



1700

HUMAN RESOURCES

HR Forum
Dec. 8, 2020

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

AGENDA

- Welcome and Updates
- Holiday Pay Policy
- Increment Weather
- Limited Operations Functional Tiers
- Payroll Information
 - Time Entry Deadlines
 - W-2s
- Compensation Corner
 - Staff Salary Structure Update
 - Classification Study Underway
- EOD Updates
 - Mandatory Training Deadline Extended
 - PEP 2020
- Future Forum Meetings

PRESENTATIONS



HUMAN
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HOLIDAY PAY POLICY

Kathy Agnew

Executive Director, Client Services

POSSIBLE NEEDS FOR WINTER BREAK 2020

- With record COVID cases occurring every day, it is predicted that NM will reach its peak of positive cases in December.
- Over the winter holiday, staff may be needed in the areas of healthcare, food service, or other critical student services to support student residents. For this reason, UNM may see a need to utilize specific staff not normally employed over the holiday break.
- If you are an employee or supervisor whose area may be impacted by time worked during winter break, we encourage you to review UNM's policy on holiday pay.

UAP 3405: HOLIDAYS

[UAP 3405: Holidays Policy](#)

Nonexempt

- All eligible regular hourly paid employees who are required to work on a holiday will be paid time and a half for the hours worked. Additionally, for the total number of holiday hours worked, they will equally be given the same number of hours to use as paid time off outside the university holiday closure period.
- These extra hours off must be used within 90 days of them being earned. If the hourly employee is unable to use their extra time off within the 90-day period they will receive pay at their regular rate for the hours worked during the holiday.

UAP 3405: HOLIDAYS

[UAP 3405: Holidays Policy](#)

Exempt

- Eligible salaried employees who are required to work on a holiday will be paid their regular salary and provided with another paid day off.
- Supervisors may allow exempt employees paid time off for the time they are required to be “on-call” during a holiday.

Prior Notice

- An employee may be required to work a holiday without notice and approval in order to meet operational needs. But in these situations, supervisors should give employees as much notice as possible, working with employees in a fair and reasonable manner.

INCLEMENT WEATHER

Kathy Agnew

Executive Director, Client Services

INCLEMENT WEATHER

- [UAP 3435 Policy: Inclement Weather](#)
- The University will not close during periods of inclement weather unless conditions are so severe as to endanger the University community.
- The President will determine if the Albuquerque campus will delay opening or close for the day; and the Branch Campus Chancellors will make these same decisions for their locations.
- Critical services will be determined by cognizant vice presidents and those areas will need to remain operational.

INCLEMENT WEATHER: LIMITED OPERATIONS

UPDATE: Due to our Limited Operations Status with many employees working from home, it has been decided that should an inclement weather situation arise this winter, we will follow the same protocol as usual.

Even though employees may still be able to perform work remotely, a delay or full day closure means that non-critical employees will have the allotted time off and it should be entered as “paid administrative leave” in their timekeeping records.



