

## UNM HEALTH BENEFITS: OVERVIEW AND KEY DATES

As a new University of New Mexico employee, you may be eligible for the following benefits. Please review the benefits carefully, and make note of time-sensitive enrollment requirements.

If you are a **staff employee**, your benefits options will be covered in more detail at Lobo U (new employee orientation).

If you are a **Main Campus or Branch Campus faculty member**, you have the option of attending a New Employee Orientation session (details below), or you can learn more about benefits via the [UNM Benefits Brochure](#).

If you are a **Health Sciences Center (HSC) faculty member**, your benefits options will be covered in more detail during the HSC New Employee Benefits Orientation.

For more details on benefits at UNM, visit the [Benefits website](#).

### Enrollment in Medical, Dental, Vision, and Flexible Spending Accounts

You have 60 days from your start date to enroll in these benefits. If you are nine-month faculty, your benefits-eligible date starts the first day of the month that you began working. For example, if your start date is August 15, your 60-day enrollment period begins August 1.

Coverage begins the first day of the month after your benefits elections have been approved by the Benefits department.

Once the 60-day enrollment period concludes, you can only make changes to your benefits during:

- Open Enrollment – occurs annually, usually in the spring; or
- A Qualifying Change in Status – within 60 days of event (proof documentation required).
  - For Benefits Eligible Temporary Employees: If you do not enroll in benefits during your initial 60-day enrollment period and are later converted from a temporary to a regular employee, please know that the conversion of employment status is not automatically a qualifying change in status event unless you become newly eligible for a benefit. If there is no other employment status change such as an increase in appointment percent, you will have to wait until the next Open Enrollment period to enroll for benefits. Please contact the UNM Benefits Department for assistance in understanding what employment changes result in a qualifying change of status.

See the [Benefits Enrollment webpage](#) for additional details.

### Life Insurance, Accidental Death and Dismemberment (AD&D) Insurance and Disability Coverage

Enrollment for Basic Life, Additional Life, AD&D and Disability coverage is available online at <https://standard.benselect.com/Enroll/Login.aspx?Path=unm>. Evidence of insurability may apply.

### Long-Term Care

Coverage, rates, premiums, and enrollment information are available online at [www.unuminfo.com/unm](http://www.unuminfo.com/unm).

## Dependent Verification

The Division of Human Resources partners with Aight Solutions' Dependent Verification Services to verify eligibility of all dependents enrolled in the UNM Medical Plan. If you add dependents to your medical plan, you will receive a request in the mail to submit proof documents to Aon's Dependent Verification Center.

If you enroll dependents for dental and/or vision coverage only, copies of dependent eligibility proof documents must be provided to the [HR Service Center](#) (or HSC Faculty Contracts Office if you are HSC faculty) within 60 days of your enrollment.

Proof documents must be provided in the timeframe required to avoid termination of dependent coverage. For additional information, visit the [Benefits Eligibility webpage](#).

## Retirement

All UNM employees are required to contribute to the Educational Retirement Board ([ERB](#)) Defined Benefit Plan. Some staff and faculty are eligible to participate in the Alternative Retirement Plan ([ARP](#)) instead.

If you are hired in an ARP-eligible position and wish to participate in the ARP, you must submit an [Alternative Retirement Plan Selection Form](#) to the UNM Payroll Department within the first 90 days of employment. You must also contact an ARP provider (TIAA or Fidelity) to set up an ARP account.

## Wellness

As an employee of UNM, you have access to wellness services targeting fitness, nutrition, stress management, ergonomics, and resources for tobacco cessation through Employee Health Promotion. For details on these services, visit the [Employee Health Promotion \(EHP\) webpage](#).

## New Employee Orientation

- Staff Employees – You must attend Lobo U. Your session date, time, and location will appear in your offer letter.
- Main and Branch Campus Faculty - If your schedule and location permits, you are encouraged to attend the Lobo U – New Employee Orientation for the benefits portion. Lobo U sessions are held every Monday. HR Benefits staff will guide attendees through the benefits enrollment process, and answer questions specific to your needs. If you would like to attend, contact Employee Organizational Development at [eod@unm.edu](mailto:eod@unm.edu) or 505-277-1555.
- HSC Faculty – You are required to attend the New Employee Benefits Orientation offered by the HSC Faculty Contracts Office. They will discuss the benefits available to you, guide you through the benefits enrollment process, and answer questions specific to your needs. If you are not already scheduled to attend a session, contact HSC Faculty Contracts at 505 -272- 4231.

## Contact Information

Additional information regarding UNM benefits and retirement plans is available at [hr.unm.edu/benefits](http://hr.unm.edu/benefits). Question? Contact the Human Resources at 505-277-MyHR (6947) or [hrbenefits@unm.edu](mailto:hrbenefits@unm.edu).