



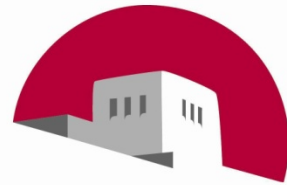
UNM

HR Process Improvement Forums

April 8 & 10, 2014

Agenda

- University Updates
- Automated Reference Checks
- MSU Guidelines
- FY15 Catastrophic Leave Program
- Youth Summer Worker and Academic Internship Programs
- Medical Plan Enrollment, Open Enrollment, VEBA Opt-Out



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University Updates

Aida Hernandez
Human Resources Consultant



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Reference Checks

Aida Hernandez
Mike Brown

Reference Check Tab

New Staff/Student Position (Request Posting if applicable)

Classification	Copy Position	Position Details	Funding	Posting Form	Reference Checks	Posting Specific Questions	Disqualifying / Points	Documents	Comments
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<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

New Tab in Staff Actions

Use the fields on this tab to define applicant reference checks.

*Required information is denoted with an asterisk.

Reference Letters

complete for Staff positions only

Will this position accept reference checks?	No checks requested ▼
Number of reference checks required?	No checks required ▼
Instructions to Applicant:	<ul style="list-style-type: none">No checks required123456
Instructions to Reference:	<ul style="list-style-type: none">78910
Completed/End Instructions to Reference:	

Example

Use the fields on this tab to define applicant reference checks.

*Required information is denoted with an asterisk.

Reference Letters

Will this position accept reference checks?

Checks accepted ▼

Number of reference checks required?

2 ▼

Instructions to Applicant:

Please submit names of two (2) previous supervisors. Your stated references will not be contacted unless you are selected as a finalist for the position you are applying to. Additionally, references will not be contacted prior to informing you that you have been selected as a finalist.

Instructions to Reference:

Use the following link to access the UNM Staff Reference Check Form. <http://hr.unm.edu/docs/employment/reference-checking-guide.doc> Reference Check Form Once completed you can save the form and then attach to the UNMJobs form you completed.

Completed/End Instructions to Reference:

Thank you for your time.

Applicant View

Provide References - Accountant 3

Please submit names of two (2) previous supervisors. Your stated references will not be contacted unless you are selected as a finalist for the position you are applying to. Additionally, references will not be contacted prior to informing you that you have been selected as a finalist.

Existing Entries

No Records Found

Add New Entry

* Required information is denoted with an asterisk.

* Name of Reference

* Reference Email

Add a Personal Note to the Automated Email:

ADD ENTRY

FINISH SUBMITTING LIST OF REFERENCES LATER

Reference View

• Welcome **John Doe**.

Thursday, March 20, 2014

Welcome to The University of New Mexico Online Referral Portal

Thank you for using our online Referral Portal to submit a Reference Check form for this candidate! Use of this portal will facilitate the immediate receipt of your Reference Check form by the hiring department, and allow candidates to see when the reference document has been received.

Your Reference Check form will be kept strictly confidential.

Please make sure to review the instructions below to upload your Reference Check form. If you have any questions or comments on this process, please call (505) 277-6947.

Reference View

Use the following link to access the UNM Staff Reference Check Form: [Reference Check Form](#).

Once you complete the Reference Check form you can attach it by clicking on the link labelled "Attach" below the applicant's name.

NOTE: Please follow the guidelines below to ensure the Reference Check form will convert to PDF format properly:

- Please use "standard" fonts, such as Times New Roman, Arial and other common fonts.
- Avoid the use of complex tables and shading
- Avoid the use of several columns in one document.
- Avoid embedded images, such as pictures or graphics

Once you have attached your document, please click the "View" link to verify your document uploaded correctly. If your document appears to have formatting problems, please click the "Remove" link to remove the document, and then adjust your document as needed by following the guidelines above and reattaching your document

Reference View

NOTES FROM THE DEPARTMENT

Use the following link to access the UNM Staff Reference Check Form. [Reference Check Form](#) Once completed you can save the form and then attach to the UNMJobs form you completed. Instructions for completing the reference check form.

