Kronos Timekeeping Upgrade by Paula Reno, Manager, PPD Accounting

Have you heard rumors lately that PPD’s timekeeping system is changing? Well, it’s true! On February 16th, PPD, along with other UNM departments, met to view a demonstration of the new Kronos timekeeping software. “Enterprise” Kronos is a web based timekeeping software that many UNM departments will adopt within the next year. Early adopters, like PPD, are converting or beginning to use Kronos in two phases. PPD is in the first phase, since a similar version is already in use. Since the new version of Kronos is for all UNM departments, the configuration of the system will be generic, but comprehensive enough to cover work policies, union agreements, and UNM policies. The implementation plan includes a development phase, training phase, a test phase (scheduled for May & June), and a “go live” phase (scheduled for June). Further updates will be posted throughout the department as well as future PPD newsletters.

One of the main objectives of “Enterprise” Kronos is the elimination of paper timesheets and paper tracking of accrual leave. PPD is working with the core development team to keep this transition as painless as possible. Every person at PPD will receive training to perform their part of the timekeeping procedure. Most employees will still access Kronos with their Lobo Card via the time clocks, however the clock will become much more important. Not only will employees swipe their badge to record their punches, but they will also manage their accrual balances, request time off, check worked and non-worked hours, and approve their timesheet using the Kronos time clock. The training for managers, supervisors, and others that oversee timekeeping groups will consist of navigating the software, creating reports, approving timesheets, and submitting edits to PPD timekeepers. The big change for this group is the approvals of time off requests will be done electronically. The PPD Accounting staff will be trained and responsible for the completeness and accuracy of pay codes and hours and more complex edits. Here are some highlights of the new Kronos timekeeping software:

• Employees will continue to use the same Kronos time clocks as well as their Lobo Card to swipe in and swipe out.
• Time off requests using a paper form will be eliminated, therefore requests and approvals will be performed electronically.
• “Buff” sheets will be eliminated, and timesheet approvals will be electronic.
• All union, UNM policies, and federal pay guidelines will still apply.
**News Flash**

**Congratulations to all of our retirees!!!**

*Thank you for your years of service.*

Manuel Bigley, Ford Utilities, 2/24/12

Jose Lujan, Area 3, 2/29/12

Alice Paiz, Custodial Main, 2/29/12

Francisco Bolivar, G&I, 3/31/12

Patricia Baca, Custodial Main, 3/31/12

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**Do You Know...?**

By Rachel Stone, Supervisor, Special Activities

When constructing a project or event, it is inevitable that the State CID inspector will come to the site to inspect the work of the various trades. Having the electrical portion of the project ready for a successful inspection is the mission of Electrical Trades Inspector Larry Crum. Larry does spend time reviewing the State and National Electrical Code requirements to prepare contractors for their State inspection, however, a somewhat larger portion of his work involves making sure the contractors have followed the UNM specifications which are likely to be more stringent than the standard codes. Another large portion of his job is making sure the work is permitted, and performed safely.

Like most inspectors, you always know when Larry arrives, with his tall stature and booming voice. Behind his authoritative ambiance is a person who genuinely wants to help people. Larry says, “I am not here as a disciplinarian or just to criticize your workmanship. I am here as a resource to assist the contractor in being prepared for their state inspection, to be sure all specifications are being met, and most importantly, that the work is being performed safely.”

Larry has been interested in and working with electrical components most of his life. As a child he read books on electrical theory, and would take apart radios or anything else he could get away with to see how they worked. In junior high school, much to the amusement of his parents, he electrified all the window screens in his parent’s house, and also built his own telephone. After two years of college, he became an apprentice electrician and later worked for Mobil Oil, where he was a member of the “Mine Emergency and Rescue Team” and was a certified “First Responder.” Immediately prior to working for UNM, Larry was the operations manager for Masthead International, who at the time was the on-call electrical contractor for UNM. Larry was hired at UNM in January of 2002 as a master electrician, and was promoted to electrical trades inspector in 2004.

Larry holds an electrical journeyman license, electrical contractor license, and a nationally recognized electrical inspector certification. The University uses Larry as its “Qualifying Party,” his licenses for the UNM annual maintenance permit with the state, and to perform new work as needed. Larry works not only with projects and contractors, but also with the University’s electrical distribution system, cellular towers, solar systems, stadium lighting, and virtually all things electrical in nature. Larry is also involved with new electrical technologies that may be introduced to campus, and is a member of the Physical Plant’s electrical safety committee. Larry invests a considerable amount of time on special activities such as the Gathering of Nations, NCAA Basketball, and the STEM Science Fair.

One thing Larry is particularly proud of is that he has been approved by the State to teach several classes to the UNM electrical staff and provide them with State credits, which they need to renew their licenses. The University of New Mexico is the only public institution in the state with this capability to teach and provide credits in-house, and one of very few nationally. Larry’s courses include; National Electrical Code Review, NFPA-70E (Electrical Safety Standards) and NFPA-70B (Electrical Maintenance Safety & Procedures).

Larry is also developing several other courses, and should begin providing this training to the UNM staff in April or May.

“My goal is to assist in the planning and implementation of projects at the University to ensure they run smoothly and most importantly, safely.” Larry is diligent in writing policy and procedure, alongside Electrical Engineer David Penasa. Together they review projects, and author the in-house University specifications for electrical work on campus. Larry likes his job and all of the exciting new technologies that come along with it. Larry enjoys working with people, and the unusual things that come up, such as the point at which building maintenance ends, and electrical experimentation begins. Larry also spends some of his personal time teaching electricians in training at CNM. Needless to say, Larry is kept busy and challenged here at the University of New Mexico.

