



1700

HUMAN RESOURCES

HR Forum

April 4, 2023

Accounting Offices
P Card Department
Employee Training
Payroll
Purchasing
EOD and Client Services
Bursar Office

AGENDA

- Welcome
- HR Announcements
 - Welcomes | Farewells
- Presentations
 - Payroll
 - What you Need to Know About Your Payroll
 - Client Services
 - Criminal Conviction Form
 - Vax Mandate Revisit
 - Staff MSU Framework and Timeline
 - BEW
 - Open Enrollment Salary Tier Expansion

HR ANNOUNCEMENTS

WELCOME!



Christine Montoya – HR Analyst, Started on March 1

Dariusz Oktaba – Programmer Analyst 3, Started on March 6

Edwina Merhege – HR Analyst, Started on March 6

HR ANNOUNCEMENTS

FAREWELL! 🙄

Stephanie Dominguez – Sr. Benefits Specialist, Last day was Feb 17

PRESENTATIONS



HUMAN
RESOURCES

UNM PAYROLL

Patty McLaughlin, Supervisor, Fiscal Services,
UNM Payroll

WHAT YOU NEED TO KNOW ABOUT YOUR PAYROLL

- When will I get paid
- Missing pay
- Overpaid

WHEN WILL I BE PAID

- Frequency of Pay
 - Know when you will be paid – payroll.unm.edu
 - Pay Schedule
 - Monthly – pay dates and deadlines for leave reporting (prior month)
 - Biweekly – pay date and time entry deadlines
 - Supervisor or Timekeeper for when timesheets will be due
- Direct Deposit or pay card
- Verify mailing address
- Verify job(s) appears in LoboWeb
 - Employee Tab -> Jobs Summary

MISSING PAY

- Worked? Haven't been paid yet?
 - Look in Employee Dashboard to see if you have the current paystub available
 - Check with your bank for direct deposit
 - Paper check – wait for delivery by USPS
 - Verify the days worked with the Pay Schedule to confirm
 - Contact Supervisor and Timekeeper
 - Contact Payroll at pay@unm.edu for assistance
- **DO NOT** go beyond your first expected payroll
 - Ensure your job is online
 - Timesheet and/or leave has been reported

OVERPAID

- Contact the Payroll Department at pay@unm.edu **IMMEDIATELY**
 - Provide reason you believe you were overpaid
 - Payroll will assist with next steps
 - If you have the paper check, return to Payroll Department with reason you were overpaid
- **NEVER** repay your department directly
 - All overpayments **MUST** be calculated, received, and processed by the Payroll Department to ensure your W-2 is accurate
 - Overpayments should be repaid in the same year as the overpayment occurred to avoid owing additional amounts
 - If repaid in subsequent year, some taxes cannot be credited and will be owed to UNM, and a signed statement will be required for other taxes to be credited

MY PAY TILE

- Access to
 - Employee Dashboard
 - Direct Deposit
 - Payroll Website
 - Pay Schedule
 - Voluntary Retirement (403b/457b)
 - W-4
 - W-2
 - Change Address
 - Payroll Calculator



