

# HR PRESENTS

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

## Updates & Reminders

### Accounting Classification Series Update

HR Services in conjunction with Administration and Finance has updated the Accounting classification series (Accountant, Assc (06), Accountant, Inter (07), and Accountant, Sr (08)). The reviews and updates to the classifications were finalized February 2015 and can be found in PeopleAdmin. The changes were to the minimum qualifications, primarily to the position requirements/equivalency.

### Security Officer Classification Series Update

The NMSU Police Department worked closely with HR Services in processing changes and additions to the Security Officer classifications. The NMSU Police Department met with several representatives throughout NMSU, including the community colleges, and all parties agreed to the standardized Security Officer classifications. The classification system will now include three levels; Security Officer, Assc (03), Security Officer, Inter (04), and Security Officer, Sr (05).

### Change to EPAF Process for Temporary Hires

HR Services has initiated a change in the way EPAFs are processed for temporary jobs that are one day in duration. The job was causing errors when the start and end date were exactly the same, or fell on a weekend. In order to resolve, HR Services is implementing a change to the processing of EPAFs. If someone is being hired for one day, the processor will need to hire the employee for an additional business day. The additional day cannot be the same as the job start date and cannot be on a weekend. Departments are responsible for verifying time entered on timesheets. Please contact your HRS Team partner for any additional questions that you may have.



### 2015 Meeting Schedule

- February 18<sup>th</sup>
- April 22<sup>nd</sup>
- July 22<sup>nd</sup>
- October 21<sup>st</sup>

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](mailto:hrhelp@nmsu.edu)  
Phone: 575-646-8000  
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## HRS Staffing Updates

### Celeste Martinez, Business Operations Specialist

After first working in Benefit Services and then serving as the manager of the HR Service Center, Celeste has left HRS for a position with NMDA. As we say good-bye to her and wish her well in her new department we also say hello. Celeste is now a forum member representing NMDA and we are glad she is not far from us!

### Dr. Christine Reyes, University Training Specialist

CLPD would like to welcome Dr. Christine Reyes who started working with CLPD on December 1st. Christine will be working on online content development, training on the WEAVE assessment system, as well as other systems and processes that we have in place at NMSU.

### Valerie Rivas, Associate HR Specialist

Valerie has been working as a part-time temp employee for the last 6 months assisting with retirement communications and processing. Effective February 16, Valerie became the Associate HR Specialist for Benefit Services and is the primary person assisting with walk-ins, phone calls, e-mails as well as handling retiree communications and presenting at new employee orientation. Valerie comes to us with a Bachelor's degree in Psychology and a Master's degree in Business Administration from Texas Tech.

## 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>



A little humor on evaluations of what we *don't* do at NMSU!

