Welcome to HR Presents

April 24, 2013

10:30 am – 12:00 pm
Corbett Center | Senate Gallery (RM 304)

HR PRESENTS

WELCOME & INTRODUCTIONS

THE "AGE OLD" INDEPENDENT CONTRACTOR DETERMINATION

Presented by: Lori Gobble – Assistant Vice President/Controller
Rennette Apodaca – Director of Purchasing

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New Mexico State University

NM STATE

Independent Contractor or Employee

- IRS issues when individuals receive a W-2 and 1099
- NMSU retroactive collection of payroll taxes from activities that should have been considered wages

Independent Contractor or Employee

- Determine correct status
  - PSC – Considerations
    - Currently provide similar services to other entities or plan to do so.
    - Set their own hours and do the job in their own way.
    - Contractors assign their own workers to do the job.
    - Contractors are hired to do one job, no continuous relationship.
    - Contractors furnish their own tools & materials.
    - Contractors can realize a profit or loss as a result of their services.
    - Contractors have their own offices, hold business licenses, and market services to general public.
    - Contractors use their own methods and receive no training from the purchaser of their services.

Independent Contractor or Employee

- Determine correct status
  - Employee – Considerations
    - Employees comply with instructions about when, where and how work is to be done.
    - Employees are trained to perform services in a particular way.
    - Employees must personally render services. An employee does not engage other people to do work.
    - An employee’s hours and days are set by employer.
    - Employees work on the premises of an employer or site designated by the employer.
    - Employees are paid by the employer in regular amounts at stated intervals.
    - An employee cannot realize a profit or loss.
    - An employer furnishes tools, materials, etc. for an employee.

Independent Contractor or Employee

Section 6 **INDEPENDENT CONTRACTOR DETERMINATION**

(To be completed by Individuals, Sole Proprietors and Limited Liability companies as indicated in your response to section 3.)

Select all that apply:

- ☐ Travel
- ☐ Speaker/Guest Lecture
- ☐ Services ____________
- ☐ Reimbursement
- ☐ Honorarium
- ☐ Other ____________

		YES	NO
1.	Will NMSU determine when, where, or how the work is to be performed? (If yes, please explain) ____________	○	○
2.	Will NMSU provide any training to the Contractor or its employees? (If yes, please explain) ____________	○	○
3.	Are the services proposed in this contract currently being performed on the NMSU campus? (If yes, please explain) ____________	○	○
4.	Will any current NMSU employees be involved in performing any of the proposed services of this contract? (If yes, please explain) ____________	○	○
5.	Are the services proposed in this contract a continuation of work from a current or prior contract? (If yes, please explain) ____________	○	○
6.	Will the proposed services be performed on the NMSU campus? (If yes, please explain) ____________	○	○
7.	Will any NMSU-owned property or equipment be used in the performance of the proposed services? (If yes, please explain) ____________	○	○
8.	Is Contractor allowed to provide the proposed services without a business license/registration? (If yes, please explain) ____________	○	○

9. Please describe the materials or services that you will be providing to NMSU:

EPAF & PEOPLEADMIN

Presented by: Regina Galvan
Human Resources Specialist
Employment Services

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EPAF

Implementation of EPAF – Temporary Faculty and Graduate Assistants

- EPAF replaces the spreadsheet hire process.
- Training began March 2013 and will be complete for the Las Cruces campus and DACC May 3, 2013.
  - Secure Access – EPAF is accessed through the MyNMSU portal. The security access form must be completed for each user type (originator or approver). The form can be found at http://hr.nmsu.edu/toolkits/temp-faculty-ga/
  - Training – the training schedule for EPAF can be found at http://training.nmsu.edu/calendar/calendar_list.php. Employees who hire Temporary Faculty and Graduate Assistants should attend a training session.
  - Business Partner – your HR Business Partner can assist with the transition to EPAF. We are available on an as needed basis, or we can facilitate an open lab style session (in your college/division), where your users can process actions with one of us on hand to assist.
- Sharepoint – the sharepoint process of transitioning spreadsheet hires is now obsolete and will be disabled at the end of April.

EPAF

Future EPAFs

- Student Hiring – fall FY14 (estimated for July 2013)
    - Replaces SES Ventana/E-Hire systems for all student hires
    - Aggie Career Manager replaces SES Ventana to recruit student employee's
- Temporary Staff Hiring
- Terminations
- Other change actions such as:
    - FTE
    - Date Extensions
    - Base
    - Labor

PeopleAdmin

The office of Human Resource Services is pleased to announce the implementation of the upgrade to our PeopleAdmin applicant tracking system, to version 7.6. System testing is nearly complete and we anticipate going live for all regular staff position postings beginning in June of this year.