1 Record

Candidate Name	Posting Title	Posting Link
smith, sam Remove View	Accountant 3	cs543.peopleadmin.com/applicants/Central?quickFind=75700

COMPLETE

Department Originator View

Email sent to Reference when status change to Finalist

Active Applicants

2 Records

<input checked="" type="checkbox"/> Name	Documents	References Received	<input type="checkbox"/> Score	<input type="checkbox"/> Date Applied	<input checked="" type="checkbox"/> Status	External Status	All / None
smith, sam View Staff/UNMTemps Employment Application		1 of 2	0	01-24-2014	Finalist Change Status	In Progress	<input checked="" type="checkbox"/>
Dirt, Joe View Staff/UNMTemps Employment Application		0 of 2	0	01-24-2014	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

Refresh

View Multiple

Minimum Score:

VIEW MULTIPLE APPLICATIONS

Include:

- Active Applicants
 Inactive Applicants

VIEW MULTIPLE DOCUMENTS

Department Originator View

Shows how many references have been returned

<input checked="" type="checkbox"/> Name	Documents	References Received	<input type="checkbox"/> Score	<input type="checkbox"/> Date Applied	<input checked="" type="checkbox"/> Status	External Status	All / None
smith, sam View Staff/UNMTemps Employment Application		1 of 2	0	01-24-2014	Finalist Change Status	In Progress	<input checked="" type="checkbox"/>
Dirt, Joe View Staff/UNMTemps Employment Application		0 of 2	0	01-24-2014	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

Select the check box then click on View Multiple Documents to view Reference Forms

View Multiple

VIEW MULTIPLE APPLICATIONS

VIEW MULTIPLE DOCUMENTS

Include:

- Active Applicants
- Inactive Applicants

Certification Tab

Additional Items to Certify

Personnel File Reviewed:

Human Resources strongly recommends that you attach a copy of the Staff Personnel file for current or previous positions for which you are completing this certification.

Supervisory Reference Checks have been completed per UAPPM #3210, Recruitment and Hiring. For more information, refer to (6) Reference Checks on the above-referenced [job aid](#).

Equity grid is attached if department has one or more employees in same job title. If applicable, other documents are attached (EVP approval and ePAN). For the Equity Grid form, please [click here](#), or [click here](#) for instructions on how to complete the equity grid.

Change made to Certification Tab.
If calling reference and completing paper form – attach to hiring proposal.

If using automated process then select “Attached Posting.”

