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

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

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

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

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 Specialist
• Leave Management; FMLA processing; LTD claims
• Faculty Care Leave tracking
• LWOP Benefit reconciliations, billing and cancellations
• Leave training
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

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