



1700

# HUMAN RESOURCES

## HR Forum

December 6, 2022

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

# AGENDA

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- Welcome
- HR Announcements
  - Welcomes | Farewells
- Presentations
  - Client Services
    - Vaccine Reminders | Nonexempt Staff Exceeding 1.0 FTE | Veteran Hiring Preference
  - Benefits
    - FMLA Centralization | Returning to Work After NMERB/ARP Retirement
  - EOD
    - PEP
  - Payroll
    - Time Entry Deadlines | W-2 | Approver Schedule | 403B & 457B Contribution Limits

# HR ANNOUNCEMENTS

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**WELCOME!**



**Theresa Sherman** – EOD Consultant, Oct. 24

**Cynthia Perez Chavez** – EOD Consultant, Oct. 24

**Brandy Gonzalez** – HR Analyst, Oct. 31

**Arianna Chavez** – HR Tech, Dec. 5

**Andrea Vasquez** – HR Tech, Dec. 5

# HR ANNOUNCEMENTS

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**FAREWELL!** 🙄

**Justin Sanchez** – HR Consultant, Dec. 11.

# STAFF CHANGES

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TJ Ferrell has been promoted to  
Programmer Analyst 2



# PRESENTATIONS



HUMAN  
RESOURCES

# CLIENT SERVICES

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Kathy Agnew, AVP, Human Resources

# VACCINE REMINDER

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- Fully vaccinated includes booster when eligible
- All employees are required to receive the initial series of vaccines and a booster dose of the COVID-19 vaccine when eligible.
- At this time, any subsequent booster doses are not required.



# VACCINE REMINDER

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- New hires will bring proof of their vaccine and booster to the HR Service Center when they complete their I-9.
- Current staff will upload their proof of vaccine/booster to the Vaccine Verification Program Site [LoboCheckIn - Home Page \(unm.edu\)](https://unm.edu/LoboCheckIn)
- If a new hire or an employee cannot receive the vaccine or booster due to a qualifying medical condition or sincerely held religious belief, then they may submit a request for exemption.

# VACCINE REMINDER

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## Reports

- Departments are responsible to review the Vaccine Mandate reports found in HR Reports.
- Access to the reports requires the BAR role Department Performance Administrator.
- This BAR role provides other accesses, so this role is restricted to HR Liaisons.
- Non-compliance steps remain the same:
  - <https://bringbackthepack.unm.edu/employees/non-compliance-with-csps-staff.html>

# NONEXEMPT STAFF BEYOND 1.0 FTE

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- We have been receiving questions about nonexempt staff working beyond 1.0 FTE.
- Nonexempt staff cannot have multiple positions where their FTE is greater than 1.0.
- All hours worked in excess of 40 per week MUST be paid at time and one-half.
- If the positions have different hourly rates, then the overtime is a weighted average of both salaries and hours worked at each salary.
- Manual process to calculate the overtime.

# NONEXEMPT STAFF BEYOND 1.0 FTE

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- There are some nonexempt staff currently working that exceed 1.0 FTE.
- These employees will be allowed to continue, and Payroll will perform the manual calculations.
- We will not be allowing nonexempt staff to hold another position where the FTE exceeds 1.0.

# VETERAN HIRING PREFERENCE

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- The webpage [Veteran Hiring Preference: Human Resources | The University of New Mexico \(unm.edu\)](#) has been updated to include the Veteran Lobo Experience.
- HR worked with UNM Communication and Marketing to create 3 videos of staff who were hired under this program.
- The videos highlight their experience with the Veteran Hiring Preference and the impact to their military-to-civilian experience.

# VETERAN HIRING PREFERENCE

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- Overview of the Veteran Hiring Preference Program
  - Guarantees that all qualified veterans who elected participation in the program are interviewed for the position.
    - Applied prior to the For Best Consideration Date
    - Attached their DD214
    - Have an Honorable Discharge status
    - Meet the minimum qualifications for the position

# VETERAN HIRING PREFERENCE

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## Compliance

- The EEOC released a new resource document outlining federal laws protecting service members and veterans from employment discrimination.
- HR will be monitoring for compliance with the program. Non-compliance can result in a delay of your hire or having your hiring action cancelled.



