



1700

HUMAN RESOURCES

HR Forum

December 7, 2021

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

AGENDA

- Welcome and Updates
- Payroll Announcements
- Absence Management
- EOD Updates
 - Mandatory Training Deadline Extension
 - PEP
- Client Services Updates
 - *Feeling Sick? Stay at Home!* Awareness
 - Inclement Weather
 - Winter Break Transaction Deadlines
 - 2022 Forum Dates

WELCOME & FAREWELL

WELCOME!



Arielle Slone – HR Consultant, Client Services

Start Date: Oct. 18

LaSheba Bowens – Comp Specialist, Compensation

Start Date: Oct. 25

WELCOME & FAREWELL

FAREWELL! 🙄

Shirley Alexander - Client Services

End Date: Nov. 8

Stacie Jackson - Compensation

End Date: Nov. 12

Amber Bailey - Administration

End Date: Nov. 19

STAFF CHANGES

Roxanne Farfan
Client Services to HR Business
Services

Bonnie Minkus-Holmes
Promoted to EOD Manager

Bryan O'Neill
Promoted to Sr. Training &
Development Consultant, EOD



PRESENTATIONS



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PAYROLL ANNOUNCEMENTS

Patty McLaughlin

Supervisor, Payroll Department

EXCEPTION TIME DEADLINE FOR **5R12**



- Deadline is 4 p.m. on Dec. 13
- The exception time is November leave

TIME ENTRY DEADLINE FOR **2R26**



- Deadline is 4 p.m. on Dec. 17
- Estimate Dec. 17
- 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 Dec. 18 – Dec. 31**
 - 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. 7, 2022



W-2

- Update addresses
 - Terminated, retired, deceased, etc.
 - Do not inactivate current mailing address without new address
 - Deadline for receiving address changes is Jan. 14, 2022
- Electronic consent is available for 2021 until Jan. 17, 2022 at 11:59 p.m.

Tax Forms

Federal Tax Exemptions or Allowances (W4)

Electronic Regulatory Consent

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

City
Albuquerque NM 87106

Employee's first name and initial Last name

Louie Lobo
1414 University Blvd SE
Albuquerque NM 87106

15 State

Employer's address and ZIP code

Employer's state ID number

16 State wages, tips, etc.

17 S

Form W-2 Wage and Tax Statement
Copy 1 - For State, City, or Local Tax Department



QUESTIONS?

Patty McLaughlin

505-277-9317 | patty@unm.edu



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ABSENCE MANAGEMENT

Absence Management Team

HR Benefits & Employee Wellness

WHO WE ARE



Absence Management Team

- Katy Moyers, HR Analyst
- Maria (Josy) Reyna, HR Analyst

ABSENCE MANAGEMENT

We provide support for leave benefits that UNM currently offers, which include the following:

- Family and Medical Leave Act (FMLA)
- Paid Parental Leave Program (PPL)
- Catastrophic Leave (CAT)
- Additional COVID-19 Paid Leave
- Short-Term Disability and Long-Term Disability



CURRENT PROCESS

- Serving as the primary contact for available UNM leave benefits.
- Please submit any inquiries and requests from the mentioned leave benefits to absence@unm.edu.
- Once notified of any inquiries and requests, we will communicate with the supervisors and employees on what is needed and any updates. Also, we will provide any necessary paperwork and guidance.
- Upon FMLA Approvals, we do ask that supervisors/department administrators track any FMLA usage.



QUESTIONS?

Absence Management Team
505-277-6947 | absence@unm.edu



EOD UPDATES

Bonnie Minkus-Holmes, PhD, Manager

Kate Williams, Sr. EOD Consultant

Employee & Organizational Development

MANDATORY TRAINING DEADLINE EXTENSION

**MANDATORY TRAINING
NEW DEADLINE: Jan. 31**



**DEADLINE EXTENDED: JAN. 31, 2022
HSC DEADLINE: DEC. 3**

The **three** University-wide mandatory trainings for the current year are:

- MT 2021E or MT 2021S: Prevention of Harassment and Discrimination
- BAST 2021: Basic Annual Safety Training - 2021
- ACSH 2021: Active Shooter on Campus: Run, Hide, Fight - 2021

University-wide mandatory training is available through [Learning Central](#).

UNM Main IT HELP Desk (505-277-5757) is the first point of contact for Mandatory Training technical issues.

If you have any questions, please contact EOD at 505-277-1555 or via email at eod@unm.edu

PERFORMANCE EVALUATION PROCESS

- PEP assigned Dec. 6 and will be due on March 31, 2022
- 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





QUESTIONS?

EOD

eod@unm.edu



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CLIENT SERVICES UPDATES

Kathy Agnew, Interim AVP

Mike Brown, HR Manager

Human Resources

CLIENT SERVICES UPDATES

- Vaccination Mandate Requirements Over Winter Break
- *Feeling Sick? Stay at Home!* Awareness
- Inclement Weather
- Winter Break Transaction Deadlines
- 2022 Forum Dates

VACCINATION MANDATE REQUIREMENTS OVER WINTER BREAK



Weekly COVID-19 testing for individuals who have pending or approved exemptions or accommodations will be suspended during the Winter Break.

Testing requirements will be resumed in January.

