Department Responsibilities:
- First point contact for employees and applicants
- Non-resident Aliens
- Employment verification
- Updates basic official employee info on file
- Answers general questions and refers to appropriate HR Specialist for further assistance

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

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

Primary Duties – ACA Compliance & I-9 Administration
- 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
- Oversee the University I-9 Employment Eligibility Verification process
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.

The Employment & Compensation Team assists departments with navigating the hiring process, interpreting policies and procedures impacting employment transactions and ensuring compliance with federal and state labor laws.

**Employment Duties:**
- Hiring process:
  - Faculty, Staff, Students, and Temporary Faculty, Exempt & Non-Exempt
  - Online Job Postings
  - Hiring Toolkits
  - Onboarding
  - Background Checks
  - Employment Verification
  - New Employee Onboarding
  - Personnel file maintenance
  - Form I-9s
  - Hiring Foreign National Employees

**Compensation Duties:**
- Reclassifications
- New Position Requests
- Modification of Position
- Position Reporting Changes
- Additional Compensation
- Classification Descriptions
- Compensation Guidelines
- Market Analysis
- Reorganizations
- Position Management Oversight

**Employee & Labor Relations Department Responsibilities:**
- Employee & Supervisor Consultations
- Conflict Resolution
- Behavioral and performance related issues
- Policy violations
- Employee & Labor Relations Grievances/Appeals
- Employee Disciplinary Action/Improvement Plans
- Ethics Point Investigations
- Facilitation/Mediation Assistance
- Labor Relations
- Union Contract
- Labor Management Committee
- General matters and dispute resolution
- Faculty
  - Investigations (guidance) & Corrective Action
  - Non-Renewals of contracts/dismissal
  - Layoffs/RIF’s
- Unemployment Claims
- Conflict of Interest Reporting
- Annual Performance Evaluations (Staff)
- Employee Exit Interviews
- Transfer Assistance
- Drug Testing Compliance & Training