Agenda

- University Updates
  - HR Staff Updates
- Staff Engagement Survey
- 2014 Performance Review Process
- HSC Shared Services Center
- Payroll
- Demographic Form
- Minimum Wage for Federal Contractors
University Updates

LaTrenia McDaniel
Strategic Support Manager
Staff Updates

LaTrenia McDaniel
Strategic Support Manager
HR Staff Updates

Welcome
- Manny Gonzales
  - Sr. Recruitment Specialist
- Jillian Gonzales
  - EOD Consultant

Welcome Back
- Anelisa Simons
  - Sr. Compensation Specialist
UNM Staff Engagement Survey

LaTrenia McDaniel
Strategic Support Manager
UNM Staff Engagement Survey

Drivers

• UNM’s 2020 Vision - Become a Destination University
• Faculty Survey Completed Last Year
• Conduct Integrated Employee Survey
• Coordinated Effort to Take Action
UNM Staff Engagement Survey

Purpose

- Examine employee opinions about the quality of their organizational work climate and use to identify opportunities for workplace improvements

Target Audience

- All Benefits-Eligible (20 hours or greater) Staff
UNM Staff Engagement Survey

Survey Dimensions

- Job
- Manager/Supervisor
- Department
- University Leadership
- Learning and Development
- Rewards, Recognition and Benefits
- Work Life Balance
- Perception of the University
UNM Staff Engagement Survey

Survey Development & Analysis

• VP of Research Office
• Faculty Research
• Human Resources and HRIT
Staff Engagement Survey

The University of New Mexico's (UNM's) staff is the backbone of this institution. In order to excel in education, research, patient care and community service, UNM needs an engaged and motivated staff. Our employees support this institution by guiding our students through degree tracks, managing our museums and venues, maintaining our beautiful campuses all over the state, treating ill or injured patients, welcoming our visitors and so much more.

When the UNM2020 goals were announced, I spoke a lot about UNM becoming a destination university - a place where everyone wanted to be. This is complex goal, and it means more than just being one of the best places to learn. It also means being one of the best places to work. People are more successful in careers when they enjoy what they do and where they work. It is important that our staff and faculty feel energized and empowered. For the first time in our history and across all campuses, we will tap into the UNM staff employee knowledge base for input on what we are doing well and how to make things even better.

Thank you in advance for taking time out of your busy schedule to complete the survey.

Robert G. Frank, President

Staff Engagement Survey Process

1. Survey

This survey is an opportunity to identify the University's overall strengths as well as areas for improvement as a workplace.

The survey will be open Monday, November 17 through Friday, December 5.

2. Engage

3. Enhance

Staff Engagement Survey FAQs
# UNM Staff Engagement Survey

## Communications Timeline

<table>
<thead>
<tr>
<th>When</th>
<th>Key Milestones</th>
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<tbody>
<tr>
<td>October - November</td>
<td>Announce in various meetings across campus</td>
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<tr>
<td>November 7</td>
<td>All Managers and Supervisors email is sent, complete with talking points and FAQs</td>
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<tr>
<td>November 10</td>
<td>‘Save the Date’ email is sent to all Benefits-Eligible Staff</td>
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<tr>
<td>November 17</td>
<td><strong>Survey is sent to all Benefits-Eligible Staff</strong></td>
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<tr>
<td>December 5</td>
<td><strong>Close Survey</strong></td>
</tr>
<tr>
<td>December 2014 - February 2015</td>
<td>Data Analysis</td>
</tr>
<tr>
<td>March 2015 - Ongoing</td>
<td>Form action subcommittees to address 2-3 impact areas; Develop process, budget for two-year recurring survey</td>
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UNM Staff Engagement Survey

Questions???
# 2014 Performance Reviews

## Schedule

<table>
<thead>
<tr>
<th>Month</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>November</td>
<td>Employee begins self assessment</td>
</tr>
<tr>
<td>December</td>
<td>Employee completes self assessment</td>
</tr>
<tr>
<td>January</td>
<td>Supervisor reviews and provides input in the Performance Review and begins performance discussions</td>
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<tr>
<td>February</td>
<td>Supervisor completes Performance Reviews and submits to the Division of Human Resources</td>
</tr>
<tr>
<td>March</td>
<td>Performance Reviews are due March 1, 2015 for the 2014 calendar year</td>
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2014 Performance Review Process

Questions???
Sick Sale

- Dates for the email notification are 11/25/14 – 12/3/14
- Multiple notifications (check junk mail)
- Paid in December with the 2R26 pay date of 12/19/14 and 5R12 pay date of 12/23/14
- Sick leave balance is from 2R24 and 5R10
- NO EXCEPTIONS
Time Entry Deadline for 2R01

- Deadline is 5:00 pm on December 19th
- Estimate week of 12/20/14 – 12/26/14
- Pay date is January 2, 2015
- Week of 12/27/14 – 1/2/15 for 2R02
- LoboTime Departments
- Direct Deposit – by December 17th
- Employees with outstanding checks, please pick up by 12:00 pm on December 23rd.
W-2

- Update addresses
- Terminated, retired, deceased, etc
- Do not inactivate current mailing address without new address
- Deadline for receiving address changes is 1/16/15
Adjustment Process

- Forms available on Payroll website http://payroll.unm.edu/forms.html
- 3 adjustment forms
- Monthly adjustment form needs to include
- **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?
Demographic Form

Magdalena Vigil-Tullar
Director, Employee Relations
Questions???