# QUESTIONS?

**Kathy Agnew, AVP, Human Resources**  
[agnwk@unm.edu](mailto:agnwk@unm.edu)





# BENEFITS & EMPLOYEE WELLNESS

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- Katy Moyers, HR Analyst

# FMLA CENTRALIZATION-RECAP

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- Forms for staff employees have been updated within the [FMLA Toolkit webpage](#).
- Online Employee FMLA Inquiry Form is available on the [FMLA webpage](#) for employees, supervisors, and HR agents to submit requests/general inquiries.
- Secure Document Submission Upload is available for FMLA and CAT Leave requests, along with required supporting medical documentation.
  - Link: <https://hr.unm.edu/upload>

# NEW FMLA TRACKING METHOD

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A new process using Banner to track FMLA will begin rolling out in January, with expected full implementation by the end of March. Banner will become the system of record for FMLA, replacing the current process of tracking logs or spreadsheets.

- Employee and supervisor training, guides, and job aids will begin to roll out in January.
- New FMLA Earn Codes are expected to be made available for use in February, which will draw leave time from employees' leave banks if running concurrently with FMLA.
  - A Leave Balances report is being developed and will be accessible in HR Reports to assist supervisors and department timekeepers in determining the amount of available sick/annual leave for employees on FMLA Leave



# QUESTIONS?

Absence Management  
505-277-6947 | [absence@unm.edu](mailto:absence@unm.edu)



# **BENEFITS & EMPLOYEE WELLNESS**

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Stephanie Dominguez, Sr. Benefits Specialist, HR  
Benefits

# RETURNING TO WORK AFTER NMERB/ARP RETIREMENT

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- New Mexico Education Retirement Board (NMERB) Return to Work (RTW) program allows retired members of NMERB and Alternative Retirement Plan (ARP) members to resume working for an NMERB employer. RTW options include:
  - .25 FTE or less
  - Less than \$15,000
  - RTW
  - RTW 36 months
- NMERB and ARP retirees who return to work for a NMERB affiliated employer, must submit a NMERB RTW application to NMERB and receive written RTW approval from NMERB prior to returning to work. **Failure to be pre-approved could, where applicable, result in suspension and repayment of retirement benefits paid during the employment.**
- Retirees can complete an NMERB RTW application immediately upon retirement, but no earlier than their effective retirement date.
- Retirees are required to submit an approved NMERB RTW application to UNM prior to their first workday.
- Resources - <https://www.erb.nm.gov/>

# RTW & BENEFITS

## Determine if you Need to Notify UNM Benefits & Employee Wellness Office

Return to Work Retirees	RTW .25FTE or less	RTW Less than 15,000	RTW Program	RTW 36 months
Do I need to contact the Benefits and Wellness Office	No	No	Yes, prior to or effective date of hire into a Benefits Eligible position. Especially, if enrolled in a UNM Retiree Medical/Dental/Life plan	Yes, prior to or effective date of hire into a Benefits Eligible position. Especially, if enrolled in a UNM Retiree Medical/Dental/Life plan
Will my new position impact my current UNM Retiree Benefits	No	No	Yes, prior to or effective date of hire into a Benefits Eligible position. Especially, if enrolled in a UNM Retiree Medical/Dental/Life plan	Yes, prior to or effective date of hire into a Benefits Eligible position. Especially, if enrolled in a UNM Retiree Medical/Dental/Life plan
Change in position or FTE	Yes	Yes	Yes	Yes

- RTW employees returning to a benefits eligible position will transition to active benefits. *Note – Active employee rates will apply and may differ from Pre-65 or Medicare-eligible rates.*
- RTW employees in a benefits eligible position should contact the Benefits & Wellness Office thirty (30) days prior to re-retiring or no later than first date of rehire.

