



UNM

HUMAN RESOURCES

Denise Montoya

HR Consulting & Staff Employment Director

Jack Srouji

HR Consulting Manager

Health Sciences Center HR Team

- Jack Srouji, HR Consulting Manager**
- Dionne Ruiz, HR Consultant**
- Aida Hernandez, HR Consultant**

- Also, joining us is**
Ed Baker, Compensation Director

Today's Topics

- ❑ Payroll Process Audit
- ❑ Initiatives
 - Payroll Audit
 - One Source
 - Automation of Employment Transactions
- ❑ Performance Review Changes

Payroll Process Audit

Available on Internal Audit's website

http://www.unm.edu/~iaudit/audit_reports_2011.html

- Reviewed types and causes of payroll adjustments
- Recommended core offices to provide tools to help departments and Employment Areas to reduce adjustments
- Efforts to address the audit were integrated into current initiatives that were under way

Payroll Process Audit cont...

- ❑ Data supports that the major reason for payroll adjustments is **late paperwork**
- ❑ Report will assist in drilling down to the cause of late paperwork- Sent to Deans/Directors
- ❑ Employment Areas, OEO, and Payroll are using existing efforts to assist departments in reducing payroll adjustments
- ❑ Provision of clearly published deadlines and instructions for employment transactions

Collaborative Initiatives

Goal to continuously simplify and improve our processes by using technology to:

- Reduce manually intensive processes
- Provide systematic approach for approving and tracking transactions
- Reduce/eliminate need for duplicated hard copy files

What are upcoming initiatives

- OneSource
- Automation of employment transactions
 - Staff Certification Process**
 - UNMJobs**
 - ePAFS (Electronic Personnel Action form)**

OneSource

- ❑ Collaborative Communication Tool
- ❑ **One place** to get deadlines, instructions, checklists, links to policies, for all types of employment transactions
- ❑ As more processes become automated – OneSource will provide guidance to departments on which process to use during the transition to automated processes
- ❑ Now live at <http://onesource.unm.edu/>

Hiring Proposal Certification Process

How we got here:

- Conducted a Focus Group
- Sent out an Opinion Survey
 - Less Manual input for Summary of Hire Memo
 - Checklists/Documents in UNMJobs

Hiring Proposal Certification Process

Changes Impacting UNM:

- ❑ Demand for Automation and need for data
- ❑ Intensified use of technology that is ever changing
- ❑ OFCCP requirements for compliance issues

Hiring Proposal Certification Process

Pilot Participants

Academic Affairs:

- Office of the VP for Research
- College of Arts and Sciences

Administration:

- Finance
- Human Resources

Health Sciences Center:

- Family and Community Medicine
- Internal Medicine
- Pediatrics

Hiring Proposal Certification Process

Post Audit:

- Pilot will be implemented July-December 2011
- Provide immediate feedback to pilot participants
 - Identify participants that are performing well
 - Identify departments needing additional support

- Utilize results of pilot to:
 - Improve job aides, system, training materials, etc.

EPAFS

Electronic Personnel Action Forms

- Currently use only for Labor Distribution Changes
UNMJobs will continue to house new hires, transfers, and all transactions requiring applicant tracking
- EPAFS will eventually be used for all job maintenance
- Provide electronic routing for approval
- Defaults in current information on employee/job
- Allows online tracking of process by users

Performance Review Form

Goal

Simplify the form without losing the integrity or intent of the Performance Review process

Performance Review Form

Revisions

- Exceeds, Meets, Improvement Needed
- Individual Self Assessment preserved with the Supervisor Assessment
- Goals/Duties comments recorded in one area
- University Values comments recorded in one area

<http://hr.unm.edu/docs/eod/performance-review-2011.docx>

Performance Review Form

Schedule

Month

November

December

January

February

Action

Employee begins self assessment

Employee Completes self assessment

Supervisor reviews and provides input in the Performance Review and begins discussion with employee

Supervisor completes performance Reviews and submits to Human Resources

* Performance Reviews are due March 1, 2012, for the 2011 calendar year

Performance Review Form

Resources

Performance Review Form – [HR.unm.edu/forms](http://hr.unm.edu/forms)

Learning Central Online Training

- EOD 416 Conducting a Performance Review
- EOD 307 Performance Review for Staff

HR News ‘Gotta Minute’ Online Communication

<http://hr.unm.edu/Training/performance-review-training/gotta-minute>

Questions & Contact

[HR Client Services Consultant](#)