

HR PRESENTS

Providing employees support, engagement, and notification through service.

Benefits Update

Benefits Open Enrollment going on now!

Medical, Dental, Vision and Pre-tax Premium option enrollments are available online at <http://benefits.nmsu.edu/enrollment/annual/>.

The state office (RMD) that administers the medical, prescription and dental plans, has confirmed there will be changes and improvements to the plans. Some changes include:

- reduced deductibles and "new employee plus children" option that replaces the "employee plus child" option in the medical plans.
- Slight increase in some copays and premiums in the vision plan.

Flexible Spending Accounts Enrollment also underway.

Visit <http://benefits.nmsu.edu/insurance/fsa/> to download the enrollment form.

All enrollments end Monday, October 27, 2014 with changes effective January 1, 2015.

HRS Staffing Updates

Dorothy Anderson, Director for HR Services

After seven years overseeing the administrative functions of HR Services in significant leadership roles; Dorothy has accepted the position of Vice President for Human Resources at the University of New Mexico. Her last day with NMSU was September 17th. We wish her all the best in her new and advancing career.

Danielle Cadena, Employment & Compensation Services

Danielle began working in a term appointment for Employment & Comp Services in the Fall of 2013. As of September 2014 she began as a regular employee with Employment & Comp Services. Danielle brings HR knowledge from her training on the job during her interim appointment and continues to grow both personally and professionally as she continues working toward a Masters' Degree in Public Administration. Congratulations, Danielle, on your recent position appointment!

Sheri Pettit, Administrative Assistant Intermediate

Sheri joined the Center for Learning & Professional Development (CLPD) as the Administrative Assistant on October 8, 2014. She, along with her husband and son, moved to Las Cruces from the Portland, Oregon area a little over a year ago. She spent one year in the Alumni Office before joining our HRS team in the Ctr. for Learning and Prof. Development. Please join us in a warm welcome for Sheri!



2015 Meeting Schedule

- February 18th
- April 22nd
- July 22nd
- October 21st

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

Reserve your seat by registering at: <http://hrpresents.nmsu.edu/register/>

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

HR PRESENTS

Providing employees support, engagement, and notification through service.

HRS Contact Lists Refresher

As a reminder, all HRS Contact and Distribution lists can be found at <http://hr.nmsu.edu/contacts/>. The top portion of the page provides information on the HRS staff and the bottom portion of the page lists our three primary distribution lists. These distribution lists are as follows:

► College and Division Contacts

Identifies those designated for HR Services to work through or notify regarding important HR-related matters. The list includes the roles of Senior Administrator, Associate Dean, Business Manager, Primary HR Liaison, and HR Liaison.

How we use this list: To ensure a smooth communication process, we allow only one person per role for each college or division. Therefore, if you have other individuals in your unit who need to be informed regarding HR matters, announcements, functions, processes, etc... please either:

1. Determine an internal process where the recipients from the above five roles will forward this information as necessary or;
2. Setup a Listserv that includes the individuals who are identified for all five roles as well as others who may need to receive HR information. If you do this, please understand that all information from HRS will be sent to all individuals on that list at all times.

► Payroll Contacts

List is used by the HR Service Center and Payroll Services to reach out to departments to ensure a quick turnaround on the following payroll actions:

1. Timesheets being returned for correction;
2. Timesheets in progress; and
3. Notifications of manual timesheets needed for regular employees

How we use this list: Emails are sent to a listserv approved by the college or division. Individual in department responsible for timesheet in questions must take immediate action to correct the issue in time for the current payroll cycle.

Note: Due to the confidentiality of certain payroll issues, some cases may be handled on an individual basis, where the listserv is not used.

► HR Presents Contacts

HR Presents members are typically the campus Business Managers and HR Liaisons. NMSU VPs and Deans have designated or approved these members as appropriate.

Don't Forget!

You can find or do the following on our website:

- Meeting Agendas
- Meeting Registration
- Request Presentation Topics

<http://hrpresents.nmsu.edu>

Training

Remember to keep up-to-date on training whether it is for yourself or for notifying your staff.

Training programs and descriptions can be found at

<http://training.nmsu.edu/>

Registration for training should be done through Training Central at

<https://trainingcentral.nmsu.edu>

