

WELCOME TO HR PRESENTS

July 22, 2015

10:30 am – 12:00 pm
Milton Hall | Room 185

WELCOME & INTRODUCTIONS

Dr. Andrew Peña
Assistant Vice President for HR Services

2015 COMPLIANCE TRAINING PROGRAM

Includes:

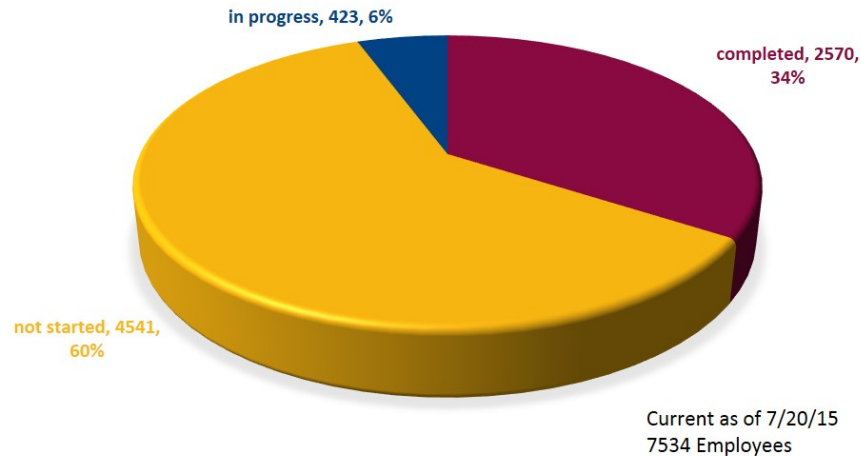
- 2015 Compliance Certification – 6 modules
- Family & Medical Leave Act module

Current Information, FAQ's, and Progress Reports
available at

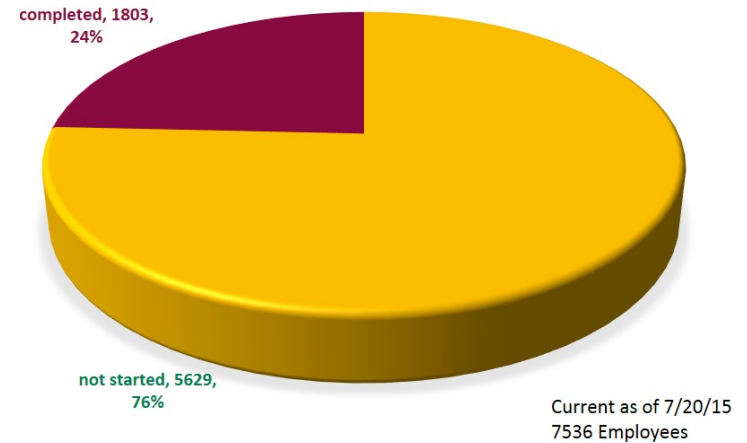
<http://training.nmsu.edu/2015-compliance-training/>

2015 COMPLIANCE TRAINING PROGRAM PROGRESS

NMSU 2015 COMPLIANCE CERTIFICATION TRAINING
PROGRESS



NMSU 2015 FMLA TRAINING PROGRESS



Weekly updates available at

<http://training.nmsu.edu/2015-compliance-training-progress-report/>

IMPORTANT DATES

Deadline to Complete All Modules: October 1, 2015

8/18/15

- reminder sent to employees

9/8/15

- reminder sent to employees
- reminder sent to managers

9/22/15

- reminder sent to employees
- reminder sent to managers and summary org

9/29/15

- final reminder sent to employees
- reminder sent to managers and summary org

EMPLOYMENT & COMPENSATION

Presented by: Abigail Denham & Regina Galvan, HR Specialists
Employment & Compensation Services

HEALTH CARE REFORM REMINDER

- Compliance
 - Policy compliance:
 - Policy 4.30.10
 - Student Handbook (Student and Co-Op)
 - Graduate Assistant Guide
- Term employees may not exceed a total of two (2) consecutive years at which time the employee shall be required to have a 26-week break in NMSU employment.
 - Cannot hold any temporary appointment following any term appointment period.
 - Can hold a regular staff or faculty position following appropriate recruitment/selection processes.
- 499 Report - It's a Tool
- HR-492 Job History Lookup-past 12 months
 - Report includes the following data:
 - User ID, Name, Position-Suffix, Title, FTE, Status, Type (regular or temp), Group (faculty or staff), Begin Date, End Date, Department, Summary Org.

HCR RESOURCES AND TOOLS

Presented by: Abigail Denham & Regina Galvan, HR Specialists
Employment and Compensation Services

REPORTS

- EPAF Hire Report
 - HR-471-EPAF Temp/Student Hires
 - 3 different versions to run: My Dept, My Coll/Div, and the Admin version
 - Available to BFHR Users
 - Report will show all EPAFs that were completed and loaded into Banner:
 - Includes those that were record removed from Banner.
 - The data represents what was in the EPAF; does not reflect changes made in Banner
 - HR-492 Job History Lookup-past 12 months
 - Report includes the following data:
 - User ID, Name, Position-Suffix, Title, FTE, Status, Type (regular or temp), Group (faculty or staff), Begin Date, End Date, Department, Summary Org.

