



1700

HUMAN RESOURCES

HR Forum
Oct. 13, 2020

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

AGENDA

- Welcome and Updates
- Families First Coronavirus Response Act (FFCRA)
- Temporary Voluntary Reduction (TVR)
- Compensation Updates
 - Submission Process for compensation-related requests
 - Comp Guidelines changes
 - Updates on Comp initiatives
- EOD Updates
 - Mandatory Training
 - PEP Process for 2020
 - New Employee Experience
- Flu Shot “Main Event” Walk-Up Shot Clinics
- Future Forum Meetings

HR STAFF CHANGES

- **Welcome**

Dawnisha Bruce - Transaction Center Rep, Client Services, Oct. 1

Antoinette Willis - Transaction Center Rep, Client Services, Oct. 1

PRESENTATIONS



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FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

Mike Brown, Manager
HR Client Services

HEALTHCARE PROVIDER AND EMERGENCY RESPONDER DEFINITION REVISED

On September 11, 2020, the U.S. Department of Labor posted revisions to the FFCRA regulations that revised the definition of a healthcare provider and an emergency responder. You can find the newest updates to the regulations on the [**Families First Coronavirus Response Act: Questions and Answers.**](#)



QUESTIONS?

Mike Brown, Manager
Client Services
mikebrown@unm.edu



TEMPORARY VOLUNTARY REDUCTION (TVR)

Emily Luhman, Manager
HR Client Services

TEMPORARY VOLUNTARY REDUCTION (TVR) IN APPOINTMENT PERCENT OPTION

Employees can request a temporary reduction in appointment percent due to impact of Coronavirus pandemic.

- Eligibility/Considerations:
 - Effective: Oct. 1, 2020 – May 31, 2021
 - UNM Main and Branch campus staff employees in regular positions. This program excludes HSC staff.
 - Reduction Limit: Appointment Percent 50%
 - Be mindful of impact to pay schedule and benefit eligibility and premiums

For more information and request form, visit hr.unm.edu/cv19/tvr



QUESTIONS?