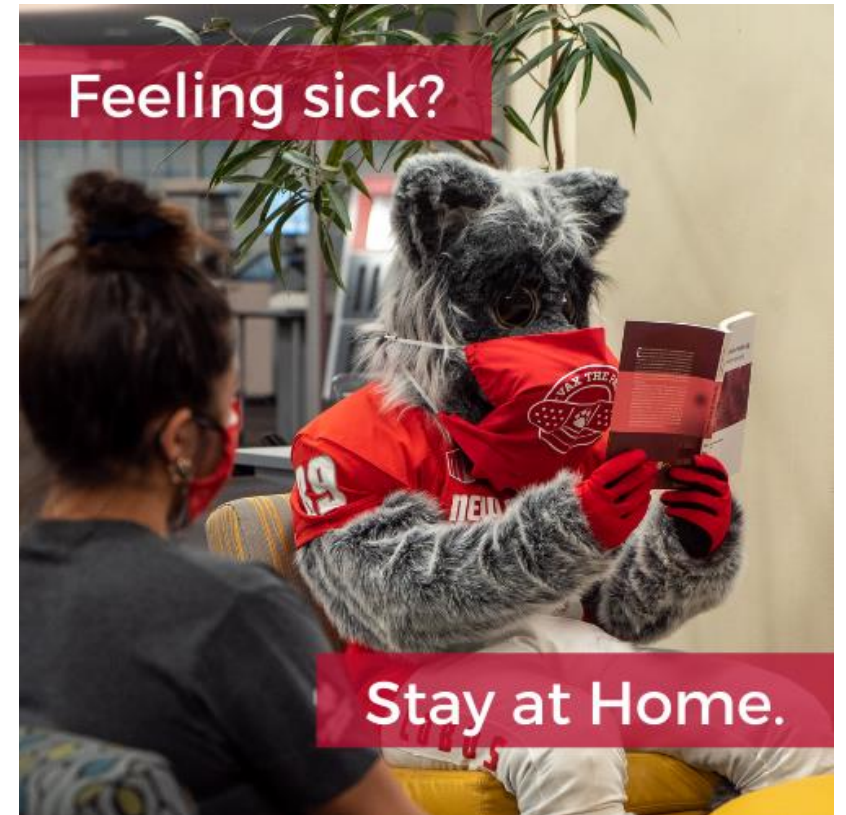
FEELING SICK? STAY AT HOME

Please be sure to remind your employees...

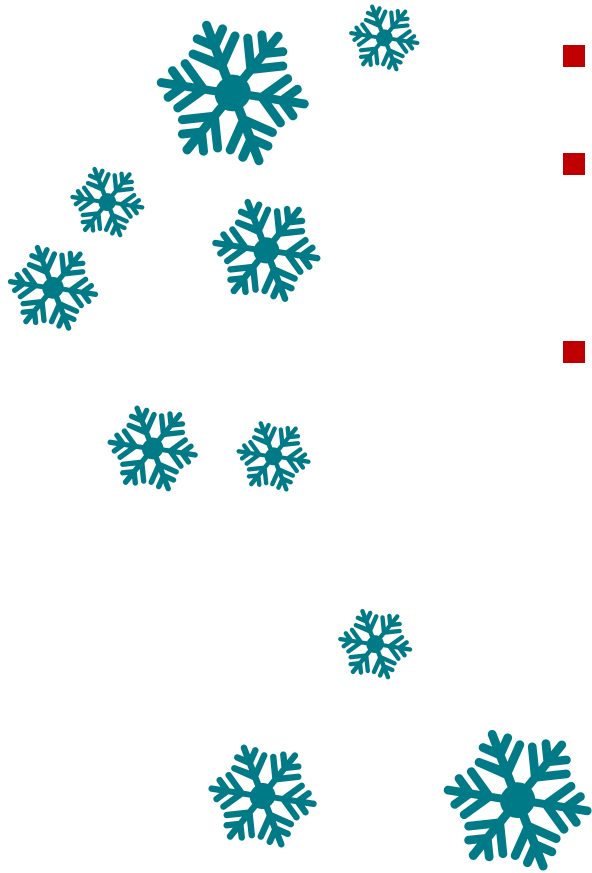
Not feeling well? Stay at Home!

Symptoms aren't always from the flu or COVID-19, but with cases on the rise in New Mexico, it's important we are careful when feeling symptoms.

Visit [the CDC](https://www.cdc.gov) for more information.



WINTER BREAK DEADLINES



- Holiday periods are fast approaching
- HR Transaction Center has updated the Winter Break Deadlines
- Visit the [Confluence Employment Knowledge Base](#)

INCLEMENT WEATHER

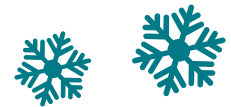
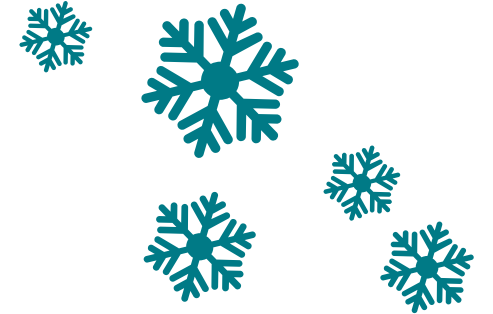
[UAP 3435 Policy: Inclement Weather](#)

- 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.
- A delay or full day closure is for all employees, even those able to perform work remotely.
- Entered as “paid administrative leave” in timekeeping records.



HOLIDAY & WEATHER INFO

- Observed holidays
 - Winter Break: Dec. 23, 2021-Jan. 3, 2022
- Weather
 - LoboAlerts at loboalerts.unm.edu
 - Snow Hotline: 505-277-SNOW (7669)
 - UNM Home Page: www.unm.edu



FORUM DATES 2022

Feb. 8

April 5

June 7

Aug. 9

Oct. 11

Dec. 6

FIND FUTURE FORUM DATES AT

hr.unm.edu/hr-forums



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QUESTIONS?

Client Services

clientsv@unm.edu



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GENERAL QUESTIONS & DISCUSSION



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THANK YOU!

Accounting Offices
P Card Department
Employee Training
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