

# UNM at Work

YOUR MONTHLY HUMAN RESOURCE



HUMAN RESOURCES

## HR Reports



*This new section in the HR Newsletter will feature information on HR Reports, highlighting useful general reports that help UNM departments.*

\*\*\*

Did you know you can access HR data for your organization via HR Reports? HR Reports is different from My Reports. It includes

information on Active Employees, Leave Balances, Your HR Consultant Information, Position Management, and Position Vacancy. All you need to access HR Reports is the Banner Authorization Request (BAR) role named **HR Reports Viewer for Departments**. Once your BAR role is obtained, you can access HR Reports via the link on [my.unm.edu](http://my.unm.edu).

HR Reports will be upgraded on Saturday, July 29, 2017, and will be unavailable from 6:00 – 8:00 am. Users will not see any changes immediately. In late August or early September, users should notice an enhanced user experience, improved interface, and ease of use. We are also working on updating our training and creating simplified SOPs. Any and all changes will be communicated as they are implemented.

### Policy Updates

Annual Leave Change Rescinded, Seven Policies Revised

Page 2

### Training Calendar

See what EOD has to offer this month

Page 4

### Staffing Services

New Shared Service Center Coming Soon!

Page 5

### ULead Fall 2017

There's still time to enroll!

Page 6

## Annual Leave Accrual Policy Change Rescinded

On July 13, 2017, an anticipated change to **UAP 3400: Annual Leave, Section 4. Annual Leave Accrual** was announced by the Division of Human Resources, scheduled to take effect FY19. The change was to implement a graduated leave accrual system for employees hired July 1, 2018 and thereafter.

However, after further consideration, Interim President Chaouki Abdallah would like to preserve employee benefits whenever possible, so he has decided this change will not be implemented. Therefore, the annual leave accrual rates for eligible exempt and nonexempt employees will remain as they are for current and newly hired employees.

## University Administrative Policy Revisions

On July 8, 2017, Interim President Abdallah approved minor revisions to seven policies in the University Administrative Policy (UAP) Manual. As the revisions were minor, they were processed outside of the formal policy review process. The seven policies and the minor revisions to them are listed below:

**UAP 2010: Contracts Signature Authority and Review:** In Section 4.11, the former title of “Vice President for Athletics” was updated to the current title of “Director of Intercollegiate Athletics.”

**UAP 2100: Sustainability:** Section 1 was revised to remove mention of two professional organizations, of which the University is no longer a member due to budget constraints. Section 3 was revised to reflect current practices of the Office of Sustainability.

**UAP 2440: Internal Service Centers**  
The policy was revised to reference the uniform guidance issued by the federal Office of Management and Budget (OMB), which replaced OMB Circular A-21, and to make other minor updates. On July 1, 2015, seven other policies were revised to reference the uniform guidance, but this particular policy was inadvertently left out at that time.

**UAP 3240: Contract Employees:** Section 2 was revised at the request of Human Resources to specify that multi-year contracts greater than 1.5 years are subject to prior approval by the University President.

**UAP 3410: Sick Leave:** Section 12.1.1 was revised to discontinue the sick leave sell-back option each December for employees hired after July 31, 2017.

**UAP 3500: Wage and Salary Administration:** Section 4 was revised to separate “acting or interim appointments” and “in-range salary adjustments” into different sections, and include a new option of in-range salary adjustments for employees assuming additional duties when a position is eliminated.

**UAP 3745: Service Awards:** Section 2 was revised to state that service awards must be claimed within one year of the anniversary date, but exceptions may be approved by the Vice President for Human Resources.

**Please note:** each January, emails are sent to all honorees advising them to expect an invitation in campus mail (if still employed at UNM) or their home address (if retired). Awards are given in April of each year for individuals who reached their service award date the prior calendar year. Questions? Contact [serviceawardinfo@unm.edu](mailto:serviceawardinfo@unm.edu)

## Update on The Standard's New Enrollment Site

UNM Benefits is working with The Standard to implement *Ready Enroll*, The Standard's new enrollment platform for life, AD&D, and disability insurance. For added security, The Standard is conducting final testing and configuring for UNM's sign on process, and has delayed the go-live date for *Ready Enroll*. The Standard will communicate the new go-live date in the near future.

If you are currently enrolled in UNM's life and/or disability coverage, you will receive an email from The Standard with a first-time user guide. Updates and supplemental materials will also be posted to the [HR website](#) as they become available.

