

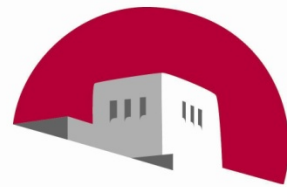
UNM

HR Process Improvement Forums

July 7 & 9, 2015

Agenda

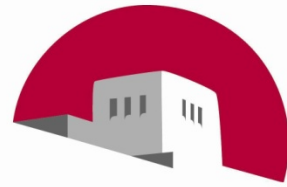
- HR Division Updates
- HR Staff Updates
- Tuition Remission
- Rewards & Recognition
- Comp RFP Study
- Open Enrollment Recap
- Payroll Update
- HR Website Focus Group



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HR Division Updates



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HR Staff Updates

Welcome

- Mary Farias
 - Sr. EOD Consultant
- Stacie Jackson
 - HR Consultant
- Martín Ulloa
 - Staff Recruitment Specialist

Farewell

- Emma Moore
 - HR Consulting Group Manager



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Tuition Remission

John Rivera
Employee Benefits
Specialist

Tuition Remission

Must be a Benefits Eligible Faculty, Staff, or UNM Retiree

- Pays up to 8 credit hours in Spring and Fall
- Pays up to 4 credit hours each Summer
- May be used at NMSU with reduced amounts
- Does pay for tuition differential
- Does not pay for books or fees

Eligible Courses

- Undergraduate, Graduate, or Professional Academic credit classes through UNM
- Professional Development classes through UNM departments (*e.g., ASM, Continuing Education*)
 - Academic/Professional Development courses exceeding \$5250 in the calendar year will be taxed to comply with IRS regulations
- Health and Fitness – 2 credit hours per year (*Taxable*)
- Personal Enrichment – 1 credit hour per year (*Taxable*)

Spouse/Domestic Partner

- Up to 4 credit hours per semester through UNM
- Academic credit only (through UNM)
- Spouse graduate courses are taxable
- All Domestic Partner courses are taxable
- See UAP Policy [3700: Education Benefits](#) for more details

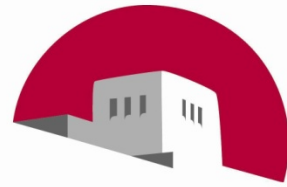
Contact

John Rivera

Employee Benefits Specialist

Phone: 277-6947

Email: johnr@unm.edu



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Rewards & Recognition

Anelisa Simons
Sr. Compensation
Specialist

Task

1. Benchmark with peers to find out if they have similar programs that may be adopted by UNM at a minimal cost.
2. Research existing UNM rewards and recognition programs:
 - a. Gather information about what current programs award, monetary or non-monetary.
3. Research online resources (scholarly and/or industry articles, etc.).
4. Identify the process of rewarding employees, if any.

Research Scope

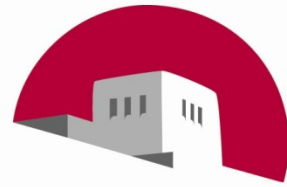
- Conducted by HR Seniors Team
- 34 institutions were surveyed – 26 Peers
- 31 institutions had related content – 19 Peers
- UNM Recognition programs – 13
- Online articles – 11

Use of Information

- Rewards and recognition consolidated site
 - What to house:
 - Policy, process, forms
 - Guidance, ideas, resources, articles
 - Inventory of existing UNM Recognition Programs

Contact

Anelisa Simons
Sr. Compensation Specialist
Phone: 277-1219
Email: anelisa@unm.edu



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Compensation RFP Study

Marleen Martinez
Manager, HR Compensation



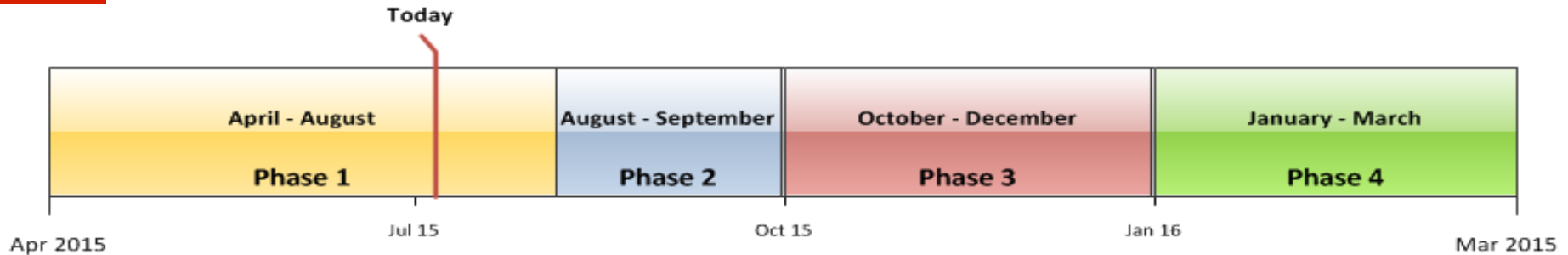
Summary:

Re-design, communicate, and implement comprehensive compensation guidelines for staff employees.

Objective:

To enhance existing guidelines and allow for flexibility with regard to compensation actions.

Project Timeline: 4 Phases



Phase 1 - Scope/Vendor Selection (Key Dates):

- June 11– July 14, RFP open
- July 15 – August 1, Review of Submitted Bids
- August – Vendor Selected

Phase 2 - Needs Assessment – Not Started

Phase 3 - Development – Not Started

Phase 4 - Communication – Not Started

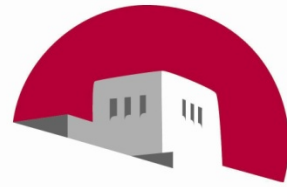
Project Website:

<http://hr.unm.edu/guidelines-project>

Contact

HR Compensation

Email: comp@unm.edu



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Open Enrollment 2015

Herman Rodriguez
HR Benefits
Data Manager

Open Enrollment 2015

- Enrollment Overview
 - Active Employees
 - Affiliates
 - Pre-65 Retirees
- Migration
- Dependents

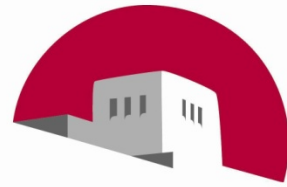
Questions / Contact

Herman Rodriguez

HR Benefits Data Manager

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Email: hrodriguez@unm.edu



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Payroll Update

Patty McLaughlin
Payroll Department

ERB Beneficiary Form

- Be sure to use the most current beneficiary form for ERB
- <http://hr.unm.edu/forms/allforms.php>

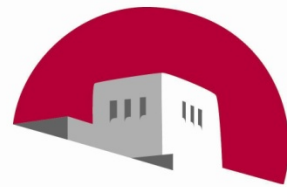
Questions / Contact

Patty McLaughlin

Payroll Department

Phone: 277-2353

Email: patty@unm.edu



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HR Website Focus Group

Elizabeth Dwyer Sandlin
Public Information Rep

HR Website Redesign

- Focus Group
 - Provide opinions and feedback on the new website
 - Design and Aesthetic
 - Overall Usability
- Scheduled for:
 - Monday, July 13, 3:00 – 5:00 pm
 - EOD Room 1007
 - John & June Perovich Business Center

To Participate, Contact:

Elizabeth Dwyer Sandlin

Public Information Rep

Phone: 277-1195

Email: sandlin@unm.edu