Emily Luhman, Manager
Client Services

eluhman@unm.edu

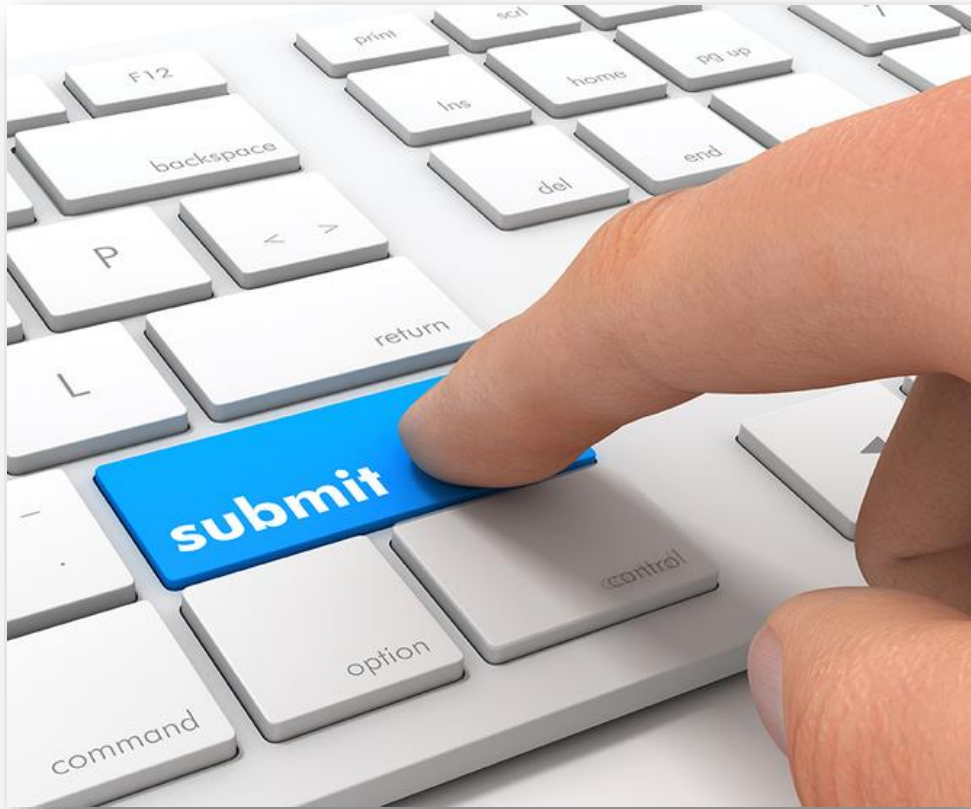


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UPDATE TO COMP PROCESSES

Stacie Jackson, Manager
HR Compensation

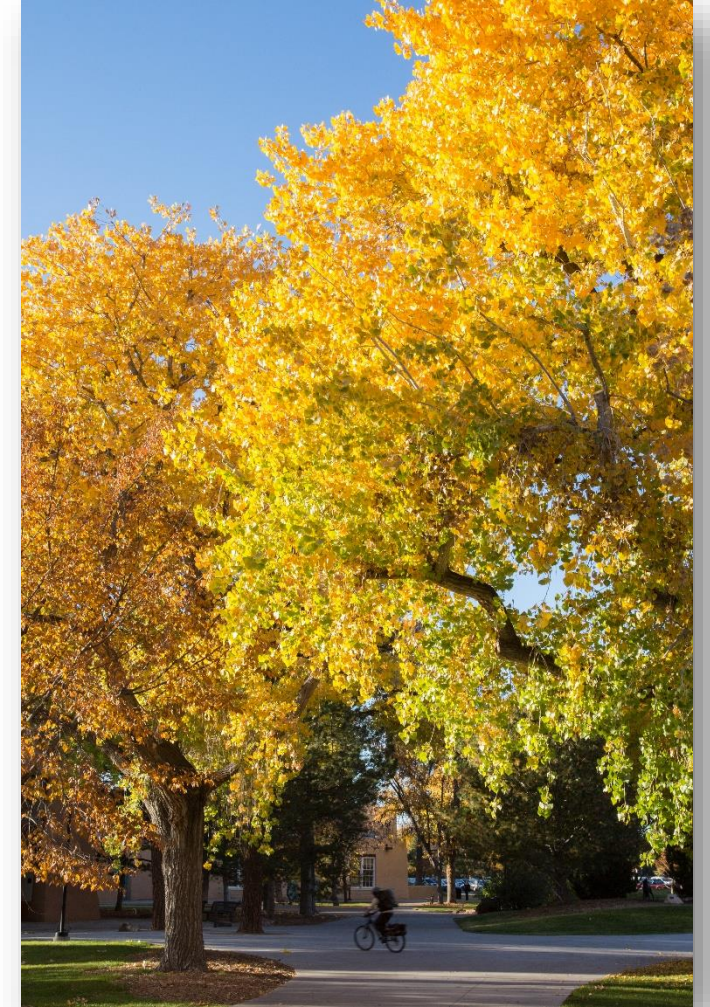
SIMPLIFIED SUBMISSION PROCESS



- Effective immediately, send all compensation-related requests to comp@unm.edu
- Includes classifications requiring approval prior to posting, reclassifications, career ladders, in-range salary adjustments, retention offers, and counter offers
- HR Compensation will assign to the appropriate individual within HR Compensation or Client Services for review
- **Reminder:** [Suspension of Staff Hiring and Personnel Actions](#) still in effect and EVP approval needed upon submission

CHANGE IN COMP GUIDELINES

- Compensation Guidelines regarding [Classifications Requiring HR Approval Prior to Use](#) will be updated, **effective Oct. 19**, to further support efficient processes
- Classifications requiring review include:
 - Contract status, excepting Athletic Coaches
 - pClass with a 7, 8, or 9 as a second character
 - Program Series titles
 - Strategic Series titles
- Continue to work with other entities on Development and Advisement classifications
- [New form available](#) (optional)



UPDATES ON COMP INITIATIVES



- Minimum Wage
 - **Payroll Effective Date: Dec. 19 (start of 2R01)**
 - Specific information will be provided to HR Agents near end of November
 - Includes changes to entire Staff Salary Structure, affecting grade minimums
- Salary Placement and Equity Tool
 - Testing phase completed
 - Pilot program from January – June 2021
- Other comp initiatives continuing to progress



QUESTIONS?

HR Compensation

comp@unm.edu



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EOD UPDATES

John Rodriguez

Manager, Employee & Organizational Development

MANDATORY TRAINING



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

- MT 2020E or MT 2020S: Prevention of Harassment and Discrimination
- BAST 2020: Basic Annual Safety Training - 2020
- ACSH 2020: Active Shooter on Campus: Run, Hide, Fight - 2020
- STH 202-2020: Information Privacy and Security Awareness Training

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 Employee & Organizational Development at 505-277-1555 or via email at eod@unm.edu

PERFORMANCE EVALUATION PROCESS 2020

The 2020 Performance Evaluation and Planning process begins on Dec.1, when self-evaluations are assigned in UNMJobs. All evaluations are due by March 1, 2021.

