



HUMAN RESOURCES

UNDERSTANDING EMPLOYMENT AT UNM

October 8, 2026: 2:00 PM – 3:00 PM

October 15, 2026: 9:00 AM -10:00 AM

October 22, 2026: 11:00 AM – 12:00 PM

<https://unm.zoom.us/j/93951082527>

Meeting ID: 939 5108 2527

Passcode: 023243

AGENDA

- Welcome
- Employment Fundamentals
- Leave Benefits
- Health Benefits
- Retirement Plans
- Other UNM Benefits
- Key Dates and Next Steps

Welcome to the University of New Mexico!

Welcome, and thank you for being here. We know that change can bring a mix of excitement, questions and new opportunities and we are glad you are taking this journey with us.

This session will help you:

- Understand the process and key deadlines
- Understand your employment and benefits
- Learn about available resources
- Prepare for your first day and beyond



About UNM

Upon accepting your offer of employment, you will become part of the University of New Mexico (UNM), New Mexico's premier institution of higher education and a leading provider of health care.

As a vital part of UNM, the Health Sciences Center (HSC) is New Mexico's largest integrated health care, research, and education organization. Through patient care, education, discovery, and service, HSC is committed to improving the health and well-being of New Mexicans and the communities we serve.

We are pleased to welcome you to UNM and look forward to the experience, perspective, and contributions you will bring to our community and shared mission.



Employment Fundamentals

Key Dates

This offer of employment is contingent upon your timely acceptance of the offer letter, completion of Form I-9, *Employment Eligibility Verification*, and completion of all required onboarding activities.

Key dates include:

- **October 1, 2026:** Offer Letters Issued
- **November 2, 2026:** Deadline to accept your UNM offer of employment
- **December 1, 2026:** Deadline to complete onboarding tasks including, *Form I-9*
- **December 1, 2026:** Deadline to submit your benefit elections
- **January 1, 2027:** UNM Start Date



Understanding Your Offer Letter

Your offer letter provides you with important details regarding your UNM position, including:

- Pay Rate: Bi-Weekly Hourly (Non-exempt) or Monthly Salary (Exempt)
- FLSA Status: Exempt or Non-exempt
- Benefit Eligibility Status
- Appointment Percent: FTE
- UNM Job Title
- Employment Status:
 - Regular: appointed for an indefinite period of time subject to satisfactory performance and availability of funding
 - Term: designated to be employed for a defined period of time
 - On-call: employed on an intermittent basis
- UNM Job Description

For questions regarding your offer letter, please contact staffrecruiting@unm.edu.



UNM Pay Cycles

UNM has two pay cycles depending on your exemption status.

- **Exempt (salary):** Paid on the last day of each month
- **Non-Exempt (hourly):** Paid on a bi-weekly schedule with 26 paychecks per year
 - Non-exempt employees will receive their first paycheck on January 15th for hours worked January 1st – January 8th.
- The UNM pay schedule is posted here: [2026 UNM Payroll Schedule](#)



Employment & Service Credit

Category	UNM
Years of Service	UNM new employee effective January 1, 2027.
Probationary Period	Employees will not serve a probationary period.
Employment Continuity	Employees will not have a gap of employment.

UNM Policies

All UNM's policies are available to you on the University's policy website:

policy.unm.edu

Policies provide more detailed information on the items listed in this presentation.

Employees are responsible for knowing governing policies, including Human Resources policies.



Leave Benefits

Leave Category	Purpose	Accrual Rate (1.0 FTE)	Accrual Maximum	Impact to UNMMG Employees
Annual Leave	Annual leave provides employees an opportunity to relax for an extended period and to return to the job with renewed interest and vitality.	• Non-exempt: 6.47 hours/bi-weekly pay period • Exempt: 14 hours/month	252 Hours	UNMMG PTO balance will be credited to UNM annual leave balance up to 252 accrual limit.
Sick Leave	Time off due to personal illness, injury, medical treatment, doctor and dentist appointments, mental and emotional wellbeing, and other related medical conditions for self or immediate family members as defined in policy.	• Non-exempt: 3.7 hours/bi-weekly pay period • Exempt: 8 hours/month	1040 Hours	UNMMG PTO balance above 252 hours will be credited to sick leave. Earned Sick Leave balance will be credited to UNM sick leave balance.

