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 – 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 – 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 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 – leave support
- FMLA processing
- intermittent leave tracking
- primary contact for FMLA@nmsu.edu
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

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**Employment & Compensation Services**

**Employee & Labor Relations**