

# HR PRESENTS

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

## Updates & Reminders

### HRS Staff

Josi Brown is leaving the HR Service Center. She has accepted a position with University Communications. We will miss her in HR but we wish her all the best in her new position!

### Mandatory FMLA Training

The Annual FMLA Supervisor and HR Liaison training will be rolling out as an online refresher course in May. It should only take about 15 minutes to complete but will have a testing component to ensure compliance. All supervisors and HR Liaisons required to go through the training will be sent directed e-mails from René Yoder from May through mid-September. All those non-compliant as of September will have to be sent to the President and legal counsel as it will result in fines to the university. HR Liaisons will be sent lists periodically over the summer to assist with communication.

This training is for ongoing supervisors and HR Liaisons who went through the mandatory training in 2015. All new supervisors and HR Liaisons are being sent information to complete a more comprehensive training within their first 6 months as a supervisor. HR Liaisons will periodically be sent lists of those supervisors who are close to their 6 months deadline and have not completed the mandatory training. Training for new supervisors and HR Liaisons is available anytime online or through a face to face training offered every other month.

Thank you to all the HR Liaisons for your help last year in reaching our 100% compliance for the FMLA supervisor training. We trained over 700 supervisors in approximately 6 months and ensured NMSU did not incur any fines in 2015!

### Employment Eligibility Verification Form I-9

The current Employment Eligibility Verification Form I-9 expired as of March 31, 2016. Departments/Colleges should continue to use the expired form until the Office of Budget and Management (OMB) approves proposed changes and the United States Citizenship and Immigration Services (USCIS) posts it on its website. On March 28, 2016, USCIS published a 30-day notice in the Federal Register inviting public comment on proposed changes until April 27, 2016. Information on the proposed changes may be viewed at:

<https://www.uscis.gov/news/alerts/uscis-seeks-comments-proposed-changes-form-i-9-0>



## Don't Forget!

You can find or do the following on our website:

- Meeting Agendas
- Meeting Registration
- Request Presentation

Topics

<http://hrpresents.nmsu.edu>

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