

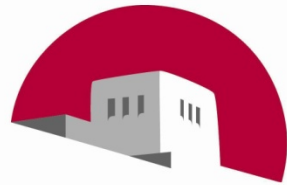
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HR Process Improvement Forums

June 10 & 12, 2014

Agenda

- University Updates
- Management Academy
- Payroll: Processing Adjustments
- Disciplinary Toolkit



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University Updates

LaTrenia McDaniel
Strategic Support Manager



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Management Academy

Trish Heaton
Sr. HR Development Consultant
EOD

What is Management Academy?



Expectations / Requirements

- ✓ 100% attendance
- ✓ Homework / prerequisites
- ✓ Team project
- ✓ Midterm - Final assessment
- ✓ Participation
- ✓ Openness
- ✓ Give feedback
- ✓ Have fun

Manager's Commitment

- ✓ Write letter of recommendation
- ✓ Allow participation during work hours
- ✓ Support employee's success in the program



What's new for 2014/2015 class?

- Application process – Electronic submission
- Supervisor and Peer recommendation - Electronic submission
- Different campus locations for classes
- Online orientation
- Level 2 and Level 3 Assessment
- Midterm and Final assessment

Application Process

2014 Application Dates:
June 9 – June 27 5:00 pm

Selection Criteria

- ◆ Will use skills immediately (new or soon-to-be manager)
- ◆ Quality of application material
- ◆ Thoroughness of answers
- ◆ Recommendation letters
- ◆ Campus diversity/representation
- ◆ Overall commitment of applicant and applicant's manager

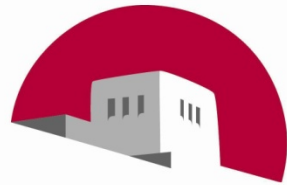
How Do I Find Out More...

- HR Website under Training <http://hr.unm.edu/>
- Preview our new [brochure](#)
- Attend Management Academy Information Session in Learning Central

June 11th - 9:00 am - 10:00 am

June 13th - 2:00 pm - 3:00 pm

June 17th - 2:00 pm - 3:00 pm



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Payroll Processing Adjustments

Patty McLaughlin
Payroll Department

New Adjustment Process

- University Wide Employment Transaction Improvements due to Audit of Selected Payroll Process (Report 2010-07)
- Reduction to the number of payroll overpayments, underpayments and leave adjustments that occur

UPDATED ADJUSTMENT FORM

Effective August 1st 2014 each adjustment form **must** include the following supporting documentation:

- A photo copy of the timesheet with signatures by both the employee and their supervisor
- A department memorandum with original authentic signature of the Dean, Director or Department Head
- Adjustment Form downloaded from the Payroll website and filled out entirely

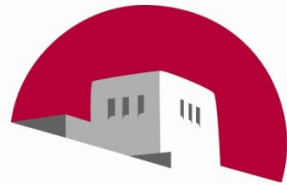
DEPARTMENT MEMO

The memo **must** include the following information for **each** adjustment form:

- **WHY**: the adjustment is necessary.
- **WHAT**: is being corrected.
- **WHO**: is requesting that the adjustment be processed
- **HOW**: might this be prevented in the future?

LINKS

- [New Adjustment Process](#)
- [Step-by-Step Guide](#) to complete the adjustment form
- [Notice of Payroll Overpayment](#)
- [UNM Payroll Leave Adjustment Form](#)
- [PZROPTRD-Payroll Transactions Processed on Off-Cycle Adjustments](#)
- [Audit Reports](#)



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Disciplinary Toolkit Updates

Magdalena Vigil-Tullar
Director, Employee Relations

Disciplinary Letter Templates

- The [Disciplinary Toolkit](#) can be found on the HR website under:
 - Forms
 - Employee Relations Forms
 - Disciplinary Toolkit
 - Manager Login is Required