

# HR PRESENTS

Providing employees support, engagement, and notification through service.

## Coming Up

### Annual Compensation Increases:

- The 1% compensation increase for eligible staff and faculty will be centrally processed by HRS in June. To be considered eligible:
  - Staff must have been hired January 1, 2013 and have a performance rating of "meets expectations" or better.
  - Faculty must have been hired prior to January 15, 2013 and must have satisfactory performance.
  - Academic units will receive a request from the Provost Office for a list of faculty not receiving the 1% due to unsatisfactory performance.
- Academic units should expect to receive guidelines for faculty salary enhancement allocation.
- Detailed reports with all FY14 salaries will be distributed prior to July 1<sup>st</sup>.
- Employee salary letters will be made available through myNMSU around July 1<sup>st</sup>.
- As a reminder, please submit as soon as possible any personnel actions that will be effective May-August.



### Summer Hires

The summer hiring season is quickly approaching. Many of you are ready to begin the submission of your temporary faculty, graduate assistants, and student hires for the summer semester. The transactions will be processed as follows:

1. Temporary Faculty and Graduate Assistants will be processed utilizing Electronic Personnel Action Form (EPAF). Instructions can be found at <http://hr.nmsu.edu/toolkits/temp-faculty-ga/>.
2. Student Employment will continue to be processed through SES Ventana.

## Updates

### Annual Enrollment

See additional flyer provided by Benefit Services.

### Annual Performance Evaluations

Evaluation forms, paper and electronic, are due Tuesday, April 30, 2013. Please contact Employee and Management Services if you have questions.

Email: [hr-ems@nmsu.edu](mailto:hr-ems@nmsu.edu) | Phone: 575-646-2449

### Compensation Guidelines

Thank you for your feedback! HR Services appreciates the time you took to review and discuss the new compensation guidelines within your units. We are currently adjusting the guidelines to include many of the suggestions made. As soon as they are ready, we will inform you of the soft implementation date.



## Upcoming Meeting Dates for 2013

July 24<sup>th</sup>  
Senate Chambers, Rm 302

October 23<sup>rd</sup>  
Senate Chambers, Rm 302

All meetings held on NMSU Main Campus in Corbett Center from 10:30 am – 12:00 pm.

Reserve your seat by registering at: [trainingcentral.nmsu.edu/hrpresents](http://trainingcentral.nmsu.edu/hrpresents)

For more information please contact: HR Service Center  
Email: [hrhelp@nmsu.edu](mailto:hrhelp@nmsu.edu)  
Phone: 575-646-8000

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## Updates Continued...

### New Employee Orientation

Many of you attended our New Employee Orientation pilot session on April 19<sup>th</sup>. We want to thank you for your participation and feedback! We are looking forward to implementing this session regularly during the upcoming fall semester.

## New Employees:

### Brandon Masters

HR Specialist Intermediate  
Employee and Management Services  
-Joined our team on January 16, 2013

### Leticia Garza-Camunez "Leti"

HR Specialist Senior  
Employment Services  
-Joined our team on January 22, 2013

### Dr. Andrew Peña

Assistant Vice President  
Human Resource Services  
-Joined our team on February 19, 2013

## Departing Employees:

### Anelisa Simons

HR Specialist Senior  
Compensation Services

Anelisa will be leaving us April 30, 2013 for a new opportunity. We will miss her greatly and we wish her well!

In order to ensure timely processing of requests, compensation actions will be processed by your Employment Services Business Partner. The Compensation Services email address ([comp@nmsu.edu](mailto:comp@nmsu.edu)) will continue to be monitored with responses coming from Kathy Agnew, Manager of Compensation & Employment Services and/or your Business Partner. You may also send your questions directly to your Business Partner team email ([teamh@nmsu.edu](mailto:teamh@nmsu.edu), [teamr@nmsu.edu](mailto:teamr@nmsu.edu), or [teams@nmsu.edu](mailto:teams@nmsu.edu)).

## Don't Forget!

You can find or do the following on our website:

- Join HR Presents
- Meeting Agendas
- Meeting Registration
- Request presentation topics
- Discuss HR topics in online forums.

<http://hrpresents.nmsu.edu>

