

## **AGENDA**

- 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

### WELCOME!



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

## HR ANNOUNCEMENTS

## FAREWELL!



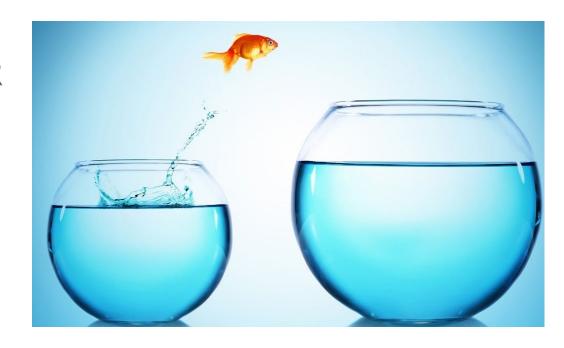
Brianna Sena – HR Analyst, Dec. 9

Teresa Natera- HR Analyst, Dec. 12

## STAFF CHANGES

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



### **CLIENT SERVICES**

Mike Brown, Director HR Client Services



## **COVID VACCINATION MANDATE**

- 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 comments
- UNM Health and Health Sciences programs, including clinical areas, would continue to maintain their COVID-19 vaccine requirements.



## **EXEMPT TEMPORARY STAFF**

- 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**

The leave without pay will be one month in arears.

#### 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**

- 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

- 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)

#### **NEW HIRES**

- Complete a Hiring Form for each class the person will teach
- Submit form to hrpr@unm.edu



## TEACHER, NONCREDIT PROGRAMS

#### 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

- 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 <u>NMERB Guidelines Clarified :: Human Resources | The University of New Mexico (unm.edu)</u>
- 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



## FMLA CENTRALIZATION UPDATE

Carol Bernhard, Sr. Benefits Specialist

#### **FMLA CENTRALIZATION-UPDATE**

- 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: <a href="https://hr.unm.edu/upload">https://hr.unm.edu/upload</a>
- 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



### **UNM PAYROLL**

Patty McLaughlin, Supervisor, Fiscal Services, UNM Payroll



#### PAYROLL ADJUSTMENT/LEAVE FORM

- 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