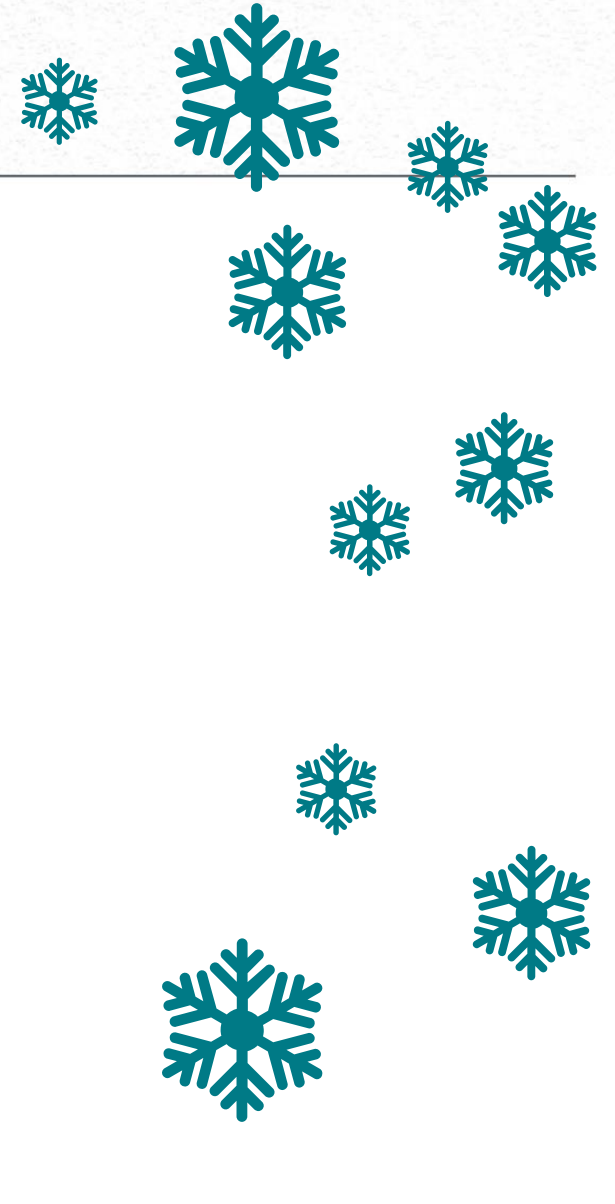
HOLIDAY & WEATHER INFO

- **Holidays**

- Winter Break: December 23-31, 2020 and January 1, 2021 (return Monday, Jan. 4)
- Martin Luther King Day: January 18, 2021

- **Weather**

- LoboAlerts at loboalerts.unm.edu/
- Snow Hotline: 505-277-SNOW (7669)



LIMITED OPERATIONS TIERS

Kathy Agnew

Executive Director, Client Services

LIMITED OPERATIONS FUNCTIONAL TIERS

- On Nov. 19 you were asked to update your division's working Tier status for all staff employees.
- Tier Definitions:
 - **Tier 1:** Work must be done on campus.
 - **Tier 2:** Working remotely because it is possible to do so.
 - **Tier 3:** Not working because work is not needed at this time.
- Deadline to have these updated is **Sunday, Dec. 13**
- Questions/discussion about tier reporting



QUESTIONS?

Kathy Agnew

agnewk@unm.edu



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PAYROLL INFORMATION

Patty McLaughlin, Supervisor
UNM Payroll Department

EXCEPTION TIME DEADLINE FOR 5R12

- Deadline is 4 p.m. on Dec. 14
- The exception time is November leave



TIME ENTRY DEADLINE FOR 2R26



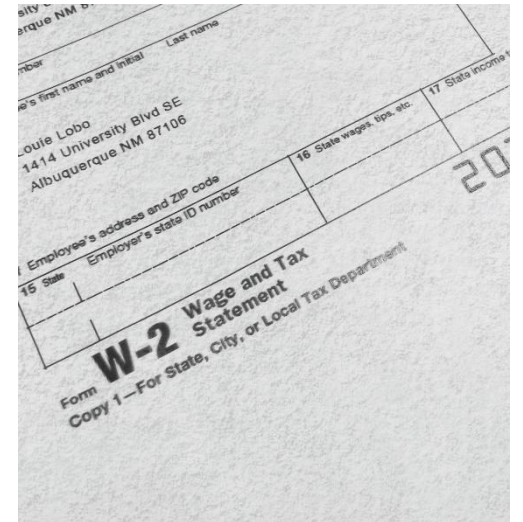
- Deadline is 4 p.m. on Dec. 18
- Estimate 12/18/20
- Pay date is Dec. 24
- Direct Deposit – by Dec. 15

TIME ENTRY DEADLINE FOR 2R01

- Deadline is 4 p.m. on Jan. 4
- **Pay period 12/19/2020 – 01/01/2021**
 - Can be recorded as worked/holiday
- Time entry will open on Dec. 19
- Remember Holiday hours use earn code 010
- Remember Holiday worked hours use earn code 100
- Pay date is Jan. 8, 2021

W-2

- Update addresses
- Terminated, retired, deceased, etc.
- Do not inactivate current mailing address without new address
- Deadline for receiving address changes is 1/15/21
- Electronic consent is available for 2020 until 1/19/21 11:59 PM



Tax Forms

Federal Tax Exemptions or Allowances (W4)

Electronic Regulatory Consent

Request electronic versions of your W-2 and 1095-C ([Watch Lucy's Video](#))



QUESTIONS?