Please continue to use the current enrollment site at [standard.com/enroll](http://standard.com/enroll) until the new platform is live. If you have questions or need more information, contact UNM's HR Service Center at 505-277-MyHR (6947).

### Benefits Tip Corner - August 2017

#### *Qualifying Events & Benefits Changes*

Certain life events allow you to make changes to your benefit elections (medical, dental, vision, flexible spending accounts) outside of an Open Enrollment period. IRS regulations permit you to make changes to your benefits only if you experience a [Qualifying Change in Status Event](#). Changes to your benefits must be consistent with the qualifying event, and must be made within 60 calendar days.

Examples of Qualifying Change in Status Events and the documents you are required to submit for each event:

- Marriage - copy of marriage certificate
- Divorce / Legal Separation - copy of divorce agreement or legal separation
- Birth or Adoption of Child - birth: copy of birth certificate or hospital document; adoption: copy of legal adoption agreement
- Death of your spouse or dependent child - copy of death certificate
- Gain or loss of other health coverage - letter from other employer or entity documenting loss or gain of coverage; must include name(s) of individuals impacted (including dependents), type of coverage gained or lost, and effective start/end date of coverage

Benefits election changes are effective the first day of the month after they have been received and approved by the Benefits Department. For more information visit our [Qualifying Change in Status](#) webpage. Questions? Contact the HR Service Center at 505-277-MyHR (6947).

AUGUST 2017 TRAINING CALENDAR

Employee & Organizational Development

Division of Human Resources  
 1700 Lomas Blvd NE, Suite 1200  
 MSC01 1222 277.1555

TRAINING

August 2017

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
Lobo U - New Employee Orientation 8:30 - 12:10 7	8	Department Time Entry 8:30 - 12:00 The UNM Retirement Process: An Overview 10:00 - 12:30 Retirement 101 with NMERB 10:30 - 12:00 9	Purchasing Process for Departments Lab 8:30 - 12:00 I want to retire - NOW 12:00 - 1:30 10	Preventing Sexual Harassment in Your Workplace 8:30 - 10:30 Banner Workshop for Advisors 9:30 - 12:00 LoboAchieve for Staff 1:00 - 3:30 11
Lobo U - New Employee Orientation 8:30 - 12:10 14	Get Savvy about Social Security 8:30 - 10:00 Civil Rights at Work at UNM 12:30 - 4:30 15	16	17	18
Lobo U - New Employee Orientation 8:30 - 12:10 21	22	Hire Right 8:30 - 12:30 LoboTime Time Manager/Supervisor 9:00 - 11:30 23	24	Banner General Person Certification 8:30 - 5:00 25
Lobo U - New Employee Orientation 8:30 - 12:10 28	Employee Life Cycle Management Workshop 8:30 - 3:30 29	30	Purchasing & A/P Policies & Procedures 2:00 - 4:30 31	

Register via the [Learning Central website](#)

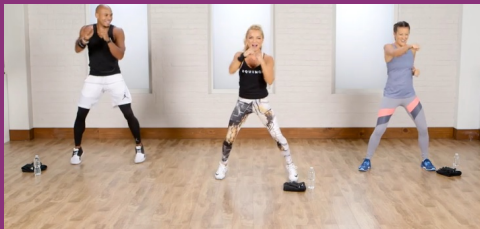
For more information, contact [eod@unm.edu](mailto:eod@unm.edu) or call 505-277-1555.

## Staffing Services: New Shared Service Center

In Fall 2017, [UNM Staffing Services](#) will launch a Shared Service Center (SSC) model for departments to engage in our full-service staffing model, or choose from an a la carte services menu tailored specifically to the department's needs.

The SSC model will be an invaluable resource and cost effective model for departments who don't have dedicated resources focused on hiring needs. More information coming soon!

## 30-Minute Cardio Boxing and Core Workout Video



Boxing is great for the body and the mind, including stress relief! Christa DiPaolo, will lead you through a [30-minute workout](#) that mixes high-intensity conditioning, boxing, kickboxing, and body-weight strength-training moves. If you are new to working out, they offer modifications for almost every move.

If you are interested in more ideas customized for your work group, contact [EHP](#). We offer a variety of stretching and strength building classes, including Stretch Away Stress and Ergonomic Stretch Breaks. We also sell resistance bands for \$15.

