



1700

HUMAN RESOURCES

HR Forum

Aug 8, 2023

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

AGENDA

- Welcome
- Presentations
 - Client Services
 - Update – Out of State Remote Work Agreements
 - Proposed Removal of Education Verification
 - EOD
 - Engagement Survey Update and Next Steps
 - Benefits and Employee Wellness
 - Benefit Consultations From External Entities
 - Compensation
 - SPET Phase 2
 - UAP 3500 – January 1, 2024, Level 3 Equity Review

PRESENTATIONS



HUMAN
RESOURCES

OUT OF STATE REMOTE WORK AGREEMENTS

Mike Brown, Director, HR Client Services

OUT OF STATE REMOTE WORK

- Required to complete the Remote Work Agreement – Current Out of State form
- Must be completed within 90 days of the effective date of the policy
 - September 7, 2023 deadline
- Will not be converted to term
- Existing nonexempt out of state agreements can continue

PROPOSED REMOVAL OF EDUCATION VERIFICATION

Mike Brown, Director, HR Client Services

REMOVAL OF EDUCATION VERIFICATION

- Target date of September 1, 2023
- Will add education verification to background checks
- For some hires, will no longer need to submit education verification with your hire

EXCEPTIONS

- Accounting positions – need to verify specific classes taken and number of hours
- If the education verification **can not** be verified by the vendor
 - Will notify the hiring official that the applicant will need to provide education verification
- Licenses and certifications – applicants will need to submit if required by the position description

COPY OF TRANSCRIPTS/DIPLOMA

- Accounting positions
- On-call and Temporary positions
 - Ala carte option in background check request form to validate education for on-call/temporary positions
 - If background check is completed for these positions, then education verification will be done
- International applicants
 - It is the applicant's responsibility to provide education verification and credential evaluation for U.S. equivalency
 - More information in the Employment Knowledgebase

UPDATING PACKAGES

- Education verification will be added to Package A and Package B. Education verification is already part of Package D
- Creating New Package E
 - Student employment, Credentialing Office, Minors on Campus Policy
- The Background Check request form will be updated to reflect these changes



QUESTIONS?

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



STAFF ENGAGEMENT SURVEY UPDATE

Bonnie Minkus-Holmes
Manager, EOD



STAFF ENGAGEMENT SURVEY RESULTS OVERVIEW

UNM Institutional Results

Overall UNM Employee Engagement



2690 Respondents



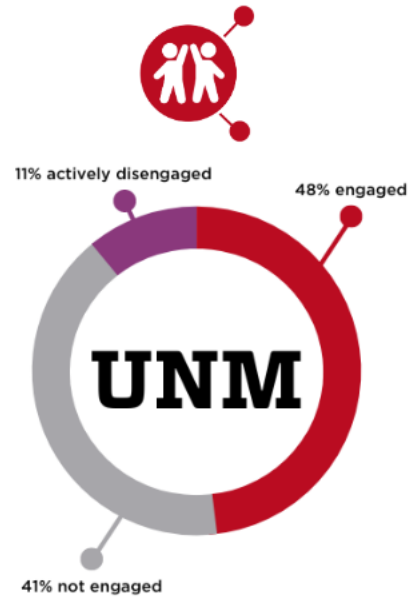
Mean Engagement Score



Percentile Rank of Higher Ed Institutions

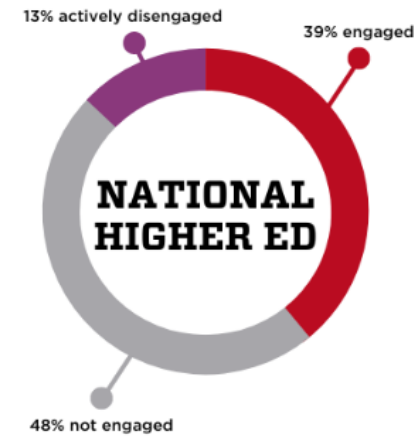
STAFF ENGAGEMENT SURVEY RESULTS OVERVIEW

Employee Engagement Level



 **UNM Engagement**
 **Ratio: 4.36:1**

At UNM, there are 4.36 engaged employees for each actively disengaged employee.



 **Higher Ed**
 **Engagement Ratio: 3:1**

Nationally, there are 3 engaged higher ed employees for each actively disengaged employee.

See Definitions section below for explanation of engagement types.

STAFF ENGAGEMENT SURVEY RESULTS OVERVIEW

Overall UNM Employee Satisfaction

On a scale of 1 to 5, how satisfied are you with UNM as a place to work?



Mean Satisfaction Score



Percentile Rank of Higher Ed Institutions

Culture of Inclusion Index at UNM



Mean Inclusion Index Score



Percentile Rank of Higher Ed Institutions

NEXT STEPS

Goal: Engage all eligible managers in creating a Gallup action plan to address at least one low ranking Q12 item prior to the 2024 survey.

Objectives:

1. Identify and train leads on accessing their survey data
2. Provide leads with resources and support to create an action plan addressing at least one of their survey results
3. Provide encouragement and support while executing action plans
4. Ongoing promotion and communication for 2024 survey

TIMELINE

August: Manager Demo Trainings

September: State of the Team Conversations

October: Leads Complete & Submit Action Plan

November - March 2024: Teams Implement Action Plans to Improve Engagement

EOD will be available throughout the process
to help support managers and supervisors!



LEARN MORE

Updates, resources and more can be found at:

ENGAGE.UNM.EDU





QUESTIONS?

Bonnie Minkus Holmes, Manager, EOD

bminkusholmes@unm.edu or engage@unm.edu



**HUMAN
RESOURCES**

UNAUTHORIZED BENEFIT CONSULTATION SOLICITATIONS

Joey Evans, Executive Director, BEW

UNAUTHORIZED BENEFIT CONSULTATION SOLICITATIONS

- Phishing Attempts-reports of various external entities offering benefit consultations
 - Offers of retirement counseling
 - Long-Term Care Plan Counseling
- How to validate outreach
 - Review our partner organizations on HR Web Site for [Retirement and Financial Planning Services](#)
 - Is the vendor one of our partner vendors? If not, it is phishing and should be [reported](#).
- If HR agrees to a communication campaign by one of our vendors, we will partner with the vendor and we also broadly communicate through normal channels such as HR Newsletter.
- When in doubt, contact us at hrbenefits@unm.edu or report as phishing.



QUESTIONS?

Joey Evans, Executive Director, BEW
jevans2@unm.edu



COMPENSATION UPDATES

LaSheba Bowens, Compensation Specialist

COMPENSATION UPDATES

- SPET Phase 2
 - Education and Experience upload process
 - Aging feature
 - Enhanced Filtering and Reporting
- UAP 3500 – January 1, 2024, Level 3 Implementation
 - 1:1 Meetings with HR Agents
 - Prepare for Level 3 review
 - Provide guidance
 - Assist in developing internal processes



1700

HUMAN RESOURCES

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

Next Forum: October 10, 10:30 a.m.