Payroll

pay@unm.edu



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STAFF SALARY STRUCTURE UPDATE

Stacie Jackson, Manager
HR Compensation

STAFF SALARY STRUCTURE UPDATE

- Designed to provide a clear framework for paying staff employees competitively within the labor market
- Periodic reviews are conducted to ensure alignment with industry-leading practices and compliance with state and federal regulations
- [New Staff Salary Structure](#) will be implemented to better align with best practice and ensure compliance with 2021 Minimum Wage rate increase

UNM Staff Salary Structure



HR Compensation conducts periodic reviews of UNM's staff salary range structure to address observed market changes and best practices, as stipulated in the **UNM Vision Statement for Compensating Staff Employees**.

When the staff salary structure is adjusted, there is no impact on individual salaries for employees whose current pay rates are within the revised ranges. However, in the cases where staff employee salaries fall below the minimum of the adjusted range, salaries are adjusted up to the new minimum of the respective grades, in accordance with **UAP 3500: Wage and Salary Administration**.

UNM Staff Salary Structures, effective until December 31, 2020

Current UNM Staff
Salary Structure

UNM Staff Clinical
Salary Structures

STAFF SALARY STRUCTURE UPDATE

Current Structure

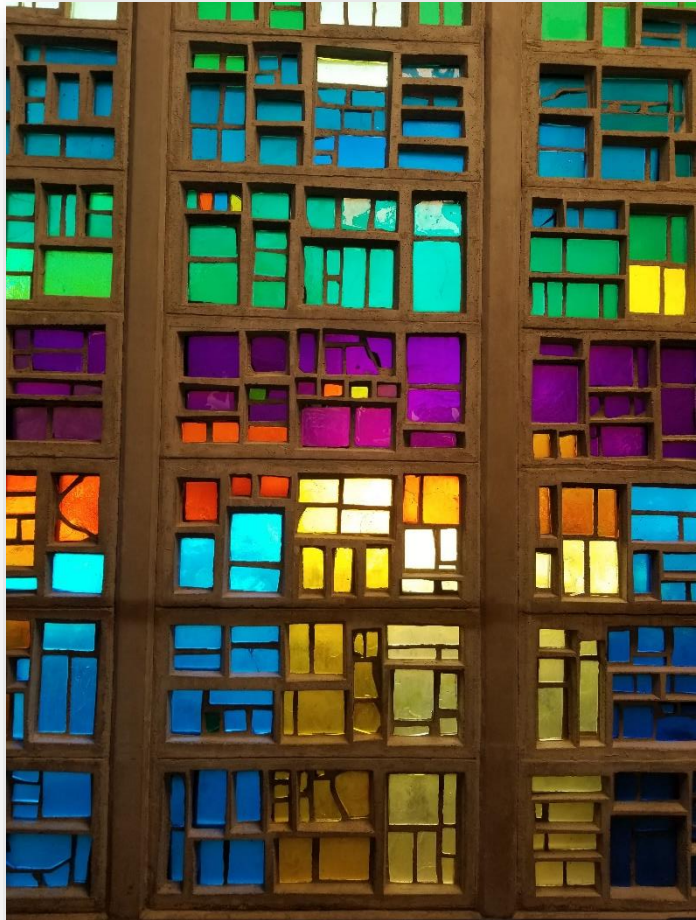
Grade	MINIMUM			1st QUARTILE			MIDPOINT			3rd QUARTILE			MAXIMUM		
	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual
3	9.00	1,560.00	18,720.00	10.53	1,824.33	21,892.00	12.05	2,088.67	25,064.00	14.46	2,506.40	30,076.80	16.87	2,924.13	35,089.60
4	9.04	1,566.52	18,798.29	10.84	1,879.60	22,555.15	12.65	2,192.67	26,312.00	15.18	2,631.20	31,574.40	17.71	3,069.73	36,836.80
5	9.49	1,644.85	19,738.21	11.39	1,974.23	23,690.70	13.29	2,303.60	27,643.20	15.95	2,763.80	33,165.60	18.60	3,224.00	38,688.00