Reports Under Development

HR-471-EPAF Temp/S

Select Summary Org (required):

- ALCC Alamogordo CC(D00222)
- Agency(A00001)
- Agricultural Experiment Station(D00064)
- Agricultural,Consumer & Env Sci Col(C00033)
- Arts and Sciences College(C00132)
- Athletics(B00011)
- Auxiliary Services(C00620)
- Business College(C00167)
- CACC Carlsbad CC(D00242)
- Cooperative Extension Service(D00076)

Press to Select Department

[Select all](#) [Deselect all](#)

Select Dept (required):

Select Hire Type (optional):
Leave unchecked to capture all hires.

- Temp Faculty Hire
- Grad Hire
- Student Hire

[Select all](#) [Deselect all](#)

Data Selection (required):
(EPAFs completed and loaded to Banner)

- Prior day hires
- Hire for previous 7 days
- Current Month
- Prior Month
- Range (select dates below)

Prompt to Select Date Range

HR-492 Job History - Current Job, Future Jobs and Jobs for Past 12-months

Enter Employee Banner ID:

OR

Enter Employee Name:

Keywords:

Type one or more keywords separated by spaces.

Search 

[Options](#) ▾

Choice:

[Deselect](#)

Cancel

< Back

Next >

Finish

DEPARTMENTAL FILES

Presented by: Abigail Denham & Regina Galvan, HR Specialists
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DEPARTMENTAL FILES

All records maintained both in the official NMSU Personnel file and in departmental files are subject to the “Public Records Act”

WHAT SHOULD DEPARTMENTS NOT MAINTAIN IN THEIR FILES?

- I-9 Form or documents submitted with I-9
- Any kind of medical information
- Garnishment orders and records
- Benefit files
- ADA documents (maintained in Disability Services)
- Background investigation records
- Drug & Alcohol testing

WHAT FILES MIGHT A DEPARTMENT MAINTAIN?

- Posting Announcement
- Job Description
- Employee's employment application
- Educational Documentation
- Employment Offer letters
- Faculty Contracts
- PAF's submitted for changes to position/employee
- OTP forms
- Annual Salary letters
- Performance appraisal forms

RECORDS RETENTION

Departmental Files Records Retention

- 3 years from date employee terminates from department. See NMAC 1.15.7.101 D (1) other department copies.
- All department personnel files and separately maintained medical records are considered confidential records and must be disposed of through the Records Management Retention office. Detailed instructions can be found at:
http://rmr.nmsu.edu/disposition_destruction.html

RECORDS RETENTION

Recruitment Record Retention

- All documents relating to the application process (i.e., interview notes, candidate assessments, reference checks of finalists and online disposition of each candidate) must be maintained by the department for three (3) years.
- The final recruitment file should be collect and organized immediately following the selection and hire of the finalist.
- When the files have met their 3 year retention requirement, follow the RMR [Disposition and Destruction Process](#); complete the [Request for Disposition form](#) using Record series **1.15.7.102**, Rejected Applications.
- <http://rmr.nmsu.edu/personnel-files/>

WORKLOAD/JOB DUTIES & RESPONSIBILITIES

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WHAT IF EMPLOYEE'S WORK REMAINS THE SAME, BUT THE VOLUME INCREASES?

Changes in quantity of work (volume) are not considered in a classification review. For example: A position is responsible for answering approximately 50 phone calls a day and opening and distributing 100 pieces of mail a day. After a year, the incumbent is responsible for answering 100 phone calls and opening and distributing 200 pieces of mail. Although the quantity has increased, the actual duties have not changed, and a review is unnecessary.

<http://hr.nmsu.edu/employment/position-mgmt/faqs/>

DISCRETIONARY PAY: ADJUSTMENTS AND DIFFERENTIALS

- *Policy 8.15*
- *Temporary Pay Interim Assignment*
 - To compensate current employees for temporarily assuming the full set of duties and authority from a higher-level vacant position or from a higher-level filled position whose incumbent is unable to perform the duties.
- *Temporary Pay Acting Assignment*
 - To compensate current employees for temporarily assuming partial duties and operational authority from a higher-level vacant position or from a higher-level filled position whose incumbent is unable to perform the duties.

DISCRETIONARY PAY: ADJUSTMENTS AND DIFFERENTIALS

- *Compensation for Additional Duties*
 - To compensate current employees for temporarily assuming additional duties beyond their current classification in order to meet an objective and under extraordinary working conditions.
- *Temporary Pay Long-Term Assignment*
 - To compensate current employees who are assigned a long-term project assignment which is critical to the campus mission, and enhances its operation, as defined by the purpose, time frame, and expected results of the project. A long-term project assignment is not customarily assigned to the position or an expected part of the regular assignment. It is distinctly outside the scope of the regular assignment and long term.

IS A RECLASSIFICATION REVIEW NEEDED?

- Criteria for Position Evaluation and Reclassifications is listed in detail in the Compensation Guidelines for exempt staff.
 - <http://hr.nmsu.edu/employment/salary/>
- If the department has recognized a need to modify the position duties to better align the structure of the organization or to improve the effectiveness or efficiency of the organization, a reclassification request should be submitted.

IS A RECLASSIFICATION REVIEW NEEDED?

- An incumbent's position should be reviewed if the majority (over 50%) of its current primary duties and responsibilities are substantially and demonstrably different from those listed in the description for the classification assigned to the position
 - when the department has recognized a need to modify the position duties to better align with the structure of the organization
 - or to improve the effectiveness or efficiency of the organization

MANDATORY FMLA TRAINING & BENEFITS UPDATE

René S. Yoder
Director, Benefit Services

CLOSING REMARKS & ADJOURNMENT