

# HR PRESENTS

*Providing employees support, engagement, and notification through service.*

## Coming Up

### HR Services Customer Service Satisfaction Surveys

HR Services will soon be conducting customer satisfaction surveys. First, we will make available on our website and our email message signature lines a short survey that can be submitted at any time. This will help us collect feedback on a regular basis to see how we are doing in our day-to-day operations. Second, we are working with NMSU Institutional Analysis to develop an in-depth annual survey that can be used to assess our current performance metrics so we can begin to track and monitor improvements over time.



### New Form I-9 Process for Remote Hires

Previously, new hires in remote locations were required to go to the nearest College's or University's Human Resource office to have their Form I-9 certified for submission to NMSU. The U.S. Citizenship and Immigration Services allows employees to utilize a remote hire notary form to certify the completion of the Form I-9. We have adopted this process and created the NMSU Remote Notary Hire Form along with an instructional sheet for each party completing the form. The form and process are designed to allow an authorized agent (notary) to complete the form on behalf of NMSU. Opening this up to notaries allows for quicker completion of the Form I-9 and a faster turnaround time in getting the forms back to the HR Services office at NMSU Las Cruces where all central hire paperwork is maintained. The form is available on the HR forms webpage.

## Updates

### Special Benefits Open Enrollment

The State of NM Risk Management Division is moving the medical plan year to a calendar year effective 1/1/14. A special open enrollment is being offered October 2013 for enrollment in Medical and Dental programs. Online enrollment is available through 10/31/13. Visit our webpage at <http://benefits.nmsu.edu/enrollment/annual> for more information.

### Conflict of Interest and Commitment Disclosure Form Deadline

The Conflict of Interest forms were due October 11, 2013. Please ensure all forms within your college/division are complete for this year's annual collection no later than 11/1/13. Reports will be sent the first week of November to Deans and Vice Presidents listing employees who have not completed their forms and supervisors who still need to approve forms.

### Collective Bargaining Agreement (CBA) Revised

The revised CBA has been approved by the BOR and ratified by the Union. A copy may be obtained at <http://hr.nmsu.edu/employee-relations/labor-relations/>.



## Upcoming Meeting Dates for 2014

Planning is underway! You will be notified when the 2014 dates are scheduled.

All meetings held on NMSU Main Campus.

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

For more information please contact the HR Service Center  
Email: [hrhelp@nmsu.edu](mailto:hrhelp@nmsu.edu)  
Phone: 575-646-8000  
Fax: 575-646-2806  
Hadley Hall, Room 17

MSC 3HRS  
New Mexico State University  
P.O. Box 30001  
Las Cruces, NM 88003-8001

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## Updates continued...

### New Employee Resources

The New Employee Orientation program or NEO was launched on September 3, 2013 through the combined efforts of the CLPD and Benefits staff as well as the Office of Institutional Equity and Union Representatives. Since its release, there have been four sessions which have all been well attended. Most recently, CLPD has taken the resources presented in the NEO session and created a dedicated website of <http://neo.nmsu.edu>. The new online format allows for resources to be easily covered by the trainer or viewed by employees unable to attend a session.

Furthermore, HR Services has revamped the New Employee webpage found at <http://hr.nmsu.edu/employment/new>. This page targets new and prospective employees and provides information by category to help orient them with NMSU and the surrounding area. Check out these two new resources today!

## New Employees

### Angelica Ayala, Sr. Admin Assistant to Associate VP, Dr. Andrew Peña

Transitioned from the Service Center to HR Admin on August 1st, 2013

### Josi Brown, Customer Service Assistant at HR Service Center

Joined our team on August 26<sup>th</sup> and we are happy to have a fully staffed HR Service Center again.

### Danielle Cadena, Associate HR Specialist for Employment Services

Joined our team on August 1st, 2013 and is assisting with the tracking of work hours in compliance with Health Care Reform in addition to providing assistance with Employment and Compensation duties.

### Welcome back, Center for Learning and Professional Development Staff!

As part of the reorganization plan implemented by President Carruthers, CLPD has transitioned back under the HR Services umbrella while all of HRS has been moved under Associate Provost Greg Fant.

## Retiring Employee

### Janice Hallem, Admin Assistant Associate for CLPD

Janis will be retiring from NMSU at the end of December. We wish her a wonderful retirement and thank her for her 12 years of continued service!

## Don't Forget!

You can find or do the following on our website:

- Meeting Agendas
- Meeting Registration
- Request presentation topics

<http://hrpresents.nmsu.edu>

## New HR Presents Web Resource

We are listening! Your feedback is very important to us so we have created a new page on the HR Presents website that lists, by session, the suggestions and comments made and what we are doing or have done to comply.

Though we are publicly posting this information, we don't want to discourage anyone from submitting feedback. Therefore, if you include a comment that you do not want posted online, please indicate so after entering your comment and we will respect your request. As a reminder all feedback is received anonymously.

