Agenda

- University Updates
- Management Academy
- Payroll: Processing Adjustments
- Disciplinary Toolkit
University Updates

LaTrenia McDaniel
Strategic Support Manager
What is Management Academy?
Expectations / Requirements

✓ 100% attendance
✓ Homework / prerequisites
✓ Team project
✓ Midterm - Final assessment
✓ Participation
✓ Openness
✓ Give feedback
✓ Have fun
Manager’s Commitment

✓ Write letter of recommendation
✓ Allow participation during work hours
✓ Support employee’s success in the program
What’s new for 2014/2015 class?

- Application process – Electronic submission
- Supervisor and Peer recommendation - Electronic submission
- Different campus locations for classes
- Online orientation
- Level 2 and Level 3 Assessment
- Midterm and Final assessment
Application Process

2014 Application Dates:
June 9 – June 27 5:00 pm

Selection Criteria

♦ Will use skills immediately (new or soon-to-be manager)
♦ Quality of application material
♦ Thoroughness of answers
♦ Recommendation letters
♦ Campus diversity/representation
♦ Overall commitment of applicant and applicant’s manager
How Do I Find Out More…

• HR Website under Training http://hr.unm.edu/
• Preview our new brochure
• Attend Management Academy Information Session in Learning Central

  June 11th - 9:00 am - 10:00 am
  June 13th - 2:00 pm - 3:00 pm
  June 17th - 2:00 pm - 3:00 pm
New Adjustment Process

- University Wide Employment Transaction Improvements due to Audit of Selected Payroll Process (Report 2010-07)
- Reduction to the number of payroll overpayments, underpayments and leave adjustments that occur
Effective August 1st 2014 each adjustment form must include the following supporting documentation:

- A photo copy of the timesheet with signatures by both the employee and their supervisor
- A department memorandum with original authentic signature of the Dean, Director or Department Head
- Adjustment Form downloaded from the Payroll website and filled out entirely
DEPARTMENT MEMO

The memo must include the following information for each adjustment form:

- **WHY**: the adjustment is necessary.
- **WHAT**: is being corrected.
- **WHO**: is requesting that the adjustment be processed.
- **HOW**: might this be prevented in the future?
LINKS

- New Adjustment Process
- Step-by-Step Guide to complete the adjustment form
- Notice of Payroll Overpayment
- UNM Payroll Leave Adjustment Form
- PZROPTRD-Payroll Transactions Processed on Off-Cycle Adjustments
- Audit Reports
Disciplinary Toolkit Updates

Magdalena Vigil-Tullar
Director, Employee Relations
Disciplinary Letter Templates

- The Disciplinary Toolkit can be found on the HR website under:
  - Forms
  - Employee Relations Forms
  - Disciplinary Toolkit
    - Manager Login is Required