

HR PRESENTS

Providing employees support, engagement, and notification through service.

Welcome Dr. Andrew Pena Assistant Vice President of Human Resource Services



(Courtesy photo)

Dr. Andrew Pena, director of Human Resources at the University of Texas at El Paso, has been selected to serve as the New Mexico State University Assistant Vice President for HR Services, effective Feb. 19, 2013.

Dr. Pena will oversee:

- Benefits Services
- Employee and Management Services
- Employment/Compensation Services
- HR Information Systems
- Payroll Services
- The Center for Learning & Professional Development.



Upcoming Benefits Announcement

Long Term Care Insurance Program

Plan details and enrollment information will be sent early spring with a target effective date of coverage as May 1, 2013.

Annual Enrollment – State Plans

Meeting details and enrollment information will be sent April/May. This will be a switch enrollment for all medical. The only option for the dental plan will be to cancel coverage. All requested changes will be effective July 1, 2013.

Upcoming Training Events for March & April 2013

Search Committee Orientation
March 19th or April 10th

**Managing Your Performance
Evaluation**
March 12th or March 27th

Leave Policies
April 10th

Communication Breakdown
April 22nd

Register at:
<http://trainingcentral.nmsu.edu>

If you need assistance please contact:
The Center for Learning & Professional Development
Email: training@nmsu.edu
Phone: 575-646-7444



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Employee & Management Services Announcements

2012-2013 Staff Performance Evaluations

Exempt Evaluation Forms/Process:

All exempt evaluations must be completed electronically through the web application, which will be available beginning March 4, 2013.

Non Exempt Evaluation Forms/Process:

A new Non Exempt Performance Evaluation and Planning form has been adopted per an agreement between NMSU and the American Federation of State, County, and Municipal Employees (AFSCME), Local 2393 to be used university wide for the current evaluation year. The new form is available on the HR website.

Performance Evaluation Training:

The Center for Learning & Professional Development (CLPD) will be holding various training sessions regarding performance evaluations that began on February 11, 2013. To view a list of dates/times training is available and to sign up for a training session please visit:

<http://training.nmsu.edu/leadership.html>. If you need further information regarding a training session, please contact CLPD at 575-646-7444 or by email at training@nmsu.edu.

Compensation Services Announcements

PeopleAdmin 7.6

The office of Human Resource Services is pleased to be moving forward with the implementation of a new version of our PeopleAdmin applicant tracking system. The new version has several new and enhanced features. System testing is underway and, if all goes well, we anticipate implementing the new version within the next few months.

FY14 Annual Position Management Cycle

Notification for the FY14 Annual Position Management Cycle will be going out within the next few weeks. If you would like to begin preparing your cycle packets, please visit the HRS Compensation website to review the Position Management Guidelines.

Please visit: <http://hrpresents.nmsu.edu/announcements> for information on how to access the electronic exempt evaluation form, the new non-exempt evaluation form, and to review the position management guidelines.



Reminder: Annual Performance Evaluation begins March 1, 2013 with a deadline for completion of April 30, 2013.

For Questions or assistance involving Performance Evaluations or other Employee Relations/Labor Relations matters, please contact HR Employee & Management Services at hr-ems@nmsu.edu or by calling 575-646-2449.