# BENEFITS & WELLNESS CONTACT INFORMATION

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- New RTW webpage coming soon in spring of 2023
- Phone: 505.277.6947
- Email: [hrbenefits@unm.edu](mailto:hrbenefits@unm.edu)





# QUESTIONS?

**Stephanie Dominguez, Sr. Benefits Specialist, HR Benefits**  
[sdoming1@unm.edu](mailto:sdoming1@unm.edu)



# EOD

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Bonnie Minkus-Holmes, Manager, Employee & Organizational Development

# PERFORMANCE EVALUATION PROCESS

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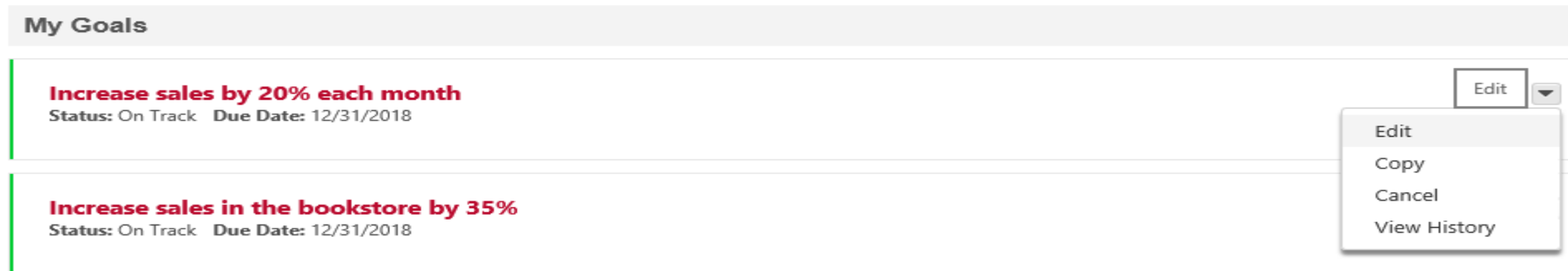
- PEP assigned Dec. 5 and will be due on April 3, 2023
- We will now be using the Supervisor field instead of the Manager/“Reports-To” field for the routing of reviews. If someone is not assigned to the correct Supervisor, departments just need to submit an EPAF to change the Supervisor
- Working sessions on website at [hr.unm.edu/performance-evaluation](https://hr.unm.edu/performance-evaluation)



- December 5 - [12:00-1:00pm](#)
- December 7 - [2:00-3:00pm](#)
- December 12 - [1:00-2:00pm](#)
- December 15 - [10:00 -11:00am](#)
- December 19 - [9:00-10:00am](#)
- December 21 - [11:00-12:00pm](#)

# PERFORMANCE EVALUATION PROCESS

## Make sure goals are correct



The screenshot displays a 'My Goals' section with two entries. The first goal is 'Increase sales by 20% each month' with a status of 'On Track' and a due date of '12/31/2018'. The second goal is 'Increase sales in the bookstore by 35%' with a status of 'On Track' and a due date of '12/31/2018'. An 'Edit' button is visible next to the first goal, and a dropdown menu is open, showing options: 'Edit', 'Copy', 'Cancel', and 'View History'.

**My Goals**

**Increase sales by 20% each month**  
Status: On Track Due Date: 12/31/2018

**Increase sales in the bookstore by 35%**  
Status: On Track Due Date: 12/31/2018

Edit

Edit  
Copy  
Cancel  
View History

<https://hr.unm.edu/performance-evaluation>

- You can always edit the goal before you go in and evaluate it
- It is better to edit than cancel



# QUESTIONS?

**Bonnie Minkus-Holmes, Manager, EOD**  
[bminkusholmes@unm.edu](mailto:bminkusholmes@unm.edu)



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# UNM PAYROLL

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Patty McLaughlin, Supervisor, Fiscal Services,  
UNM Payroll

# EXCEPTION TIME DEADLINE FOR 5R12

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- Deadline is 4 p.m. on Dec. 12
- The exception time is November leave

# TIME ENTRY DEADLINE FOR 2R26

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- Deadline is 4 p.m. on Dec. 19
- Pay date is Dec. 23
- Direct Deposit – by Dec. 19



# TIME ENTRY DEADLINE FOR 2R01

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- Deadline is 4 p.m. on Jan. 3
- Pay period 12/17/2022 – 12/30/2022
- Can be recorded as worked/holiday
- Remember Holiday hours use earn code 010 (no actual work time)
- Remember Holiday worked hours use earn code 100 (Employees eligible for holiday pay)
- Pay date is Jan. 6, 2023

# W-2

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- Update addresses
- Terminated, retired, deceased, etc.
- Do not inactivate current mailing address without new address
- Deadline for receiving address changes is 1/13/23
- Electronic consent is available for 2022 until 1/13/23 11:59 p.m.

