

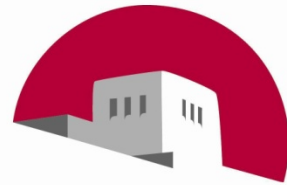
UNM

HR Process Improvement Forums

November 11 & 13, 2014

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



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University Updates

LaTrenia McDaniel
Strategic Support Manager



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Staff Updates

LaTrenia McDaniel
Strategic Support Manager

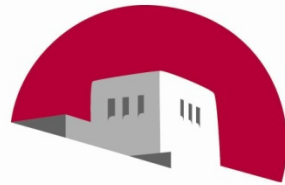
HR Staff Updates

Welcome

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

Welcome Back

- Anelisa Simons
 - Sr. Compensation Specialist



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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

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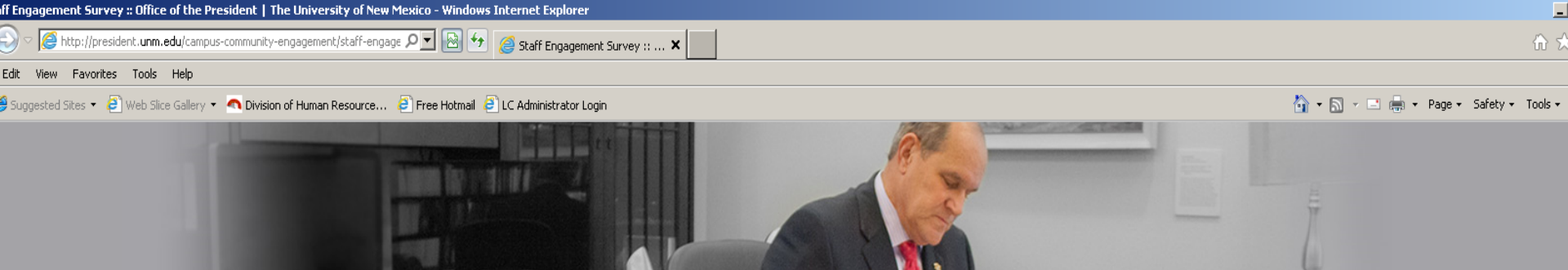
Survey Dimensions

- 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



- Home
- About the President
- Documents & Publications
- History of the Presidency
- Staff
- University House
- Forms
- Contact
- Campus Community Engagement**
- Retiree Health Care Task Force
- UNM Retiree Healthcare
- Development and Alumni Strategy Council

Quick Links

- [UNM 2020](#)
- [UNM Board of Regents](#)
- [Provost & EVP for Academic Affairs](#)
- [EVP for Administration](#)
- [Chancellor of Health Sciences](#)
- [VP for Student Affairs](#)
- [VP for Athletics](#)
- [VP for Research](#)
- [Inspection of Public Records](#)
- [Results Oriented Management](#)

Office of the President
 MSC05 3300
 1 University of New Mexico
 Albuquerque, NM 87131

Physical Location:

[UNM](#) > [Home](#) > [Campus Community Engagement](#) > Staff Engagement

Staff Engagement Survey

The University of New Mexico's (UNMs) 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, maintain 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 a 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

| When | Key Milestones |
|-------------------------------|--|
| October - November | Announce in various meetings across campus |
| November 7 | All Managers and Supervisors email is sent, complete with talking points and FAQs |
| November 10 | 'Save the Date' email is sent to all Benefits-Eligible Staff |
| November 17 | **Survey is sent to all Benefits-Eligible Staff |
| December 5 | **Close Survey |
| December 2014 - February 2015 | Data Analysis |
| March 2015 - Ongoing | Form action subcommittees to address 2-3 impact areas; Develop process, budget for two-year recurring survey |

UNM Staff Engagement Survey

Questions???



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2014 Performance Review Process

**Trish Heaton
Senior EOD Consultant**

2014 Performance Reviews

Schedule

Month

Action

November

Employee begins self assessment

December

Employee completes self assessment

January

Supervisor reviews and provides input in the Performance Review and begins performance discussions

February

Supervisor completes Performance Reviews and submits to the Division of Human Resources

March

Performance Reviews are due March 1, 2015 for the 2014 calendar year

2014 Performance Review Process



Questions???



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HSC Shared Services Center

Jack Srouji
HR Consultant Manager



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Payroll

Patty McLaughlin
Accountant 3

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?

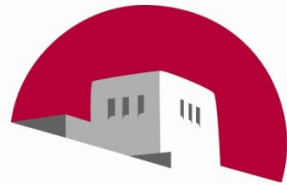


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Demographic Form

Magdalena Vigil-Tullar
Director, Employee Relations



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Minimum Wage for Federal Contractors

Magdalena Vigil-Tullar
Director, Employee Relations



Questions???