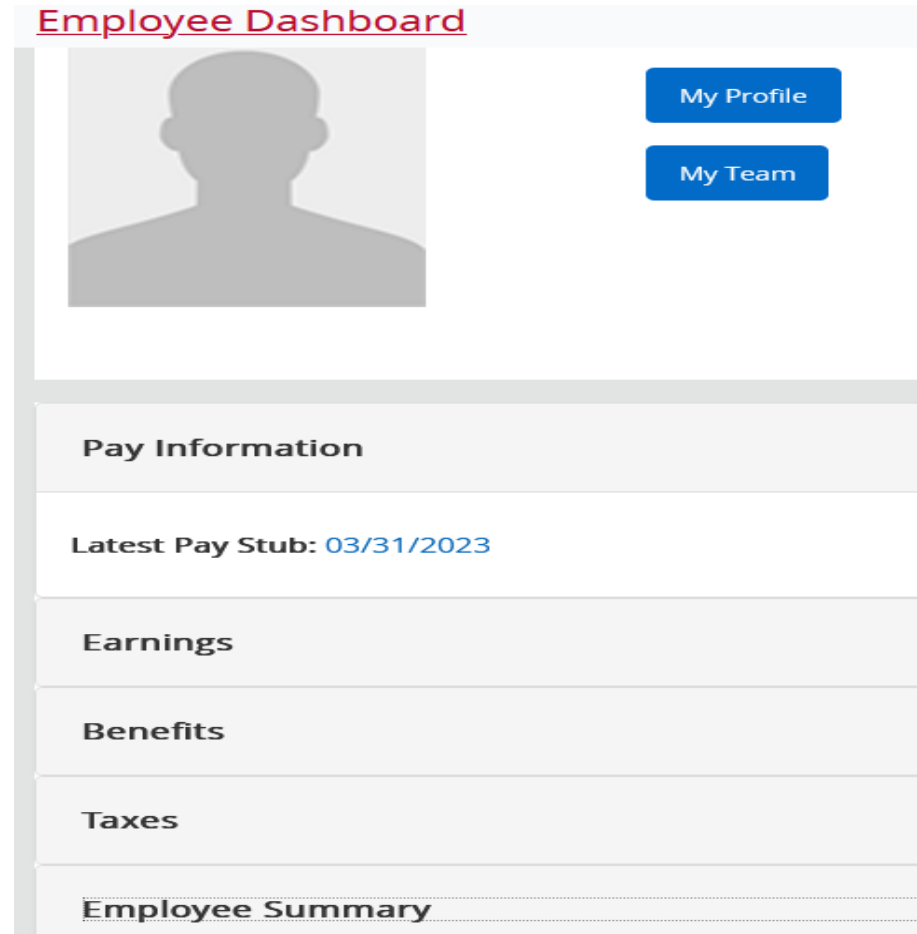
MyPay

Access my employee payroll information.

[Details](#)

EMPLOYEE DASHBOARD

- Access to
 - Pay Stub
 - Earnings
 - By date range or
 - By position (year)
 - Tax information
 - Employee Summary
 - Leave Balances



The image shows a mockup of an Employee Dashboard. At the top, the title "Employee Dashboard" is displayed in red. Below the title is a profile section featuring a grey silhouette of a person's head and shoulders on the left. To the right of the silhouette are two blue buttons: "My Profile" and "My Team". Below the profile section is a vertical list of menu items, each in a light grey box with a darker grey header: "Pay Information", "Latest Pay Stub: 03/31/2023", "Earnings", "Benefits", "Taxes", and "Employee Summary".



QUESTIONS?

Patty McLaughlin, Supervisor, Fiscal Services, UNM Payroll
Patty@unm.edu



CLIENT SERVICES

Mike Brown, Director HR Client Services

CRIMINAL CONVICTION FORM

- The criminal conviction disclosure form will no longer be used.
- The form was added as part of the UNMJobs electronic onboarding process.
- When forms were updated to remove COVID information, the disclosure form was removed.
- All regular staff are required to receive a background check upon hire, rehire, or any competitive hire.
- After reviewing the disclosure form to the background check information, it was determined that the disclosure form was no longer needed.

VAX MANDATE REVISITED

- COVID vaccination information is no longer required at time of hire.
- HR made the following changes
 - Removed the requirement language from
 - Offer Letters
 - UNMJobs Requisitions
 - On-Boarding Forms
 - Email notifications to new hires
 - Updated and/or removed websites
- Reminder – do not use the “COPY” function when starting a new requisition in UNMJobs. Using the copy function brings in the current language at the time the original requisition was completed.

STAFF MSU FRAMEWORK

- All eligible staff employees with an annual salary of less than \$60,000 will receive a minimum of a 6% increase, with departmental flexibility to provide up to a 9% increase.
- All eligible staff employees with an annual of \$60,000, or greater but less than \$100,000 will receive a minimum of a 4% increase, with department flexibility to provide up to an 8% increase.
- All eligible staff employees with an annual salary of \$100,000 or greater will receive a minimum of a 3% increase, with department flexibility to provide up to a 7% increase.

STAFF MSU FRAMEWORK

- Increases above range minimums may be given to address equity, market competitiveness, performance, retention, or salary compression. Departments must use consistent criteria for determining increase amounts and maintain internal documentation supporting their increase decisions.
- On a limited basis, Deans/VPs may approve increases of up to 9% for employees earning \$60,000 or more subject to the above criteria.
 - Internal approval process.

STAFF MSU FRAMEWORK

- I&G-funded units are required to use their entire compensation allocation to support salary increases.
- Increases for union employees are subject to the respective collective bargaining unit agreement.



QUESTIONS?

Mike Brown, Director, HR Client Services
mikebrown@unm.edu



BENEFITS AND WELLNESS

- Joey Evans, Exec. Director, HR Benefits

OPEN ENROLLMENT

- OE is April 19-May 5
- Plan Change: MH/SUD will be \$10 for Tier 1 and Tier 2 networks for both UNM LoboHealth (BCBS) and Presbyterian
 - Includes Presbyterian Virtual Visits and MDLive Telehealth for UNM LoboHealth
- Salary Tier Changes
 - <\$45k
 - \$45k-\$59,999
 - \$60k and above
 - Addresses historical issues of employees crossing a salary tier during MSU
 - Some employees will see decreases in deductions even though medical costs are increasing



QUESTIONS?

Joey Evans, Exec. Director, HR Benefits
jevans2@unm.edu





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Next Forum: June 6, 10:30 a.m.

THE UNIVERSITY OF NEW MEXICO