



1700

HUMAN RESOURCES

HR Forum

February 8, 2022

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

AGENDA

- Welcome
- Client Services Announcements
- HR Announcements
 - Welcomes | Farewells | Staffing Changes
- Presentations
 - Complimentary Financial & Retirement Planning
 - PEP
 - Processing Times for Transaction Center/Comp Actions
 - Vaccine Mandates and Testing

CLIENT SERVICES ANNOUNCEMENTS

Policy Changes

Proposed policy changes in the UAP Manual:

[UAP 3225 \(“Separation of Employment”\)](#)

[UAP 3415 \(“Leave with Pay”\)](#)

[UAP 3435 \(“Inclement Weather”\)](#)

Proposed revisions to the three existing policies have been posted for a 30-day, all-campus review and comment period from **February 4 through March 6, 2022**.

To comment on the policy drafts, click on the links for the individual policies below or email policy@unm.edu.

HR ANNOUNCEMENTS

WELCOME!



Oceana Black Elk – Operations Specialist, Employee & Organizational Development
Start Date: Dec. 20

Leah Adent – Health Education Consultant, Benefits & Employee Wellness
Start Date: Feb. 7

HR ANNOUNCEMENTS

FAREWELL! 

Roxanne Farfan - Business Services

End Date: Feb. 4

Diana Goenaga – Service Center

End Date: Jan. 11

STAFF CHANGES

Katherine Sullivan

Promoted from HR Consultant to
Sr. Compensation Specialist

Congratulations Katherine!



HR ANNOUNCEMENTS

- New EPAF – SEP10 Non-Discipline Separation
- Currently used only for Vaccine Mandate Non-Compliance separations
- More to come

PRESENTATIONS



HUMAN
RESOURCES

COMPLIMENTARY FINANCIAL & RETIREMENT PLANNING

Cherie Knight, MA, ChFC, Projects Specialist
HR Benefits & Employee Wellness

COMPLIMENTARY FINANCIAL & RETIREMENT PLANNING



ARE YOUR FACULTY & STAFF RECEIVING UNSOLICITED OFFERS FOR THIS TYPE OF PLANNING?

This is SPAM! See FastInfo 3708, [What do I do if I receive spam?](#) for instructions.

UNM partners with **five** companies whose local advisors have agreed to provide complimentary financial planning, including retirement projections, by appointment:

- Licensed representatives from AIG, Fidelity, Nusenda, TIAA, and Voya are available by appointment
- Employees can visit <https://hr.unm.edu/retirement/financial-services-representatives>

New Mexico Educational Retirement Board (NMERB) offers pre-retirement planning consultations at <https://www.nmerb.org/online-appointments/>



QUESTIONS?

Cherie Knight, MA, ChFC, Projects Specialist
cheriejean56@unm.edu



PEP REMINDERS

Bonnie Minkus-Holmes, PhD, Manager

Kate Williams, MA, Sr. EOD Consultant

Employee & Organizational Development

PERFORMANCE EVALUATION PROCESS

- PEP will be due on March 31
- 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



PERFORMANCE EVALUATION PROCESS

- Employees should be completing their self-evaluations
- If you do not see an Employee in your queue for the Manager Review- make sure they clicked on SUBMIT
- Encourage people to attend a working session and we can help them with any issues
- hr.unm.edu/performance-evaluation





QUESTIONS?

EOD

eod@unm.edu



**HUMAN
RESOURCES**

CLIENT SERVICES UPDATES

Mike Brown, HR Manager

PROCESSING PERSONNEL ACTIONS

- Significant Increases in UNMJobs Requisitions and Hiring
- Delays as a result of staffing absences in Dec/Jan
- Priorities when HRTC staffing levels not optimal
 - Actions associated with a person (EPAFs, Comp Action, Hiring Actions)
 - Payroll deadlines

VACCINE MANDATE – BOOSTER COMPLIANCE

- Fully Vaccinated includes booster when eligible
- January 17, 2022 Compliance Date – those that received full dose of Pfizer, Moderna on or before June 15, 2021 and Johnson & Johnson on or before Oct 15, 2021.
- HR Consultants working with departments
- Reports:
 - Access granted to HR Agents Only
 - Reports are up to date
- Non-Compliance steps remain the same:
 - <https://bringbackthepack.unm.edu/employees/non-compliance-with-csps-staff.html>
- <https://bringbackthepack.unm.edu/vaccine/vaccine-requirement.html>

MANAGING SYMPTOMS, EXPOSURE AND POSITIVE CASES

- Changes to Self-Report Positive COVID-19 Diagnosis
 - No PCR test required if a positive at-home rapid test
 - No longer required to receive a release to return to work from Call Center
- Changes to Experiencing Symptoms of COVID-19
 - Report symptoms through the [online symptom survey](#)
 - No longer required to receive a release to return to work from Call Center
- Changes to Close Contact Exposure to COVID-19
 - Guidelines differ depending on vaccination status
 - Vaccinated not required to quarantine
 - Unvaccinated stay home for 5 days
- <https://bringbackthepack.unm.edu/employees/managing-exposure-and-positive-cases.html>



QUESTIONS?

Client Services

clientsv@unm.edu



HUMAN
RESOURCES

GENERAL QUESTIONS & DISCUSSION



**HUMAN
RESOURCES**



1700

HUMAN RESOURCES

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

Next Forum: April 5, 10:30 a.m.