- ✓ Must be in a benefit eligible position to receive paid leave benefits. Check your offer letter!
- ✓ Leave accrual rates are pro-rated based on your position's Appointment Percent (FTE).
- ✓ Leave accrual rates are not based on seniority or years of service.
- ✓ Annual leave is flexible and it can be used in lieu of sick leave.
- ✓ UNM has additional leave benefits and recommend reviewing UNM's Paid Time and Leave with Pay policies



University Holidays

UNM observes the following paid holidays:

- Martin Luther King Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day/Day after Thanksgiving
- Winter break! (Minimum of 7 UNM business days from approximately Christmas Eve to New Years Day)
- Employees may be required to work on a UNM holiday based on operational need.
- Employees are encouraged to discuss holiday work requirements with their supervisor.
- Compensation for working on a UNM holiday is given in [UAP 3450: Holidays](#).



Health Benefits

Benefits Eligibility

Regular Staff: Full or part-time employees with an appointment percent (FTE) of 50% or greater

Term or Contract Staff: Minimum three-month contract and an appointment percent (FTE) of 50% or greater

On-Call Staff: Not eligible for UNM benefits

Dependents Include:

- Legal spouse
- Domestic partner
- Children up to age 26
- *Differently-abled children over 26 meeting eligibility criteria. Please contact Benefits & Employee Wellness*

Visit <https://hr.unm.edu/benefits/eligibility> for details about Eligibility



Benefits Enrollment

To enroll in UNM benefits, employees must take action.

To participate in UNM benefit programs, new employees must complete their benefit election with-in 60 calendar days from their start date.

To prevent a gap in medical insurance coverage, you must complete your benefit election by **December 1, 2026**.

Coverage Effective Dates:

- If benefit election is submitted *on or before* December 1, 2026
 - Medical/Rx insurance coverage will be effective January 1, 2027
 - Dental and Vision insurance coverage will be effective February 1, 2027
- If benefit election is submitted *after* December 1, 2026*
 - Medical effective either date of enrollment or beginning of month after enrollment
 - All other benefits effective beginning of month after enrollment

**Benefit election must be submitted within 60 calendar day enrollment window*



Benefits Enrollment Q&A

I already have UNM insurance, why do I have to enroll in UNM benefits?

We understand that enrolling may seem unnecessary since you already participate in UNM health insurance through UNMMG. However, all benefits-eligible new hires must complete the UNM benefits enrollment process.

Although UNMMG employees participate in UNM health insurance plans, the employee premium rates are different for UNM employees. Enrollment also gives you the opportunity to review and elect from UNM's complete benefits package, including life insurance, disability coverage, flexible spending accounts, and other benefits available to eligible UNM employees.

Before making your benefit elections, we encourage you to review the available benefit options and applicable premium rates so you can make the selections that best meet your needs.

UNM medical plan premium rates are available here:

<https://hr.unm.edu/docs/benefits/medical-rates-fy-2026-2027.pdf>



Benefits Enrollment Q&A

Will I experience a disruption in my medical insurance coverage?

Employees who complete their UNM benefits enrollment by **December 1, 2026**, for coverage effective **January 1, 2027**, should not experience a disruption in health insurance coverage.

For employees who enroll by the December 1 deadline, deductibles and out-of-pocket maximums will carry forward and will not reset on January 1, 2027.

Please note that **dental and vision coverage will become effective February 1, 2027**. We encourage employees to plan accordingly for the month of January, including considering the timing of any anticipated dental or vision services, to help avoid unexpected out-of-pocket costs.



Your Benefits Resources

Benefits & Retirement Information on our Website: hr.unm.edu/benefits

Questions? Contact Us:

- Email: hrbenefits@unm.edu



Benefits Enrollment
Change My Benefits
Eligibility
Enrollment
Language Assistance 
Qualifying Change in Status
Qualifying Change in Status - Resident Physicians
Special events enrollment under HIPAA
Termination of coverage/COBRA
UNM's Contribution to the Cost of Insurance
UNM Premium Only Plan (POP)



Health Benefits
Benefits Calculator
Dental Insurance
Fall 2021 Flu Shots
Flexible Spending Accounts (FSA)
HIPAA Compliance Policy
Medical Insurance
Medical Plan Reps on Campus
Prescription Drug Plan
Student Health Plan
Vision Insurance

Retirement Plans

New Mexico Educational Retirement Board (NMERB) Pension Plan

All employees at UNM (excluding student employees, resident physicians, post-doctoral employees, and full VA employees) with an appointment (FTE) of 26% or more are required to participate.

This includes on-call employees working an appointment (FTE) of 26% or more per quarter. They will earn retirement service credits and thus are required to make NMERB contributions. Additionally, as the employer, UNM will be required to contribute the Employer Rate for each of these employees.