6	9.96	1,727.14	20,725.71	11.96	2,072.57	24,870.86	13.95	2,418.00	29,016.00	16.74	2,901.60	34,819.20	19.53	3,385.20	40,622.40
7	10.23	1,773.78	21,285.33	12.79	2,217.22	26,606.67	15.35	2,660.67	31,928.00	17.91	3,104.11	37,249.33	20.47	3,547.56	42,570.67
8	11.25	1,950.58	23,406.93	14.07	2,438.22	29,258.67	16.88	2,925.87	35,110.40	19.69	3,413.51	40,962.13	22.51	3,901.16	46,813.87
9	12.38	2,145.87	25,750.40	15.48	2,682.33	32,188.00	18.57	3,218.80	38,625.60	21.67	3,755.27	45,063.20	24.76	4,291.73	51,500.80
10	13.62	2,360.80	28,329.60	17.03	2,951.00	35,412.00	20.43	3,541.20	42,494.40	23.84	4,131.40	49,576.80	27.24	4,721.60	56,659.20
11	17.10	2,964.00	35,568.00	18.73	3,245.67	38,948.00	22.47	3,894.80	46,737.60	26.22	4,543.93	54,527.20	29.96	5,193.07	62,316.80
12	18.46	3,199.73	38,396.80	21.53	3,732.62	44,791.42	25.84	4,478.93	53,747.20	30.15	5,225.42	62,705.07	34.45	5,971.91	71,662.93
13	19.81	3,434.31	41,211.73	24.77	4,292.89	51,514.67	29.72	5,151.47	61,817.60	34.67	6,010.04	72,120.53	39.63	6,868.62	82,423.47
14	22.83	3,956.33	47,476.00	28.50	4,940.43	59,285.20	34.18	5,924.53	71,094.40	39.88	6,911.96	82,943.47	45.57	7,899.38	94,792.53
15	27.34	4,738.93	56,867.20	34.18	5,923.67	71,084.00	41.01	7,108.40	85,300.80	47.85	8,293.13	99,517.60	54.68	9,477.87	113,734.40
16	32.81	5,687.64	68,251.73	41.02	7,109.56	85,314.67	49.22	8,531.47	102,377.60	57.42	9,953.38	119,440.53	65.63	11,375.29	136,503.47
17	39.37	6,824.71	81,896.53	49.22	8,530.89	102,370.67	59.06	10,237.07	122,844.80	68.90	11,943.24	143,318.93	78.75	13,649.42	163,793.07
18	47.25	8,189.42	98,273.07	59.06	10,236.78	122,841.33	70.87	12,284.13	147,409.60	82.68	14,331.49	171,977.87	94.49	16,378.84	196,546.13
19	56.69	9,826.84	117,922.13	70.87	12,283.56	147,402.67	85.04	14,740.27	176,883.20	99.21	17,196.98	206,363.73	113.39	19,653.69	235,844.27
20	68.03	11,792.44	141,509.33	85.04	14,740.56	176,886.67	102.05	17,688.67	212,264.00	119.06	20,636.78	247,641.33	136.07	23,584.89	283,018.67