/or the UNMH
to completing

First Time Hire ▼


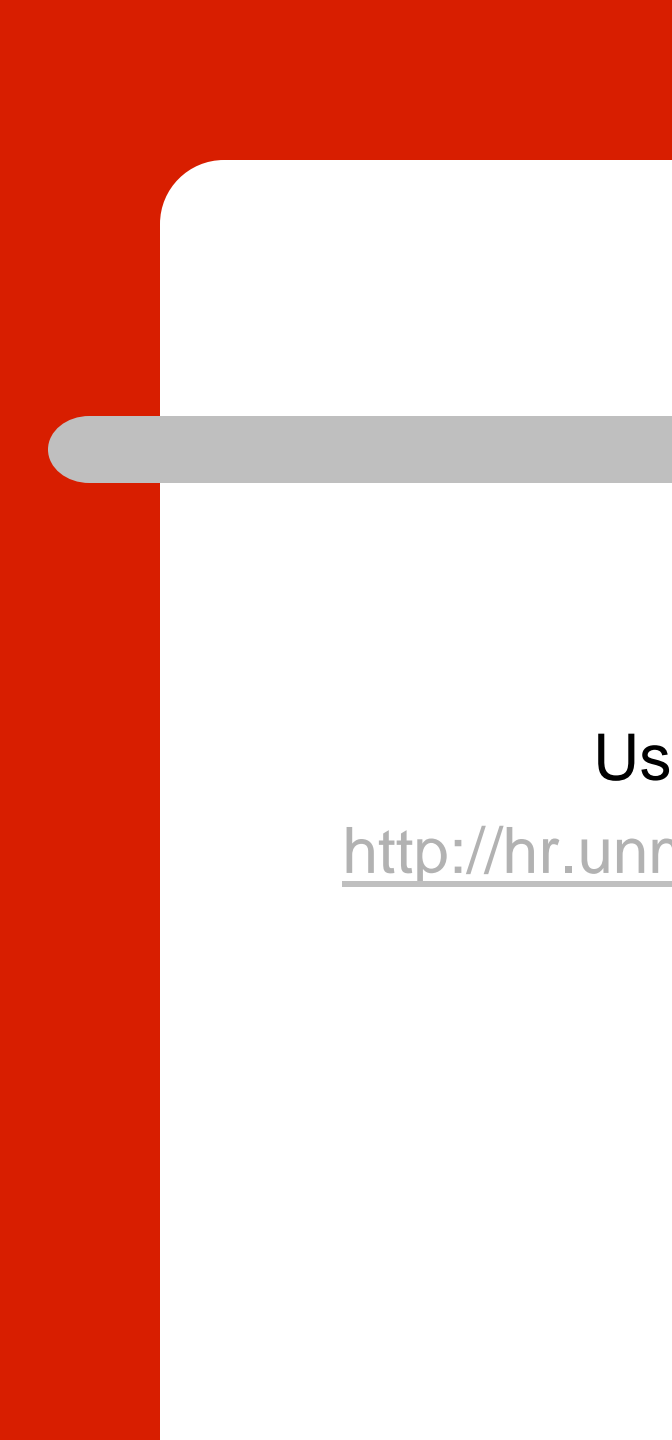
Choose one ▼

Choose one

No

Attached HP

Attached Posting



User guide can be accessed at
<http://hr.unm.edu/docs/unmjobs/staff-automated-reference-checks.docx>

Questions?



UNM

MSU Guidelines

Anelisa Simons
Sr. Compensation Specialist

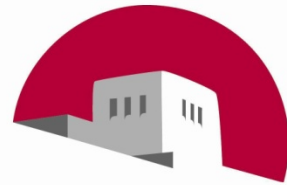
MSU Guidelines

HR Website:

<http://hr.unm.edu/compensation/mass-salary-update.php>



Questions?



UNM

*Division of
Human Resources*

Catastrophic Leave FY2015

Magdalena Vigil-Tullar
Director, Employee Relations

Catastrophic Leave 2015

- Deduction amount for **prior program participants**=2.5% of weekly work schedule e.g. 1 hour for Full-timer/30 minutes for Part-timer working 20 hours per week
- Deduction for **newly eligible employees or employees who opted out last year**=20% or 1/5 of weekly work schedule e.g. 8 hours for Full-Timer/4 hours for Part-Timer

Catastrophic Leave 2015

- Deductions will be deducted from the individual's account on the paystub for:
 - May 23, 2014 for bi-weekly (non-exempt) staff
 - May 30, 2014 for monthly (exempt) staff

Catastrophic Leave 2015

- Employees who **opt-out** will be:
 - **unable** to participate in the event of a catastrophic injury or illness
 - **unable** to enroll until the following fiscal year.

Re-entry into the program **may result in a higher contribution the following year.**

Catastrophic Leave 2015

- Opt-out Period **April 28-May 7 at 5:00 p.m.**
- Initial e-mail to staff on approximately 4/14 reminding them to be on the look out for the opt-out e-mail on 4/28
- Please remind staff to be checking their emails. If they don't find the email, have them:
 - **re-check their in-box**
 - **check their trash/deleted folder**
 - **contact 277-hrpr before May 7**

Catastrophic Leave 2015

- If the employee is leaving the University after June 30, 2014 and **does not want to donate** annual leave to the catastrophic leave program, **he/she must opt-out**.
- If the **employee will be out of the office** or is in an off-site location where e-mail access is not available, **have the employee contact 277-hrpr no later than April 14, 2014**.

