

HR PRESENTS

Providing employees support, engagement, and notification through service.

Updates & Reminders

2016-2017 Evaluation Period

The annual staff performance evaluation period is currently in progress. The deadline for completing evaluations has been extended to May 31, 2017. Please remind supervisors to please not delay and begin working on employee performance evaluations in advance of the deadline to ensure they can be reviewed and approved at all levels. Please direct any inquiries regarding performance evaluations to Employee and Labor Relations at 575-646-2449. Thank you.

Social Security Representative to Present at NMSU

A representative from the El Paso Social Security office will be presenting information on social security retirement benefits on the NMSU campus on May 5, 2017. Information regarding the location/time of the presentation is on the Benefit Services website at <http://benefits.nmsu.edu/retire/process/#social>. Employees not able to attend the presentation will be able to view a recorded version of the presentation on the same website above approximately one week after the presentation.

9 month Faculty

Reminder, if faculty do not report back for work in the fall, their benefits get cancelled retro-actively to May and June, depending on the benefit. Any services for medical and dental received after June 30th will be billed back to the faculty member after coverage is cancelled and becomes their responsibility. Any faculty member not planning to return to work in the fall should provide written notice by the end of the semester to avoid any issues with transition of benefits and offers of continuation through COBRA.

Annual Leave/Sick Leave Rollover

All balances for annual leave in excess of 240 hour and all balances in excess of 800 hours for sick leave will be forfeited as of July 1, 2017. This is the first year there will no longer be a grace period to use excess leave prior to September 30th as in previous years.

Deferred Pay

Information regarding deferred pay elections for 2017/2018 has been sent out via NMSU e-mail to regular faculty. Forms and questions can be sent to hrhelp@nmsu.edu.



Save the Date

HR Presents
July 19, 2017
10:30am – 12:00pm
Milton Hall, Room 85

Contact HR Services

Email: 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

Benefit Services currently has two positions posted. Interested parties should apply at <https://jobs.nmsu.edu/>

Changes to Benefits Staffing

Kel Jaeger has moved from the HR Operations Tech position to the Associate HR Specialist position vacated by Valerie Rivas. Kel is now responsible for all active retiree benefits including education, enrollment, tracking, reconciliations, and communications with retirees. He will also handle all life insurance claims and tuition benefits, as well as present at new hire orientation.

Ashley Legarreta has moved from the HR Service Center to take the HR Operations Tech position. She is now responsible for all active employees benefit enrollment and eligibility, as well as reconciliations, tracking and regulatory and carrier reporting.

Chasity McNeil has left Benefit Services to relocate to California. She was the leave program support person, as well as our jack of all trades. She was with us briefly in Benefits but she made a huge contribution and will be missed.

Leaving Benefits Team

Jacki Griffin will be leaving Benefit Services in May. She has been with us, this last go round, since 2008. Jacki has been a tremendous asset to Benefit Services, first as the FMLA person, and most recently as our retirement person. Her customer service was highly praised by many people as confirmed when she was awarded the NMSU Above and Beyond Award in 2013 and through all the many compliments she has received over the years. Jacki will never be replaced, even though others may follow in her footsteps. We wish her luck in her future adventures and we will miss her terribly.

Leaving Employment & Comp Services

We're pleased to announce that Ms. Kathy Agnew has accepted the position of the Director of Procurement/Purchasing for NMSU. Kathy has been with HRS for almost ten years and has served in various key HR positions, most recently as the Director of Employment and Compensation Services since 2014. Kathy's been the "Lead" in several high profile campus-wide HR-related projects in the past few years. Namely, the PeopleAdmin upgrade, Faculty salary reviews and implementations, the Deloitte Study/Transforming NMSU Project, and last year's Proposed FLSA OT Changes. Kathy's been the consummate HR Professional in her time with HRS. She'll be missed for her passion, ingenuity, and commitment to excellence. We wish her the best in her new position with our Procurement/Purchasing Team.

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 documentation and information can be found at

<http://training.nmsu.edu/>

Registration for training should be done through Training Central at <https://trainingcentral.nmsu.edu/Saba/Web/Main>