STAFF SALARY STRUCTURE UPDATE

New Structure for CY 2021

Grade	MINIMUM		1st QUARTILE		MIDPOINT		3rd QUARTILE		MAXIMUM	
	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual
5	10.50	21,840.00	12.53	26,052.00	14.55	30,264.00	16.58	34,476.00	18.60	38,688.00
6	10.50	21,840.00	12.76	26,535.60	15.02	31,231.20	17.27	35,926.80	19.53	40,622.40
7	10.68	22,214.40	13.08	27,211.60	15.49	32,208.80	17.89	37,206.00	20.29	42,203.20
8	11.64	24,211.20	14.26	29,660.80	16.88	35,110.40	19.50	40,560.00	22.12	46,009.60
9	12.81	26,644.80	15.69	32,635.20	18.57	38,625.60	21.45	44,616.00	24.33	50,606.40
10	14.09	29,307.20	17.26	35,900.80	20.43	42,494.40	23.60	49,088.00	26.77	55,681.60
11	17.10	35,568.00	20.32	42,255.20	23.53	48,942.40	26.75	55,629.60	29.96	62,316.80
12	18.46	38,396.80	22.46	46,711.60	26.46	55,026.40	30.45	63,341.20	34.45	71,656.00
13	20.50	42,640.00	25.11	52,228.80	29.72	61,817.60	34.33	71,406.40	38.94	80,995.20
14	23.59	49,067.20	28.90	60,101.60	34.20	71,136.00	39.51	82,170.40	44.81	93,204.80
15	28.28	58,822.40	34.65	72,061.60	41.01	85,300.80	47.38	98,540.00	53.74	111,779.20
16	33.94	70,595.20	41.58	86,486.40	49.22	102,377.60	56.86	118,268.80	64.50	134,160.00
17	40.73	84,718.40	49.90	103,781.60	59.06	122,844.80	68.23	141,908.00	77.39	160,971.20
18	48.88	101,670.40	59.88	124,540.00	70.87	147,409.60	81.87	170,279.20	92.86	193,148.80
19	58.65	121,992.00	71.85	149,437.60	85.04	176,883.20	98.24	204,328.80	111.43	231,774.40
20	70.38	146,390.40	86.22	179,327.20	102.05	212,264.00	117.89	245,200.80	133.72	278,137.60

STAFF SALARY STRUCTURE UPDATE



- Per [UAP 3500, Section 2](#), employees must be paid at least the minimum of their grade.
- Affected salaries will increase, effective:
 - 12/19/2020 (2R01) for Non-exempt staff
 - 1/1/2021 (5R01) for Exempt staff
- Information sent to Level 3 orgs in November to prep for changes. Final notification documents to be distributed no later than Dec. 14.

MINIMUM WAGE EFFORT

- Changes to structure will ensure compliance with 2021 Minimum Wage increase from \$9/hour to \$10.50/hour
- As a result, several changes to classifications will occur. Changes will be captured in notification documents to employees.
- For UNM Jobs actions, **must ensure** you are **creating new** requisitions to pull in up-to-date information, rather than copying old requisitions.



CLASSIFICATION STUDY UNDERWAY

Stacie Jackson, Manager
HR Compensation

CLASSIFICATION STUDY UNDERWAY



- UNM engaged Huron Consulting Group to assist in evaluating differences between like-positions at HSC and Main Campus
- Huron will help identify whether **differences in job complexity, scope and/or nature** between HSC and Main Campus positions warrant new job classifications and/or changes to existing job classifications
- Stakeholders will be contacted over upcoming weeks to provide information regarding various jobs at the University



QUESTIONS?

HR Compensation

comp@unm.edu



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EOD UPDATES

John Rodriguez

Manager, Employee & Organizational Development

MANDATORY TRAINING EXTENDED: JAN 31, 2021

MANDATORY TRAINING DEADLINE EXTENDED

President Garnett Stokes, in consultation with leadership, has extended the current deadline for mandatory training to Jan. 31, 2021.

Keep in mind the extension will delay the beginning of next year's training period, reducing the amount of time to complete it.

This extension applies to Main, HSC and Branch Campus employees. UNMH, SRMC and UNMMG are still expected to have their training completed by Dec. 31.

Visit [Learning Central](#) to complete the following trainings:

- **MT 2020E or MT 2020S:** Prevention of Harassment and Discrimination
- **BAST 2020:** Basic Annual Safety Training
- **ACSH 2020:** Active Shooter on Campus
- **STH 202-2020:** Information Privacy and Security Awareness Training
- **BBP 100:** Bringing Back the Pack Return-to-Work Training

Please Note: Some Learning Central trainings may no longer support Internet Explorer.