Catastrophic Leave 2015

Magdalena Vigil-Tullar
Employee Relations Director
Phone: 277-4993
Email: msvigil@unm.edu



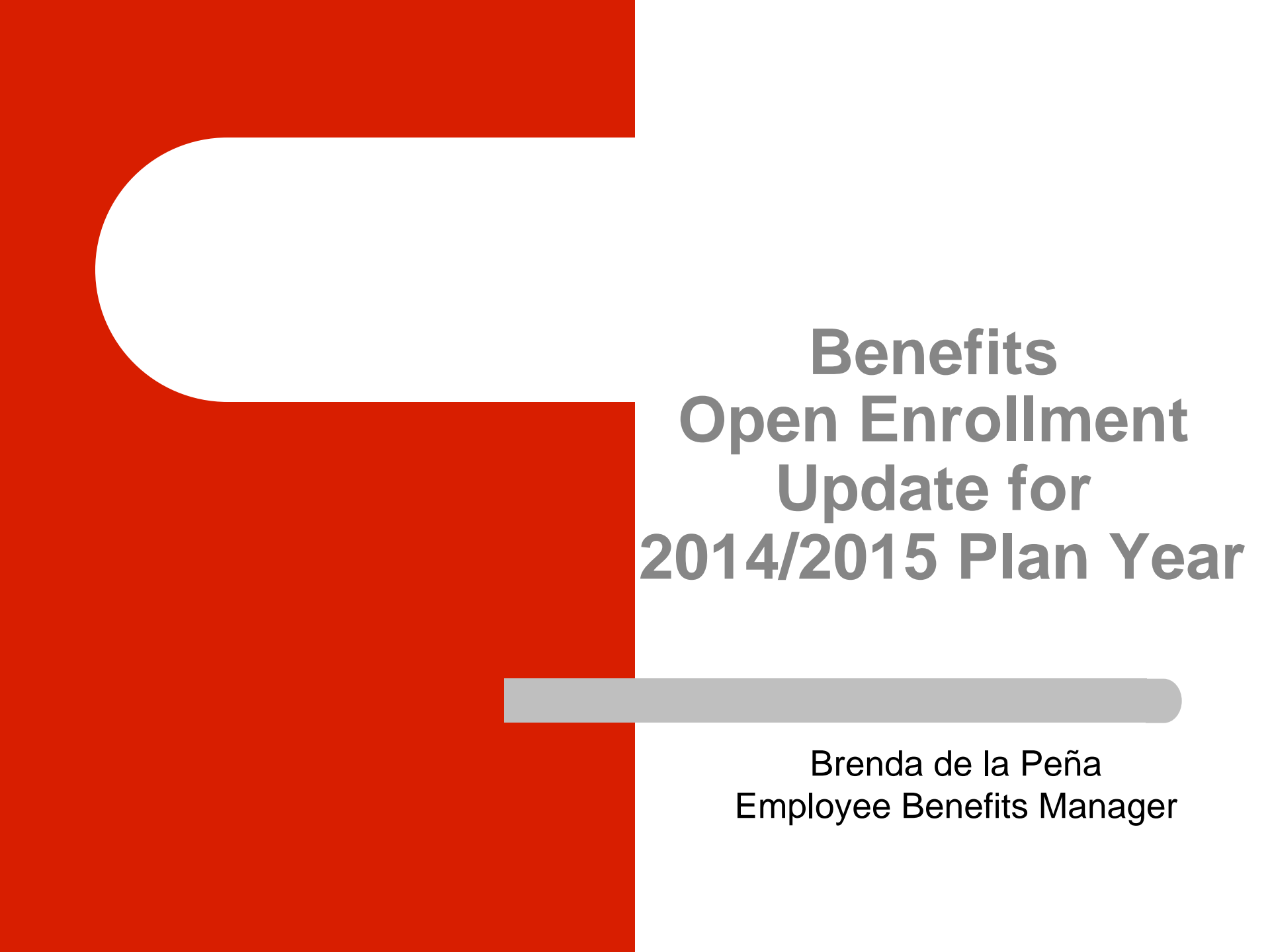
UNM

Youth Summer Worker and Academic Internship Programs

Jesi Karnes
Staff Recruitment Specialist



Questions?



Benefits Open Enrollment Update for 2014/2015 Plan Year

**Brenda de la Peña
Employee Benefits Manager**

Agenda

- Medical Plan/Open Enrollment
- VEBA Opt-Out Period
- Open Enrollment and VEBA Opt-Out Process
- Important Dates
- Q & A

Important Changes

- What's Changing ?
 - Medical Plan Enrollment
 - Three Options for Medical Coverage
 - Opportunity to Opt-Out of VEBA
- What's Not Changing?
 - All other benefit enrollments (Dental, Vision, Life & Disability Coverage) unless you make changes during Open Enrollment

Medical Plan/Open Enrollment



UNM Medical Plan/Open Enrollment

Medical Plan/Open Enrollment Period: April 23 - May 14, 2014

- **Effective Date: July 1, 2014**
- **Current **medical coverage** terminates June 30, 2014 and you **MUST** enroll in order to have **medical coverage** on July 1, 2014**
 - Medical Plan Enrollment is a result of the change in medical plan options
- **Open Enrollment is your annual opportunity to make changes to your Health (Medical/Dental/ Vision) and Life/Disability Insurance Enrollments**
 - *Important: Dependent Proof Documents are only required for newly-enrolled dependents*
 - Documents must be submitted to HR Service Center by Friday May 30, 2014 by 5:00pm

UNM Medical Plan Options

- Three Options for Medical Coverage:
 - **Presbyterian Health Plan**
 - **Blue Cross Blue Shield of New Mexico**
 - **UNM Health**
