Vacant
Director
Benefit Services

Vacant
Sr. Admin Assistant
HR Services

Vacant
Assistant Vice President
HR Services

Dan Olsson
Inter. HR Specialist

Kel Jaeger
Associate HR Specialist

Ashley Legarreta
HR Operations

Antonia Lavor
Senior HR Specialist

Vacant
Customer Service Asst

Michelle Rincon
Customer Service Asst

Primary Duties – Retirement Specialist
- Individual meetings, NMSU education, retiree benefits
- Retiree benefit reconciliations, billing and enrollment
- Orientation

Primary Duties – Benefit Specialist
- Primary contact for retirees
- Orientation
- Life Claims
- Retirement communications/scanning

Primary Duties – Processor
- Primary contact for benefit programs, email, phone
- Process enrollment forms for all benefits
- Enrollment/Eligibility follow up with employees/vendors
- Benefit reporting (COBRA, State, etc.)

Primary Duties – Leave Specialist
- Leave Management; FMLA processing; LTD claims
- Faculty Care Leave tracking
- LWOP Benefit reconciliations, billing and cancellations
- Leave training

Primary Duties - Leave Support
- FMLA processing
- Intermittent leave tracking
- Primary contact for FMLA@nmsu.edu

Primary Duties – ACA Compliance
- Manage tracking of worked hours for variable employees based on measurement/stability periods
- Communication of non-compliance with relevant departments
- Manage coding of employees for IRS reporting under ACA

HR Service Center

Benefit Services

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Department Responsibilities
- Administrative Systems & Processes- Business and finance systems such as Banner, Cognos, E-Hire and other systems designed specifically for NMSU business functions.
- Career Development- Resources and strategies that effectively help employees strengthen their competencies and manage their career at NMSU.
- Technology, Web and Online Curriculum Development– Online learning modules and tutorials; management and support of web-based, streamed or technology captured learning events; business application updates or new roll-out trainings
- Administration of Training Central, the NMSU training administration system
- Leadership Development- Management essentials for both new and experienced supervisors and managers.
- General Compliance, Policies & Procedures- Workshops on benefit programs offered by NMSU, rights afforded employees under federal and state laws, and Human Resources policies and procedures.