PERFORMANCE EVALUATION PROCESS 2020

Important Tips for Conducting a Successful, Virtual Performance Evaluation



- Many people are craving social interaction right now, especially if they live alone. Before diving into the meat of the performance review, allow a few minutes to check in with the employee.
- Be sincere and genuine. Ask them about their family or fun plans coming up, topics completely unrelated to work. This may seem like an inefficient use of time, but it lightens the mood and sets the stage for a more productive, amicable discussion.
- Send the meeting invitation out in advance so that both the supervisor and the employee can be well prepared. You should allow at least one hour for the meeting.

PERFORMANCE EVALUATION PROCESS 2020

Important Tips for Conducting a Successful, Virtual Performance Evaluation

- Use Zoom or other video conferencing, but have a back up in case of technical difficulties such as a phone.
- Use “screen sharing” to display documents and data.
- If you know the meeting will go over one hour, be sure to build in a break so both the supervisor and employee remain focused.
- End on an upbeat note.
- Follow up in writing.



PERFORMANCE EVALUATION PROCESS 2020

Assessing 2020 Goals in Light of COVID

- Many staff have seen significant changes to their job responsibilities and priorities due to COVID.
- As a result, it may be necessary to re-evaluate goals and expectations to ensure they are still relevant. Here are some tips to help supervisors navigate these changes:
 - Discuss any goals that may have changed, and make updates to goals in UNMJobs as appropriate
 - When goals were not accomplished because of COVID-related factors, be fair and understanding.
 - Be sure to clearly explain circumstances, and avoid any punitive ratings or language due to circumstances that are out of the employee's control.
 - You may want to rate those goals as “Deferred/In Progress” and then move those goals into 2021. For example, “With John Smith was not able to complete this goal due to X, Y and Z. This goal will be deferred to 2021.”
 - Do not hesitate to add new goals that are reflective of the actual expectations from 2020 and evaluate how they were accomplished.
 - Remember, the annual evaluation should paint a complete picture of expectations and performance over the course of the year

For further guidance and assistance, please contact EOD at pep@unm.edu

CHANGING GOALS FOR PEP

My Goals

My Goals

Current Period: 1/1/2020 - 12/31/2020 Search

Display Cancelled Hide Completed

My Goals

- Increase Popcorn Sales**
Status: On Track Due Date: 12/31/2020

Buttons: Create, Options

Contextual callout: If you completed new goals in the past year, you can click "Create" to add them.

Contextual callout: You have the option to edit, copy, cancel, or view history on a goal.

Dropdown menu: Edit, Copy, Cancel, View History

Edit Goals

Add your goal using the form below.

All fields marked "*" are required

Goal Name *
Increase Popcorn Sales

Goal Description
Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum

Start Date: 11/9/2020 Due Date *: 12/31/2020

Buttons: Options

Contextual callout: If I was unable to complete this goal I can edit the comments, the goal etc... once I click "Submit" it will update the goal and I will be evaluating the most current goal.

Contextual callout: Make sure the dates are for the previous period or if the goal is going to extend into your 2021 goals, adjust the due date for 12/31/21.

- Make sure you are evaluating your employee's and your own most current goals. You should go into your goals before doing the Self-Evaluation and edit them or even add new ones if you completed goals that you might not have created last year.
- You can access your goals or your teams goals from Performance > Goals.
- We suggest not cancelling a goal because it will still appear on your PEP- you just won't have to evaluate it. It is best practice to edit the goal.
- You will always have the option to "view history" to see how a goal has changed.
- Be sure to make any changes when editing so that it is the most accurate.
- If a goal is going to extend into 2021- adjust the due date accordingly.



QUESTIONS?

John Rodriguez | jrod@unm.edu



HUMAN
RESOURCES

GENERAL QUESTIONS & DISCUSSION



**HUMAN
RESOURCES**

NEXT FORUM

Tuesday, Feb. 9, 10:30 A.M. via Zoom

FIND FUTURE FORUM DATES AT

hr.unm.edu/hr-forums



**HUMAN
RESOURCES**



1700

HUMAN RESOURCES

THANK YOU!

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