Retirement Plan Overview

- **Mandatory Retirement Plans**

- [New Mexico Educational Retirement Board \(NMERB\) Plan](#)

→ *or*

- [Alternative Retirement Plan \(ARP\)](#)

- **Voluntary Retirement Plan Options**

- [403\(b\) and 457\(b\) plans](#)

For additional information and plan specifics, visit the HR website:

<https://hr.unm.edu/retirement>



New Mexico Educational Retirement Board (NMERB) Pension Retirement Plan

- Automatically enrolled (unless you opt into ARP)
- Defined **Benefit** Plan
- Vested after 5 years plan (Employee: 10.7%-pre-tax; Employer: 18.15%)
 - Vesting means you are eligible to receive a pension once ERB retirement criteria are met
- Pension Benefit is based upon a tiered multiplier factor based on years of earned service credit and final average salary.
 - The multiplier for Tier 4 employees (hired July 1,2019 or later) depends on years of service
 - Years 1-10: 1.35%
 - Years 10.25-20: 2.35%
 - Years 20.25-30: 3.35%
 - Years 30.25+: 2.4%

Review the [NMERB Handbook](#) for details (See pages 9-11 for detailed information on the Tiered Multiplier)



Alternative Retirement Plan (ARP)

Individuals **who are hired into an ARP-eligible position** as first-time UNM hires may be eligible to participate in the ARP plan in lieu of the ERB defined benefit plan.

Eligible positions include faculty, MDs, and certain Director-level positions. For a complete list of eligible positions and other requirements, please refer to the [New Mexico Education Retirement Board Operations Manual](#) or contact the NMERB at (866) 691-2345 or email Member.Help@state.nm.us.

- **90 calendar days to elect ARP**
- Defined **Contribution** plan
 - Similar to profit sharing plan or 401K
- Vested immediately
 - Employee: 10.7%-pre-tax
 - Employer: 18.15% less 7.25% NMERB Admin fee
- Choice of TIAA or FIDELITY investments
- One-time option to switch to ERB pension after seven years in the ARP plan
- Review the ARP [Webpage](#) and [Operations Manual](#) for details



Voluntary Retirement Plans 403(b) and 457(f)

- 100% voluntary, funded by employee payroll deductions
- Investments and financial services from Fidelity, TIAA, Corebridge Financial, and VOYA
- Subject to IRS annual maximum contribution limits, which may change each year
- Visit [Financial Services Reps on Campus](#) to schedule an appointment with a plan representative

About the plans – visit [Voluntary Retirement Plans 403b and 457b](#)



Other Benefits

Education Benefits: Tuition Remission

- Fall and Spring – 8 credit hours each; Summer – 4 credit hours
 - Eligible courses include:
 - Courses taken for academic credit
 - Courses taken from UNM departments for non-credit professional development
 - Courses taken from New Mexico State University
- Approved Health & Fitness classes and/or Personal Enrichment classes
 - 3 credit hours combined
 - In addition to the 8 hours for professional development / academic credit
 - Taxable to the employee
- Spouse/Domestic Partner Benefit
 - 4 credit hours per semester for UNM academic courses only
 - Spouse graduate courses and all courses taken by Domestic Partners are taxable

For details visit: <https://hr.unm.edu/benefits/tuition-remission>



Other Employee Benefits

UNM employees are eligible for other benefits and services, including:

- Term Life Insurance
- Short-Term and Long-Term Disability Insurance
- Employee Wellness Support
- UNM Employee Assistance Programs
- Discounted Athletic tickets
- Discounted Popejoy Hall tickets
- Access to Johnson Center recreational facilities

For additional information and plan specifics, visit the HR website:

<https://hr.unm.edu/benefits>



Key Dates and Next Steps

Key Dates

We look forward to welcoming you to the University community. To ensure your employment begins as planned on January 1, 2027, please complete the required acceptance and onboarding steps by the deadlines below.

Key dates include:

- **October 1, 2026:** UNM offer letters issued
- **November 2, 2026:** Deadline to accept your UNM offer of employment
- **December 1, 2026:** Deadline to complete required onboarding activities, including the I-9 Form
- **December 1, 2026:** Deadline to submit your UNM benefit elections
- **January 1, 2027:** UNM employment begins

Completing these steps by the identified deadlines will help ensure a smooth transition to UNM employment, including timely onboarding and benefits enrollment.





New Employee Experience

We value the experience and commitment you bring to UNM and appreciate your decision to join our community. Our goal is to make your transition to the University as welcoming and successful as possible, and we look forward to supporting you throughout the onboarding process.

Upon acceptance of your UNM offer of employment, you will receive an invitation to participate in UNM's [New Employee Experience](#).

In advance of your decision, if you would like to learn more about the University, please visit [My Lobo Journey](#).

Information Sessions

Information Sessions are held via Zoom on the following dates:

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Questions? Contact UNM's Talent Acquisition Team at
staffrecruiting@unm.edu