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*Congratulations APPA Institute graduates Fred Best, Manager of Area 2, and Tom Davis, Supervisor at Ford Utilities. They attended the latest Institute in January 2012. The other attendees were Sue Van Cleve, Manager of the IS Group and Willie West, Manager of Grounds & Landscaping.*

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*Larry is a hunter, fisherman, avid outdoorsman, and has been known to pan for gold. Prior to getting re-married, Larry was a single dad who raised two daughters, and at one time worked for the NM juvenile courts as a child advocate.*
Recycling rates rise and fall in response to many factors. You might think that because of the economic downturn, recycling at UNM would have shown a dramatically lower trend the last few years, but that’s not the case. We’ve had a few bumps, but in general, our recycled tonnages have risen:

<table>
<thead>
<tr>
<th>Year</th>
<th>Tonnage</th>
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<tbody>
<tr>
<td>2006</td>
<td>127,970</td>
</tr>
<tr>
<td>2007</td>
<td>79,835</td>
</tr>
<tr>
<td>2008</td>
<td>141,071</td>
</tr>
<tr>
<td>2009</td>
<td>94,739</td>
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<tr>
<td>2010</td>
<td>94,366</td>
</tr>
<tr>
<td>2011</td>
<td>252,160</td>
</tr>
</tbody>
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At UNM weather seems to have a greater impact on recycling than does the economy, perhaps not surprising in a desert. More than 10 years ago, the old General Electric (GE) plant located in the South Valley began the multi-year process of cleaning contamination out of the portion of the aquifer that lies underneath the area. The UNM Championship Golf Course receives cleaned water piped from GE and uses the water to irrigate the golf course instead of using water from our own wells. Using the GE water is considered recycling, and is counted in our annual tonnage.

In 2006, 2008, and 2011 – all years considered by the National Weather Service to have been either dry or extremely dry - we received 128,875 gallons, 139,073 gallons and 249,950 gallons from the GE site! In the years 2007, 2009, and 2010 when rainfall was considered normal or slightly below normal, we received 78,717 gallons, 91,666 gallons and 91,493 gallons each year.

Recycling responds to weather and the economy. In the next article you’ll see how regulatory changes also affect recycling.

In Memoriam

PPD is sad to announce the passing of Gerald Kline, former Area 1 Expediter. He passed away on January 22, 2012. He had been a valued employee who worked with us for three years, and will be truly missed. According to his obituary “The family asks [friends] to obtain adequate preventative medical care. Gerald would not want anyone to suffer, and to live life to its fullest.”

Cell Phone Use

How many times have you said to yourself, “This call will only take a minute”? Maybe the call is from your spouse, a friend, or a guy who owes you money. Whatever your excuse, activating your cell phone while driving puts you at a greater risk of an accident. Research, as far back as 1997, has found that talking on a cell phone while driving increases the probability of an accident by four times.

In a 2002 Cornell University study on human behavior, researchers examined the attitude individuals have with routine or familiar activities. The findings showed that individuals performing a routine or familiar activity, such as driving, thought of themselves as better than the average driver. Individuals having this “self opinion” believed they were in control of their activity. The research findings concluded this always in control attitude made people underestimate possible risks or the probability of an accident occurring.

Cell phone usage while driving is a distraction. Research has shown cell phone distractions are audio, visual, biomechanical, and cognitive. Regardless of your confidence and familiarity with driving, using a cell phone distracts your brain and impairs your concentration.

The next time you receive a cell phone call while driving your UNM Vehicle, do not answer the phone until you pull off the road and stop. This action not only makes good common sense, but refraining from using your cell phone while driving is also in University Business Policies and Procedures Manual #7780, “Use of University Vehicles,” and in the PPD Policies and Procedures Manual, and in the PPD Employee Handbook. You can visit these policies on the PPD website at http://iss.unm.edu/ppd/people&procedures.html. Also, remember, cell phone use while operating a vehicle in Albuquerque is illegal and subject to a fine.

Drive safely because the consequences can be more severe than a missed phone call.
Director’s Desk  Mary Vosevich, Director, Physical

How time flies here at the University! As March comes to a close, we as a department are in the final push for this fiscal year ending on June 30th. We are analyzing the work we have done over the course of this year, and are in the midst of making plans for the upcoming one. There are several ways we can analyze our work, and one of the ways is by APPA’s Facility Performance Indicator (FPI). FPI is a tool used by over 400 universities around the country. “FPI empowers the educational facilities professionals with the vital data, statistical references, and reporting tools needed to measure operations and performance, identify capital asset realities, and lead a successful facilities strategy that supports the institution’s mission and vision.” With several years of data now available, it also allows us to make comparisons over time and also to benchmark against our peer institutions. By analyzing this information we can best determine how maintenance funds can be most effectively directed to keep UNM buildings functioning.

In many ways, UNM is a “city” within a city, and the Physical Plant Department is our “city’s” public works department. We have our own roads to maintain, a utility plant that heats, cools, and powers our city, a bus system that runs throughout our streets, residential areas, our own police department, a highly trained staff to keep our buildings functioning, and a rich history like any city does. Beginning in the May issue of Plant a Seed, we will dedicate a portion of the newsletter to a new column, “A History: The Development of our City.” I hope you will enjoy hearing about the physical history of our campus, and all of the wonderful stories there are to tell.

Upcoming Events

- Easter Sunday April 8
- International Festival April 12
- Sustainability Expo April 19
- Earth Day April 22
- Gathering of Nations April 26-28
- Arbor Day April 29
- Commencement May 12
- Mother’s Day May 13
- Memorial Day May 28