



1700

# HUMAN RESOURCES

## HR Forum

February 7, 2023

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
    - COVID Vax Mandate | Exempt Temporary Staff | Teacher, Noncredit Programs
  - Absence Management
    - FMLA Centralization Update
  - Payroll
    - Payroll Adjustment/Leave Form

# HR ANNOUNCEMENTS

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**WELCOME!**



**Margaret Gerhardt and Brianna Speas** – HR Analysts, both started on Jan. 19

# HR ANNOUNCEMENTS

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**FAREWELL!** 🙄

**Brianna Sena** – HR Analyst, Dec. 9

**Teresa Natera**– HR Analyst, Dec. 12

# STAFF CHANGES

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Abigail Roll has been promoted to HR Consultant.

Kathy Agnew has accepted a position at the University of Oklahoma. She will transition through June 2023.



# PRESENTATIONS



HUMAN  
RESOURCES

# CLIENT SERVICES

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Mike Brown, Director HR Client Services

# COVID VACCINATION MANDATE

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- Serious consideration of a proposal to lift UNM's mandate requiring the COVID-19 primary vaccine series for students and employees.
- Virtual Forum Thursday, February 16, 2023
  - Opportunity to hear the latest scientific data and reasoning, ask questions and provide feedback
  - Submit questions or comments no later than 5:00 p.m. on Friday, February 10.
    - [https://forms.unm.edu/forms/covid\\_vaccination\\_faq](https://forms.unm.edu/forms/covid_vaccination_faq)
    - [https://forms.unm.edu/forms/covid\\_vaccination\\_comments](https://forms.unm.edu/forms/covid_vaccination_comments)
- UNM Health and Health Sciences programs, including clinical areas, would continue to maintain their COVID-19 vaccine requirements.



# EXEMPT TEMPORARY STAFF

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- ECLASS – SD
- These employees are not paid for holidays, unless the employee works the holiday.
- Timekeeper should document on the monthly exception report the holiday as Leave Without Pay.
- Example:
  - January holidays – One day of winter break and Martin Luther King, Jr. birthday.
  - February exception report will have 16 hours leave without pay (prorated based FTE).

# EXEMPT TEMPORARY STAFF

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- The leave without pay will be one month in arrears.

## Winter Break

- Winter break holiday can be reported on the exception report submitted early January.
  - However, the time will be deducted from their January check.
- The department can submit a leave without pay EPAN and the deduction will come out of their December check.

# EXEMPT TEMPORARY STAFF

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- Refer to UAP 3405, Section 3, Employees Eligible for Holiday Pay for more information on eligibility.
- Timekeepers will want to document if an exempt temporary employee works a holiday day.
- Will be conducting periodic audits and employees who are overpaid will have to pay back the University.

# TEACHER, NONCREDIT PROGRAMS

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- Also known as Non-Credit Instructor (ECLASS TN)
- More oversight on the use of this position
- Intended to teach or instruct a fixed term class
- New hiring form [Non-Credit Instructors Hiring Form \(unm.edu\)](https://unm.edu)

## NEW HIRES

- Complete a Hiring Form for each class the person will teach
- Submit form to [hrpr@unm.edu](mailto:hrpr@unm.edu)

# TEACHER, NONCREDIT PROGRAMS

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## REHIRES

- Complete the Hiring Form
- Attach the Hiring Form to the Teacher, Non-Credit Programs Rehire EPAF
  
- All staff holding this title should have a start date and an end date.
- If not, then probably in the wrong job title. Work with HR to determine the appropriate title, FTE, benefits eligibility, etc.

# TEACHER, NONCREDIT PROGRAMS

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- Position is exempt
- Will remain on the bi-weekly pay schedule
  - Exempt or nonexempt status is based on duties not the pay period
- FTE based on hours worked per week
  - Refer to the FAQs on the NMERB Guidelines Clarified web page [NMERB Guidelines Clarified :: Human Resources | The University of New Mexico \(unm.edu\)](https://hr.unm.edu/nmerb-guidelines-clarified)
- Will be paid on a “Per Unit” basis
- Refer to the Hiring Form for instructions on hiring, how to enter time, and submitting the form



# QUESTIONS?

Name, Title, Unit  
[email@unm.edu](mailto:email@unm.edu)



# FMLA CENTRALIZATION UPDATE

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- Carol Bernhard, Sr. Benefits Specialist



# FMLA CENTRALIZATION-UPDATE

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- Testing of Banner FMLA processes is still ongoing
  - Still working toward a transition of reporting FMLA use in Banner through the payroll process
  - Once we have worked through a few more test scenarios, job aids and targeted communications will be prepared and sent to HR Agents, supervisors, and department timekeepers through February and March
  - Absence Management will work directly with departments and employees to assist with the Banner process for entering FMLA
- **Continue** to use Online Employee FMLA Inquiry Form available on the [FMLA webpage](#) for employees, supervisors, and HR agents to submit requests/general inquiries.
- **Continue** to use Secure Document Submission Upload available for FMLA and CAT Leave Requests, along with required supporting medical documentation.
  - Link: <https://hr.unm.edu/upload>
- **Continue** to use the tracking logs in your departments for tracking FMLA use until we are ready to move forward with tracking in Banner



# QUESTIONS?

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



# UNM PAYROLL

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Patty McLaughlin, Supervisor, Fiscal Services,  
UNM Payroll

# PAYROLL ADJUSTMENT/LEAVE FORM

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- New Form on Payroll Website  
<http://payroll.unm.edu/index.html>
- Time Entry & Forms
- [Adjustment Form](#)
  - Sign in with your UNM netid and password
- Current adjustment form will no longer be accepted starting March 1st



# QUESTIONS?

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





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**Next Forum: April 4, 10:30 a.m.**