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# HR Process Improvement Forums

October 7 & 9, 2014

# Agenda

- University Updates
- HR Staff Updates
  - Welcome, Dorothy T. Anderson!
- HRIT – Banner Update
- University Required Training
- Adjustment to Salary Structure
- Benefits – FSA Open Enrollment



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# University Updates

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**Patricia Martinez  
Employment Supervisor**

# HR Staff Updates

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- Welcome
  - Dorothy T. Anderson, Vice President  
Human Resources



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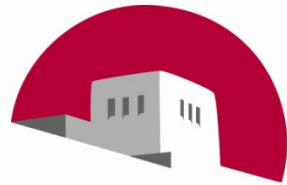
# HRIT – Banner Update

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**Michele Brown**  
**Manager, Information Services**

## KEY INFO

- **Reporting will be down from Friday, October 17 – Monday, October 27**



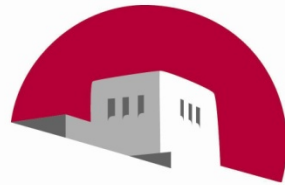
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# University Required Training

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Deb Garcia



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# Adjustment to Salary Structure

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**Candy Matos  
Compensation Specialist**



# Salary Structure Adjustments

## Effective November 1, 2014

- **Need:**
    - Bring current structure up to market
      - Last updated ***August 2011***
    - Adjust midpoint by 6%
    - Normalize structure
      - Establish midpoint differential
      - Establish a standardize range ambit
- } By grouping

# Salary Structure Adjustments

- **Benefit:**

- Re-establish market parity
- More accurately reflect current market conditions
- Aids in attracting and retaining talent

- *Note: There is no impact on individual salaries for employees whose current pay rates are within the revised ranges. Only employees who fall below the minimum of the new range will require adjustment.*



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# FSA Open Enrollment

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Benefits Team

# **Flexible Spending Account (FSA) Open Enrollment**

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- FSA Plans Offered by UNM
- When and How to Enroll

# **FSA Plans Offered by UNM**

## ***Enrollment is for FSA Plan Year 2015 (Jan 1 - Dec 31)***

- **Health FSA**

- **Annual Contribution Limit \$2,500**

- *Reimburses for certain medical, dental, vision, prescription, and hearing care expenses not covered by any insurance plan for you and your eligible dependents as outlined in IRS guidelines*

- **Dependent Care FSA**

- **Annual Contribution Limit \$5,000**

- *Reimburses for dependent care expenses at a licensed facility for services provided by individuals (see regulations for restrictions), dependent care centers, and other qualified care expenses as defined by the IRS.*
    - *Limit may vary if both you and your spouse participate, see details in FSA Participant Booklet*

# When and How to Enroll

- ***When: Wednesday, October 29 – Wednesday, November 12***
- ***How to Enroll:***
  - Enrollments must be completed online during this time period using **LoboWeb**, which can be accessed 24 hours a day, 7 days a week by logging in at <http://my.unm.edu>.
    - To access Open Enrollment in **LoboWeb** :
    - Visit <https://my.unm.edu>
    - Enter your UNM NetID and Password
    - Click the “Employee Life” or “Faculty Life” tab
    - Click the **LoboWeb** logo in the center of the screen
    - Click “Benefits and Deductions”
    - Click “Open Enrollment for Flexible Spending Account”
    - **Employees need to Print and Retain their Open Enrollment “Confirmation Statement” for their records and as proof of their enrollment.**

***Enrollments will not be accepted after Open Enrollment ends***

# Contact Info

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For more Benefits Information please go to the UNM Human Resources website <http://hr.unm.edu/>

For Benefit questions please call 505-277-MyHR(6947)