- **Plan design and premiums updates will be provided following Board of Regents April 8 meeting**

UNM Medical Plan Options (con't)

- **Presbyterian Health Plan**
 - Three Network Options:
 - **LoboCare Network:** UNM Health System, ABQ Health Partners, First Choice Community Health
 - **In-Network:** Access to Presbyterian providers and hospitals (list available on Presbyterian's website), MultiPlan/PHCS providers outside of New Mexico
 - **Out-of-Network:** Non-Presbyterian providers (if providers are not on Presbyterian provider list, they are out-of-network) and MultiPlan/ PHCS providers in New Mexico

UNM Medical Plan Options (con't)

- **Blue Cross Blue Shield of New Mexico (BCBSNM)**
 - Three Network Options:
 - **LoboCare Network:** UNM Health System, ABQ Health Partners, First Choice Community Health
 - **In-Network:** Access to Lovelace Health System and BCBSNM providers and hospitals (list available on BCBSNM's website)
 - **Out-of-Network:** Non-BCBSNM providers (if providers are not on BCBSNM provider list, they are out-of-network)

UNM Medical Plan Options (con't)

○ UNM Health

- Three Network Options:
 - **LoboCare Network:** UNM Health System, ABQ Health Partners, and First Choice Community Health
 - Coordinated Care Model: Primary Care Team coordinates care and facilitates referral process to UNM Health System specialty care and requires prior authorization for services external to UNM Health System
 - **In-Network:** Aetna National (Presbyterian Locally) access requires prior authorization from LoboCare provider
 - **Out-of-Network:** If Prior Authorization for Presbyterian/Aetna networks not obtained, benefits are out-of-network

