



Memorandum

To: Deans, Directors, Managers and Supervisors
Cc: HR Agents
From: Division of Human Resources
Date: June 18, 2020
Subject: Hold on Staff Personnel Action Processing (June 29 – July 6)

As you are aware, Governor Lujan-Grisham has called a special session to address projected budget shortfalls for the upcoming fiscal year. The special session is scheduled to begin today, June 18, and we will not know the full extent of the impact to UNM's budget until after the session concludes. While we do not know the extent of solvency measures to be considered by the Legislature, we are planning for the likelihood of a possible change to the previously approved 4% compensation/mass salary update (MSU) increases.

Any changes to annual compensation increases are likely to still be effective on July 1. With this in mind, Human Resources is instituting a hold on Staff Personnel Action Processing from June 29 through July 6, 2020. This will provide the necessary time for HR staff to process any necessary changes within the narrow window of time between the conclusion of the special session and start of the new fiscal year.

We are asking for your cooperation by completing personnel actions either prior to or after the hold period. In order to allow for processing time, personnel actions received on or after June 29, 2020 will be held and then processed on July 6, 2020 or later. Personnel actions requiring an effective date of July 1, 2020 will be processed retroactively, if possible. Personnel actions that will not be affected by this freeze period include term extensions, postings, and hire/rehire actions.

Thank you for your cooperation as we continue to navigate the many challenges brought about by COVID-19. Questions can be directed to clientsv@unm.edu.