## Changes for 2017 University-wide Mandatory Training

*All regular faculty and staff, temporary faculty and staff, on-call staff, and student employees (including grad students) are required to complete the designated University-wide mandatory training.*

Changes for the 2017 Mandatory Training process include **a third module to be completed and a new deadline of December 1, 2017.**

The **three** University-wide mandatory trainings are:

- SRS 0117 - Basic Annual Safety Training 2017
- EOD 1017 - Intersections: Preventing Discrimination and Harassment 2017
- EOD 481-17 - Active Shooter on Campus: Run, Hide, Fight 2017

If you encounter issues accessing or completing any of the training, contact the IT Help Desk at 505-277-5757 or [help.unm.edu](mailto:help.unm.edu)

Contact Employee & Organizational Development (EOD) at 505-277-1627 or [eod@unm.edu](mailto:eod@unm.edu) with additional questions.

## ULead Fall 2017 - Enroll Now!

There's still time! Open enrollment for ULead's fall leadership development program ends August 4, 2017. The theme for the fall session is ***Developing Your Leadership Style and Managing Relationships***. ULead participants will explore topics such as transparency, trust, conflict, change, and coaching.

Whether you have years of leadership experience or not, ULead provides a supportive and challenging environment, allowing you to uncover your innate leadership abilities and positively impact the world around you. University staff in any role or position can register for this eight-week immersion program that puts you in control of your professional development.

The time commitment for ULead is *eight full session days*: every Thursday between September 7 and October 26. Is now the right time to put the spotlight on the leader in you? **Registration closes August 4**. Visit [hr.unm.edu/ulead](http://hr.unm.edu/ulead) for more information.

---

## LOBO Season Tickets Discount

**Did you know that eligible faculty and staff (.5 FTE or greater) can purchase Lobo Football season tickets at 50% off?\*** *Adult season tickets start at only \$43 (originally \$86) and 4-seat Family Packs are available for as little as \$112 (originally \$225)!*

Your Lobos are coming off a tremendous 2016 season that saw them not only lead the NCAA in rushing, but finish with a 9-4 record including a win in the Gildan New Mexico Bowl! The program has now won 11 Mountain West conference (and 16 overall) games over the past two seasons, and looks to keep the momentum rolling as they head into 2017. Here is this fall's home schedule:

- Saturday, September 2 vs. Abilene Christian
- Saturday, September 9 vs. New Mexico State
- Saturday, September 30 vs. Air Force @ 5pm
- Friday, October 20 vs. Colorado State @ 8:15pm
- Saturday, November 4 vs. Utah State
- Friday, November 17 vs. UNLV @ 7:30pm



To order your season tickets or for more information, please call 505-925-5626 or 505-925-1620, or email [jgehling@unm.edu](mailto:jgehling@unm.edu). **Go Lobos!**

*\*Restrictions apply. In order to receive the reduced price you must be verified as eligible for the discount. This is a taxable benefit.*

## Visit UNM Staff Ombuds Services

### Ombuds Services helps UNM staff and faculty supervising staff:

- work out for themselves how best to get the job done together,
- minimize the human and organizational costs of conflict,
- maximize the creative potential of transition/change/conflict.

### What Does a Visit to Ombuds Look Like?

- **Private** 1:1 conversation with a skilled neutral listener
- The visitor can **think out loud** about a workplace situation
- **Gain** clarity and perspective
- **Receive** information about resources and possible constructive approaches
- Decide for him/herself the **next steps**

### Consider Scheduling a Visit if You...

- Would appreciate a confidential sounding board
- Want help thinking through how to deal directly with a concern
- Are uncertain about taking a problem through formal channels
- Are unsure who to talk to about a problem or concern
- Want to strategize how to avoid a small problem becoming a big problem
- Want to gain perspective
- Want to discuss strategies or possible options and resources for resolving a concern
- Want to maintain the greatest flexibility in addressing a concern
- Are considering mediation with a coworker
- Would like help communicating with another person or group

### Survey Says

100% of visitors who responded to exit surveys reported:

- The process was fair and impartial
- They felt heard at Ombuds Services
- They would recommend Ombuds Services to others

### A Few 2017 Visitor Comments

*"Excellent. I appreciate the forms of problem solving. I feel I have a plan and support to carry it out."*

*"So nice to be heard without judgment."*

*"Such a wonderful experience. Made me realize there is hope for UNM."*

*"Thank you, thank you! These services are so helpful and so important for UNM."*

### How to Schedule a Visit or Presentation

Call 505-277-2993 to schedule your confidential visit, or to arrange for Ombuds to make a presentation to your team. To learn more, visit [ombudsforstaff.unm.edu](http://ombudsforstaff.unm.edu).