VEBA Opt-Out



VEBA Contribution Increase

VEBA Schedule

Year	VEBA Contribution %
1 (FY 2014)	1% ($\frac{1}{2}\%$ employee; $\frac{1}{2}\%$ UNM)
2 (FY 2015)	1 $\frac{1}{2}\%$ ($\frac{3}{4}\%$ employee; $\frac{3}{4}\%$ UNM)
3 (FY 2016)	2% (1% employee; 1% UNM)

Effective July 1, 2014, Employee VEBA contributions will increase from $\frac{1}{2}\%$ to $\frac{3}{4}\%$

VEBA Opt-Out Period

- VEBA Opt-Out Period: April 23 - May 14, 2014
 - Effective Date: July 1, 2014
 - Current VEBA Participants may opt-out during this Open Enrollment period.
 - Choosing to opt-out will relinquish access to UNM's post-retirement health benefits (medical, dental and basic life).

**Current VEBA Participants
Impact of Opting-Out of VEBA during this 2014 Open Enrollment**

Current VEBA Participation Status	Forfeit access to Post-Retirement Benefits	Forfeit 25 VEBA Service Credits	One-time opportunity to Opt back into VEBA following fifth year after opt-out effective date	1 VEBA Service Credit (for FY14 participation) will be retained and applied if you later opt-in during your one-time opt-in opportunity
Hired in a Benefits-Eligible position on or prior to June 30, 2013	✓	✓	✓ 2020 Open Enrollment	✓
Hired in a Benefits-Eligible position on or after July 1, 2013	✓	N/A	✓ 2020 Open Enrollment	✓

• There are no opt-in options this year. The first opt-in period will be held during the 2019 Open Enrollment period for those who opted out in 2013.

VEBA Opt-Out Period (con't)

- **How do VEBA contributions apply to VEBA Service Credits?**

- VEBA Service Credit is based on the employee's contribution to the VEBA. The number of VEBA Service Credits determines the employee premium subsidy for post-retirement benefits.

- The retiree premium subsidy breakdown for post-retirement benefits is based on years of VEBA Service Credit:

<u>● VEBA Service Credit Schedule FY2019</u>	5-9	10-14	15-19	20-24	25+
● Pre-65 Employee Premium Subsidy	85%	80%	75%	70%	60%
● Post-65 Employee Premium Subsidy	90%	85%	80%	75%	70%

Open Enrollment/VEBA Opt-Out Process

- Medical/Dental/Vision Enrollment (LoboWeb)
(Checklist Handout will be available online)
 - Complete medical enrollment
 - Complete dental/vision enrollment changes
 - Print confirmation and retain for records
- Life/Disability/AD&D enrollment/changes
 - The Standard's Enrollment Site (See Checklist Handout Online)
- VEBA Opt-Out (LoboWeb) (See Checklist Handout Online)
 - Print confirmation and retain for records

Open Enrollment/VEBA Opt-Out Resources

- Human Resources Website: <http://hr.unm.edu/>
- Open Enrollment/VEBA Opt-Out information
 - List of Onsite Vendor Sessions
 - Detailed plan information/documents
 - Contact information
- Enrollment Technical Assistance
 - HR Service Center
 - Technical Assistance Sessions
- Open Enrollment Checklist Handout (Online)

Recap of Key Information

- **Medical Plan Enrollment Period: April 23 - May 14, 2014**
 - Current medical coverage terminates June 30, 2014
 - Three medical plan choices
 - Enrollment required to maintain UNM's medical benefits
- **Open Enrollment Period: April 23 - May 14, 2014**
 - Enroll/make changes to Dental, Vision, Life & Disability Insurance
- **VEBA Opt-Out Period: April 23 - May 14, 2014**
- **Open Enrollment/VEBA Opt-Out changes**
 - **Effective July 1, 2014**

Questions???

Call UNM HR Service Center:
(505)277-MyHR (6947)