

# HR PRESENTS

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

## Updates & Reminders

### Medical Premium Changes

The state of New Mexico Risk Management Division will be increasing medical plan premiums by 3% effective July 1, 2015 as they previously communicated during the open enrollment sessions in October 2014. Exempt employees will see the changes in their paychecks issued on July 15, 2015. Non-exempt employees will see the changes in their paychecks issued on July 31, 2015.

### Aflac – Critical Illness Open Enrollment

Aflac, the provider for the Critical Illness program for NMSU, is offering a one-time opportunity for employees to enroll in the Critical Illness program. Employees who previously declined coverage or were denied coverage through the late enrollment process can now enroll without any medical review or examination. The open enrollment period ends April 27, 2015 and all enrollments will become effective July 1, 2015. Open Enrollment forms can be found on the benefits website at <http://benefits.nmsu.edu/insurance/critical-illness/>.

### Leave Training

Benefit Services is offering a training on university leave programs on May 1st. Interested employees and supervisors can register to attend at <http://training.nmsu.edu/CLPD/training-calendar.php>.

### Hiring Foreign National Employees Toolkit

HR Services has published a new toolkit for Hiring Foreign National Employees to assist colleges and divisions with employing foreign nationals. The toolkit provides information in accordance with NMSU and federal policies and procedures. The toolkit may be located on the HR website at <http://hr.nmsu.edu/toolkits/foreign-hires/>.

### EPAF Processing Reference Sheets

Graduate Assistant and Temporary Faculty summer hire is approaching! Please be sure to utilize the EPAF processing reference sheets that are available on our hiring toolkits. The EPAF processing reference sheets have been updated with the personnel dates for summer hire sessions.



## 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  
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 Continued

### Temp Faculty and Grad Assist FAQs & Summer Hiring Guidelines

Please visit our temporary faculty and graduate assistants frequently asked questions (FAQs) located on our toolkits. The information provided will assist you with pay calculation, position number selection and more. HR Services has also added the Summer Hiring Guidelines for all details regarding summer hires. Both documents are located on our Temporary Faculty and Grad Assistant hiring toolkits.

- <http://hr.nmsu.edu/toolkits/grad-assistant/>
- <http://hr.nmsu.edu/toolkits/temp-faculty/>

## HRS Staffing Updates

### Stephen Ash, Business Operations Specialist

The HR Service Center would like to welcome Stephen Ash as the new Business Operations Specialist. Stephen began working Friday, March 27th. Stephen earned his Bachelor's degree from NMSU in Psychology and brings with him over eight years of military leadership experience to his new position with NMSU. Stephen will be tasked with running the HRSC and helping his team provide excellent service to the customers contacting Human Resource Services and Payroll.

### Antonia "Toni" Labor, HR Specialist Intermediate

Benefit Services welcomes Toni Labor. Toni began working for NMSU in HRIS on September 7, 2010 and joined Benefit Services on April 1, 2015. Toni earned her Bachelor's degree from University of Phoenix in Business Management and brings with her nearly twenty years of HR benefits experience. Toni will be responsible for administering NMSU's leave programs and providing guidance and training to employees and management concerning NMSU leave policies.

### Yvette Benitiz, HR Specialist Intermediate

Employment and Compensation Services would like to welcome Yvette Benitiz as the new HR Specialist. Yvette joined our team on February 23, 2015. Yvette earned a Bachelor degree in Business Administration Management specializing in Human Resources in 2004. Yvette brings over five years of HR generalist experience to her new role with NMSU.

### Amber M. Gabaldon, Project Support Specialist

After seven years with HR Services, Amber has accepted a position with the University of New Mexico. Her last day with NMSU is May 18, 2015. We wish her all the best in her new challenge.

## 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>

