Armando Molina
Director
Benefit Services

Kel Jeager
Inter. HR Specialist

Ashley Legarreta
Associate HR Specialist

Christina Mendez
Business Operations Specialist

Maria Sanchez
HR Operations Tech

Gena Jones
Assistant Vice President
HR Services

Elyssa Hernandez
Admin Assistant, Sr
HR Services

Vacant
HR Specialist, Sr
HR Services

Antonia Lavor
Senior HR Specialist

Alice Delgado
Inter. HR Specialist

Elyssa Hernandez
Admin Assistant, Sr
HR Services

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

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

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

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

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:
- 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

HR Service Center

Benefit Services

HR Service Center

Last Updated: June 3, 2019
**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.

**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

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.