

# HR PRESENTS

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

## Updates & Reminders

### Annual COI submission process

The annual submission process for the Conflict of Interest (COI) Forms is slated to begin on or about September 14, 2015. NMSU Policy 3.19 and 3.21 require the annual submission of the COI form for all regular employees. The COI form is required to be completed and routed for approval by all regular employees. This process does not include temporary employees, student employees or emergency hire status employees. The deadline for submission is yet to be determined; however, will be noted in the official announcement that will be sent to employees.

Please note that v. 2.8 of the COI form will not be available until the start date of the annual submission process. Any annual COI forms submitted prior to the official start date of the annual submission process will have to be resubmitted once v. 2.8 is available. If employees need to make changes to their COI form, they may continue to use COI v. 2.7 for changes until the new version becomes available.

### Mandatory FMLA Training for HR Liaisons and Business Managers

HR Liaisons and Business Managers were recently sent information regarding a mandatory supervisor FMLA training to be completed by August 31, 2015. This training is slightly different than the mandatory employee FMLA training rolled out earlier this summer through CLPD. The supervisor training has more detail on the process. HR Liaisons and Business managers are being required to take the supervisor training as they would most likely be the ones to interact with employees at the department level regarding leave management or leave benefits. NMSU must demonstrate that those in contact with employees regarding leave are adequately trained to identify potential FMLA situations so that the proper notification can be sent to HR and the employee within the federally mandated time frames.

If you have not completed the supervisor training offered on July 14th or 16th and you cannot attend on the 24th, please contact René Yoder to schedule an alternate date at [ryoder@nmsu.edu](mailto:ryoder@nmsu.edu).



### 2015 Meeting Schedule

- 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

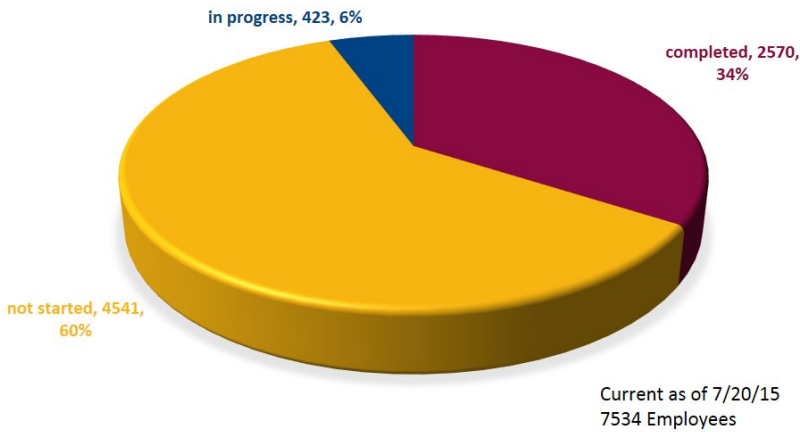
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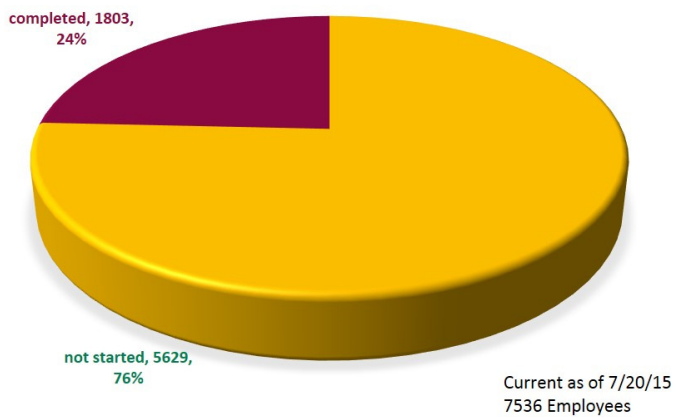
## Updates & Reminders Continued

### Compliance Training Update

NMSU 2015 COMPLIANCE CERTIFICATION TRAINING PROGRESS



NMSU 2015 FMLA TRAINING PROGRESS



Current Information, FAQ's, and Progress Reports available at <http://training.nmsu.edu/2015-compliance-training/>

## 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>