What is included in the upgrade?

- ***Applicant Tracking:*** Enables NMSU to collect and review employment application materials online, while providing feedback to applicants regarding the status of their job search.
- ***Position Management*:** Enables hiring managers to maintain current and accurate job descriptions online. Online descriptions facilitate the creation of job requisitions, job postings, and hiring proposals.

Enhanced Features

- The following actions will be incorporated:
  - Regular Staff Applicant Tracking: Posting, candidate evaluation, and search committee processes (for senior level positions).
  - Staff Position Management: New Position Requests and Reclassifications

PeopleAdmin

Training

- The PeopleAdmin 7 upgrade will include an entirely new user interface with enhanced features and functionality.
- The Center for Learning & Professional Development is working with HRS Employment Services to create training documentation and presentations to introduce users to the new system.
- Informational Sessions will be conducted by CLPD to demonstrate how to navigate the new interface. Detailed user manuals will be available at the sessions and will be available for download from Training Central.
- Informational sessions will be available via Adobe Connect for remote locations and a recorded session will be available through Training Central for refresher.
- CLPD will conduct a training pilot session for HR Liaisons, project team members, and Help Desk Personnel prior to roll-out. The intent of this session is to give participants a "sneak-peak" and a chance to provide feedback about the training to be offered.
- If HR Liaisons are interested in attending this session, please email training@nmsu.edu. Once the session is scheduled, you will be contacted to confirm availability and register you for the event.

CHANGES TO NMERB/NMARP

Presented by: René S. Yoder
Benefits Manager – Benefit Services

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Contribution Changes - NMERB

All Current Participants

Current contributions:

- ➢ Employee 9.4% (over $20k) and 7.9% (under $20k)
- ➢ Employer 10.9% (over $20k) and 12.4% (under $20k)

- **Effective July 1, 2013**
  - *Employee* Contribution will be 10.1% (over $20k only)
  - *Employer* Contribution will be 13.15% (all employees)
- **Effective July 1, 2014**
  - *Employee* Contribution will be 10.7% (over $20k only)
  - *Employer* Contribution will be 13.9% (all employees)

Contribution Changes - NMARP

All Current Participants

Current contributions:

- Employee 9.4% (over $20k) and 7.9% (under $20k)
- Employer 7.9% (over $20k) and **9.4%** (under $20k)

- **Effective July 1, 2013**
  - *Employee* Contribution will be 10.1% (over $20k only)
  - *Employer* Contribution will be **10.15%** (all employees)
- **Effective July 1, 2014**
  - *Employee* Contribution will be 10.7% (over $20k only)
  - *Employer* Contribution will be **10.9%** (all employees)

New Members – July 1, 2013

- Eligibility for Retirement
  - Age 67 with 5 years of service
  - Age plus years of service equal 80; penalty will be applied if under age 65
  - 30 years of service; permanent actuarial reduction in benefit if begin receiving benefit before age 55
  - Cost of Living Adjustment (COLA) begins at age 67

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Current and Future Retirees

Cost of Living Adjustment Reduction

- Current Calculation
  - Calculated as one-half the percent change in the Consumer Price Index of the preceding calendar year or four percent, whichever is less. The annual adjustment shall be no less than two percent unless the CPI is less than two percent. In this case, the COLA will be the same as the percent change in the CPI.
  - Average of 2%
- Effective of July 1, 2013 – until plan is 90% funded
  - Retirees receiving a benefit equal to or less than the median benefit ($18,000 for 2013) and have at least 25 years of service will see a 10% reduction of their COLA (Average 1.8%).
  - All other retirees will receive a 20% reduction in their COLA (Average 1.6%).
- When plan is 90% funded
  - Retirees receiving a benefit equal to or less than the median benefit ($18,000 for 2013) and have at least 25 years of service will see a 5% reduction of their COLA (Average 1.9%).
  - All other retirees will receive a 10% reduction in their COLA (Average 1.8%).
- When plan is 100% funded – The original calculation is re-instated; reduction ends.

HEALTH CARE REFORM

Presented by: Dorothy Anderson, Director of HR Administration
Pamela Roggow, Director of HR Operations
René Yoder, Benefits Services Manager

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