Due to COVID-19 and limited operations in 2020, we encourage employees to review 2020 goals and make changes as needed prior to starting your PEP process. Goals can be modified at any time.

Staff performance evaluations are an important part of employment at The University of New Mexico. The process is not just about completing a form, it's about managers and employees making the most of an opportunity to engage in high quality discussions about performance, development, and goals.

PEP 101 Virtual Sessions will be scheduled soon and distributed. Additionally, departments can request an individual PEP virtual session by reaching out to EOD.

For more information please visit: hr.unm.edu/performance-evaluation

NEW EMPLOYEE EXPERIENCE

NM HUMAN RESOURCES
YOUR LOBO JOURNEY
Welcome to UNM.
Below is a quicklist of the steps you need to take to become a successful Working Lobo.

- OFFER LETTER RECEIVED & ACCEPTED**
- REVIEW EMPLOYEE CHECKLIST**
- REVIEW NEW EMPLOYEE EXPERIENCE WEBSITE**
newemployee.unm.edu
- COMPLETE ALL MODULES IN "YOUR LOBO JOURNEY"**
newemployee.unm.edu
- SUBMIT THE NEE COMPLETION SURVEY**
- ATTEND THE REQUIRED NEW EMPLOYEE INFORMATION ZOOM SESSION**
unm.zoom.us/j/9400437327 | Password: NEE2020

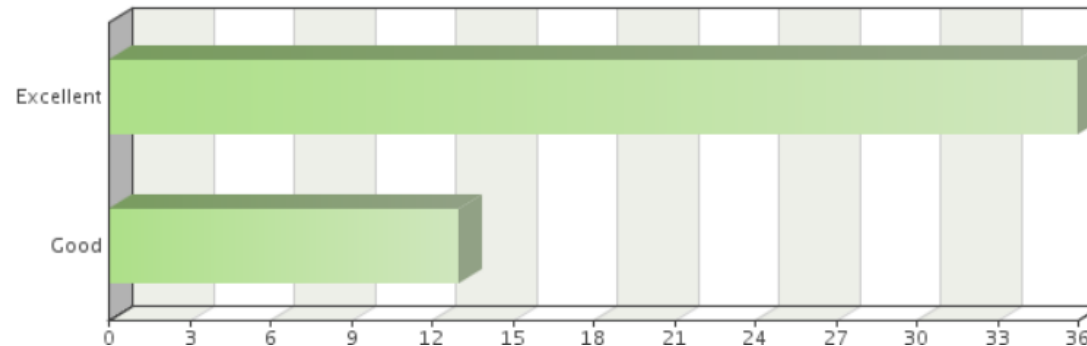
Don't Forget!
View the UNM President's Welcome Message and other orientation videos on the New Employee Experience Home Page.
newemployee.unm.edu

In August 2020 EOD debuted the online [New Employee Experience](#) for all new hires to UNM.

This self-paced, virtual training includes all of the information previously provided in a face-to-face setting and includes video modules, online resources, and navigation tools to ensure success.

New employees are required to attend a live, synchronous Zoom meeting where they meet with representatives from UNM departments and ask questions. Feedback has been very positive.

Please rate your overall evaluation of the New Employee Experience Webpage (i.e. content, delivery, subject matter).





QUESTIONS?

**John Rodriguez, Manager
Employee & Organizational Development**

jrod@unm.edu



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MAIN CAMPUS FLU SHOT CLINICS

Tracey Briggs, Employee Wellness Supervisor
Benefits & Employee Wellness

THE “MAIN EVENT”

Coordinated by Benefits & Employee Wellness, UNMH, HSC and SHAC

- **WHAT:** [Walk-Up Flu Shot Clinics](#)
- **WHERE:** Satellite Coffee area in the Student Union Building
- **WHEN:** Tuesday, Oct. 20 and Wednesday, Oct. 21 from 11 a.m. to 3 p.m.
- **WHO:** Target audience is UNM employees physically working on campus
 - Open to faculty, staff, family members 18 years & up and students.
 - Registration will be conducted at the event. No UNM ID required.
 - COVID-19 protocol will be followed. Participants must wear a mask.
 - Short sleeved shirt recommended for ease of vaccination.



QUESTIONS?

Tracey L. Briggs, Manager
Employee Wellness
trbriggs@unm.edu



QUESTIONS?



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NEXT FORUM
DEC. 8, 10:30 A.M.

FIND FUTURE FORUM DATES AT
hr.unm.edu/hr-forums



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THANK YOU!

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