

HR PRESENTS

Providing employees support, engagement, and notification through service.

Today's Agenda

- 11:00am – 11:15am Serve and Eat / Welcome and Announcements
- 11:15am – 12:00pm Change Management by Guest Speaker: Dr. Bernadette Montoya, Vice President for Student Affairs and Enrollment Management
- 12:00pm Questions and Adjourn



Thank you!



We appreciate everything you do to make NMSU a better place for all to work! You assist us in administering and managing human resources related functions for our employees across all our campuses and remote offices.

We rely on the partnerships we have established with you to best serve our community of over 5,400 regular and temporary employees. These numbers do not even begin to account for the additional support you provide to students, graduate assistants, retirees or for secondary positions held by employees.

We are halfway through our second year since establishing HR Presents and are always open to ideas on ways we can improve these meetings for you. Please remember that you have an opportunity to provide feedback or request presentation topics after each session. You may also contact Amber Gabaldon directly to discuss meeting ideas.

Goal of HR Presents Forum: to provide an opportunity for discussion on current HR related issues and announcements; to facilitate communications between individuals throughout units across the university; and to allow stakeholders to provide frontline insight into HR initiatives.

Thank you for being an active participant in the HR Presents Forum!

Updates & Reminders

HRS Customer Service Survey

On April 16th we received the results of our first campus-wide customer service survey that was available from February 10th to February 21st. Institutional Analysis conducted the collection of data and has provided us with a detailed report from the 973 respondents (of 5,400 employees approximately). We are currently in the process of reviewing the feedback and will share information as we develop plans to meet our customers' reported needs.



2014 Upcoming Meetings

- July 23rd
- October 22nd

All meetings held on NMSU Main Campus at Milton Hall, Room 85

Reserve your seat by registering at: trainingcentral.nmsu.edu/hrpresents

Contact HR Services

Email: 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 & Reminders

Salary Planner Update

The salary planning process is quickly approaching and summary units should expect to receive their exempt staff salary planner spreadsheets by May 22, 2014. Summary units will have two weeks to review and allocate exempt merit before spreadsheets are due back to HRIS June 6, 2014. Employee salary letters will be posted on myNMSU by June 30, 2014 and departments will receive final exempt and non-exempt staff spreadsheets showing FY15 salaries on or around July 3, 2014. A memo is forthcoming outlining processing deadlines and a moratorium that will be in effect for regular faculty and staff positions.

The Provost office will distribute faculty salary planner spreadsheets in May and will establish associated deadlines.

Position Management Cycle FY2015

Changes in positions budgeted by permanent unrestricted funds (I&G and non-I&G) are reviewed annually in conjunction with the university budget cycle process. At this time divisions and colleges are authorized to submit no cost proposals (no additional central funding, only college/unit funding) for new positions, reclassifications or in-range adjustments. Please refer to the memo that was emailed to all Deans, Vice Presidents, Community College Presidents, Business Managers and HR Liaisons on 4/3/14 for detailed information and deadlines.

Benefit Services Events Coming Up

April 22nd, 23rd, and 24th – VALIC Investment Plan Changes

VALIC representatives will be at NMSU Las Cruces campus in April to provide information on changes to the investment plan options under the 403b and the 457b plans. General information sessions as well as individual advisement meetings will be available. Please visit <http://benefits.nmsu.edu/retirement/for-employees/retire-plans/> for more information.

April 24th – Social Security Administration

NMSU Benefit Services will be hosting a social security information session on April 24, 2014 in Corbett Center. For more details visit <http://benefits.nmsu.edu/retirement/preparing/>.

April 29th – Retirement Information

New Mexico Educational Retirement Board and NMSU Benefit Services will be presenting information on the retirement process and NMSU retiree benefits at the Corbett Center Auditorium. For more details please visit <http://benefits.nmsu.edu/retirement/preparing/>.

Don't Forget!

You can find or do the following on our website:

- Meeting Agendas
- Meeting Registration
- Request presentation topics

<http://hrpresents.nmsu.edu>

A Couple More Reminders:

Annual Performance Evaluations

Evaluation forms, paper and electronic, are due Wednesday, April 30, 2014. Please contact Employee and Management Services if you have questions.

- Email: hr-ems@nmsu.edu
- Phone: 575-646-2449
- Evaluations website: <http://hr.nmsu.edu/evaluations/>.

TeamHRS Listserv

On March 31st, we announced to Business Managers and HR Liaisons a new team email for the Employment and Compensation Services staff. To better serve you, we will no longer use the individual team emails (TeamH, TeamR, and TeamS) but rather TeamHRS@nmsu.edu.