## Tax Forms

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### **Federal Tax Exemptions or Allowances (W4)**

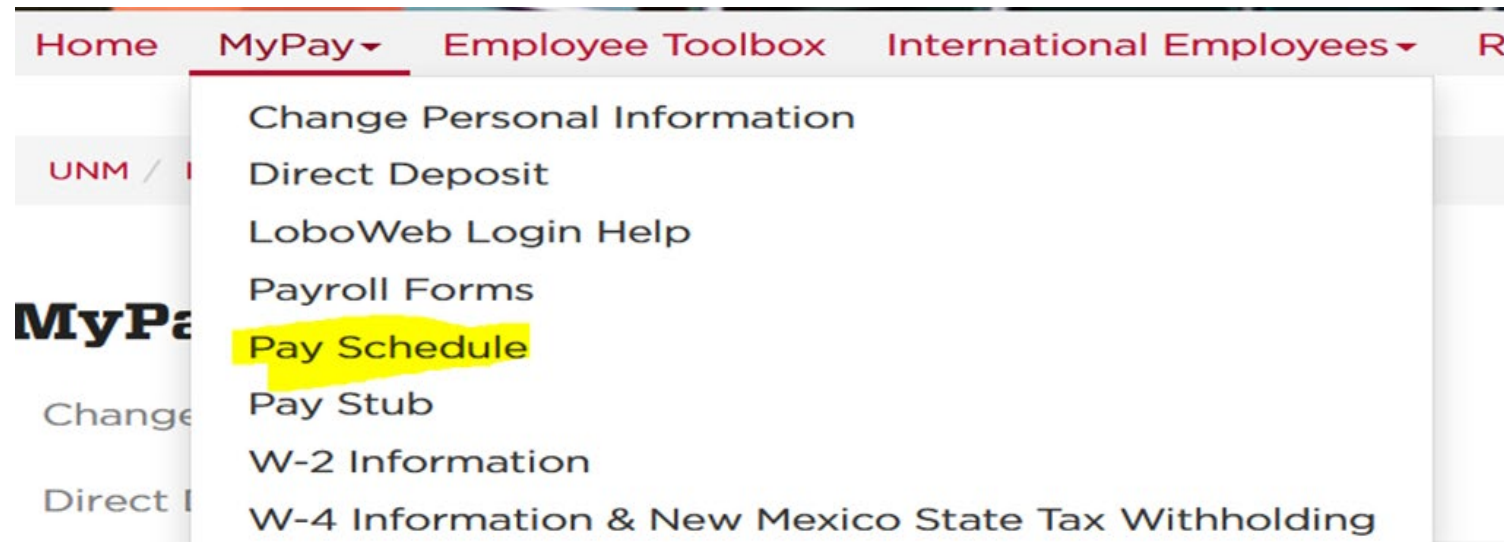
### **Electronic Regulatory Consent**

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

# 2023 TIME KEEPER/APPROVER SCHEDULE

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- We have added the 2R01 for 2024
- Note, due to the way the holidays have fallen, we have more early time entry deadlines (Note 1)
- Juneteenth (June 19) will result in early time entry deadline
- Located at <http://payroll.unm.edu>



# 403B/457B 2023 CONTRIBUTION LIMITS

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- 403b /457b annual contribution limit increasing to \$22,500
- Over age 50 catch up increasing to \$7,500
- Changes to the 457b
  - Need to make the changes in December to be effective for January
    - For example, monthly changes will need to be completed prior to 12/31/22 for January changes
    - For example, biweekly changes for 2R01 or 2R02 will need to be completed by 12/28/22
  - Stopping the 457b contribution will be effective for the pay period the change is made



# QUESTIONS?

**Patty McLaughlin, Supervisor, Fiscal Services, UNM Payroll**  
[Patty@unm.edu](mailto:Patty@unm.edu)





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**Next Forum: February 7, 10:30 a.m.**