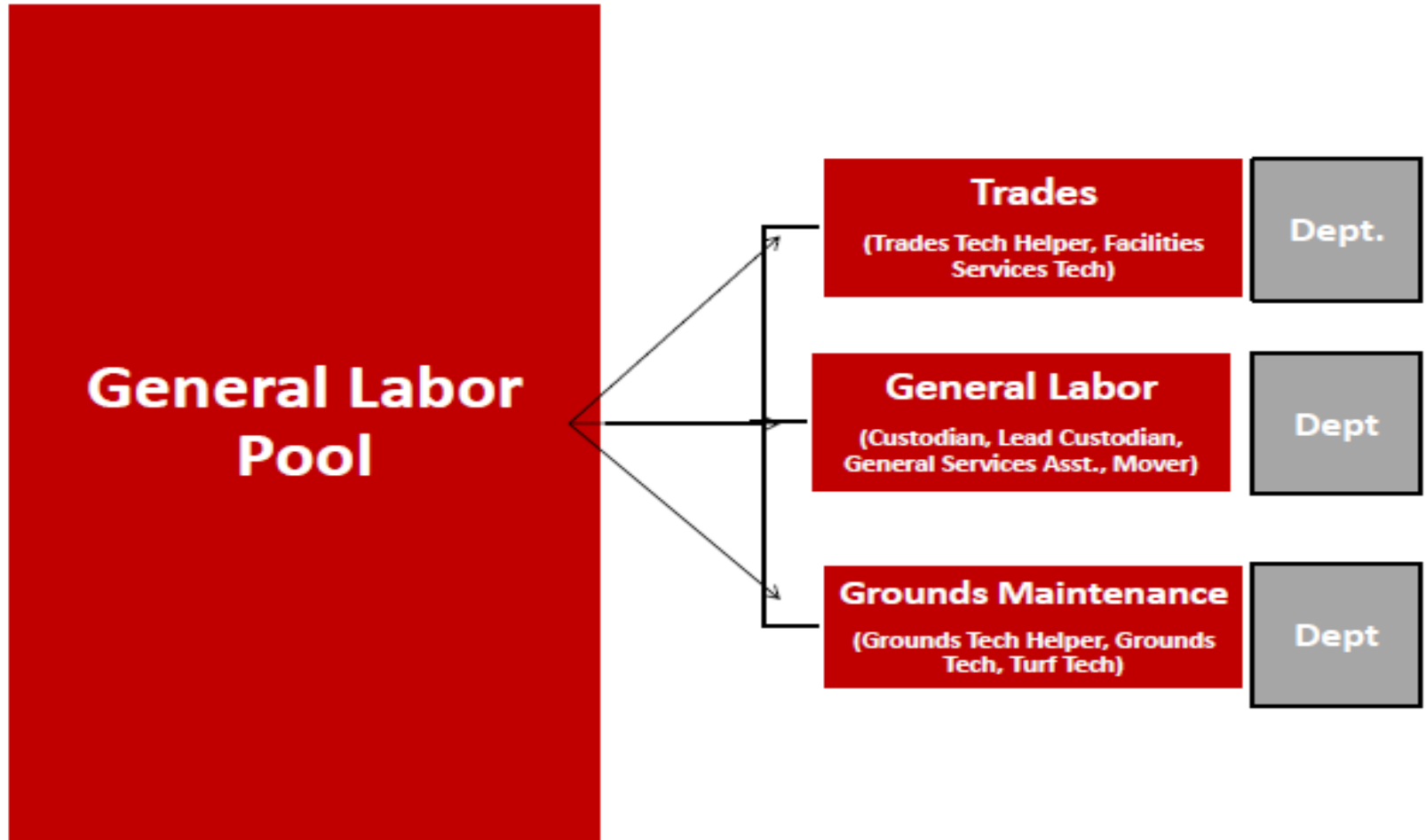
Categories and Position Titles

UNM*Temps* recently designed and launched a **NEW** General Labor Pool. The General Labor Pool consists of the following UNM position titles:

- **Trades Positions:**
 - Trades Tech Helper
 - Facilities Services Tech
- **General Labor:**
 - Custodian
 - Lead Custodian
 - General Services Asst.
 - Mover
- **Grounds Maintenance:**
 - Ground Tech Helper
 - Grounds Tech
 - Turf Tech

UNM Temps General Labor Pool

How the Process Works



UNM*Temps* General Labor Pool

How the Process Works

- Submit a UNMJobs action request for a UNM*Temp* and identify one of these position titles:
 - Trades Positions: Trades Tech Helper, Facilities Services Tech
 - General Labor: Custodian, Lead Custodian, General Services Asst., Mover
 - Grounds Maintenance: Ground Tech Helper, Grounds Tech, Turf Tech
- Recruiter will contact the requesting department to quantify the request & gain specifics for the assignment.
- Recruiter will endorse qualified applicants from the pre-screened general labor pool.
- Departments can choose to interview/meet the endorsed candidates or ask UNM*Temps* to identify a candidate on behalf of the department.

UNM*Temps* General Labor Pool

Benefits to Department

- General Labor support when and where you need it
- UNM*Temps* will provide pre-screened candidates:
 - Verify minimum requirements are met
 - All candidates complete phone screen and attend an orientation
 - Reference checks are complete
 - Required documents are verified (Proof of education, Valid driver's license, etc.)

UNM Temps General Labor Pool

How to request a UNM Temp

Information and job aides for UNM *Temps* requests and procedures are available on the UNM *Temps* webpage located on the Division of Human Resources website under the Employment tab or through OneSource

UNM Temps Contact Information

Phone Number: 277-2013

Website :

<http://hr.unm.edu/employment/unmtemps.php#unm-departments>



Questions?