



**HUMAN
RESOURCES**

UNM at Work

YOUR MONTHLY HUMAN RESOURCE

DECEMBER 2020

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Winter Break Holiday Pay Policy

The University of New Mexico observes several holidays per year at which time the University is widely closed for business. Some areas, however, must remain open including law enforcement, patient care facilities, critical research, physical plant and facility maintenance areas, and student services operations such as housing. This year, a number of students remain on campus in our residence halls, sheltering in place and unable or discouraged from traveling.

New Mexico continues to see record numbers of COVID-19 cases every day, and as state health officials predict that New Mexico will peak with positive cases in December, UNM's priorities must first be to our students.

Over the winter holiday, staff may be needed in the areas of healthcare, food service, or other critical student services to support our student residents. For this reason, UNM may see a need to utilize specific staff not normally employed over the holiday break.

This is not to say that all employees will be called to work, but that all departments that provide critical services to students take careful consideration of those services and the potential additional resources that may be required in the event of a crisis.

If you are an employee or supervisor whose area may be impacted by time worked during winter break, we encourage you to review UNM's policy for holiday pay, [University Administrative Policy 3405: Holidays](#).

Policy for Nonexempt

All eligible regular hourly paid employees (nonexempt) who are required to work on a holiday will be paid time and a half for the hours worked. Additionally, for the total number of holiday hours worked, they will equally be given the same number of hours to use as paid time off outside the university holiday closure period.

These extra hours off must be used within 90 days of them being earned. If the hourly employee is unable to use their extra time off within the 90-day period they will receive pay at their regular rate for the hours worked during the holiday.

Policy for Exempt

Eligible salaried employees (exempt) who are required to work on a holiday will be paid their regular salary and provided with another paid day off. Supervisors may allow exempt employees paid time off for the time they are required to be "on-call" during a holiday.

Temporary and on-call employees are not eligible to receive pay for holiday time off, and neither are part-time employees working less than 20 hours per week.

Per the policy, an employee may be required to work a holiday without notice and approval in order to meet operational needs. But in these situations, supervisors should give employees as much notice as possible, working with employees in a fair and reasonable manner.

For a full list of designated holidays and details regarding payment for working holidays, see [University Administrative Policy 3405: Holidays](#).

We thank the University's essential workers who help support our students and the University Community, both during and beyond regular business hours.



MANDATORY TRAINING DEADLINE EXTENDED

President Garnett Stokes, in consultation with leadership, has extended the current deadline for mandatory training to Jan. 31, 2021.

Keep in mind the extension will delay the beginning of next year's training period, reducing the amount of time to complete it.

This extension applies to Main, HSC and Branch Campus employees. UNMH, SRMC and UNMMG are still expected to have their training completed by Dec. 31.

Visit [Learning Central](#) to complete the following trainings:

- **MT 2020E or MT 2020S:** Prevention of Harassment and Discrimination
- **BAST 2020:** Basic Annual Safety Training
- **ACSH 2020:** Active Shooter on Campus
- **STH 202-2020:** Information Privacy and Security Awareness Training
- **BBP 100:** Bringing Back the Pack Return-to-Work Training

Please Note: Some Learning Central trainings may no longer support Internet Explorer.

Reporting and Managing UNM Positive COVID-19 Cases

Like the numbers across the state and nation, UNM's [COVID-19 Dashboard](#) has shown an increase in positive COVID-19 cases on UNM campuses. Although the increase in campus cases is concerning, it is important that supervisors and employees know what to do when someone has become infected with COVID-19.

The following steps apply to Main and Branch Campuses only. For steps regarding HSC employees, see the [HSC Workplace Policy](#).

What to do if you get COVID-19 or Experience Symptoms

Step 1. If you are a UNM main campus or branch campus faculty, staff, student or volunteer who has tested positive for COVID-19, and who has been physically present on campus within 14 days of the positive test, you are required to self-report via UNM's [Online Self-Reporting Portal](#). Read the [Policy Statement](#) for self-

reporting at UNM Main and Branch Campuses.

Step 2. Immediately and safely notify your supervisor, exit campus if you are on-site, and begin your 14-day self-quarantine period.

What to do as a Supervisor of an Infected Individual

Follow the supervisor checklist included in the [Guidance for Positive COVID-19 Cases](#) on UNM Campuses for cases occurring in the non-clinical areas of UNM.

Need additional information about on-campus protocols? The guidance document, employee and departmental guides, and more can be found on the [On-Campus Worksite Protocols webpage](#) at the Bringing Back the Pack [webpage](#).

Additional resources, including the UNM COVID-19 Dashboard, can be found at the UNM Coronavirus Information [webpage](#).

Facilities and Services Updates

As UNM works to align with the recent state public health mandate, access to some UNM services have changed in order to keep our community safe.

LoboCard Office

The UNM LoboCard Office is available by appointment only for in-person services. To schedule an appointment or ask a question, email the LoboCard Office at lobocard@unm.edu, Monday through Friday, 8 a.m. to 5 p.m. Visit the [LoboCard website](#) to manage your account, report a lost or stolen card, and other services.

Parking & Transportation Services

UNM Parking & Transportation Services is closed to any in-person services, but provides many services [online](#), including managing your parking account, appealing a citation, returning a permit, etc.

Additionally, you can call and leave a voice mail message at (505) 277-1938 or send an email to parktran@unm.edu as staff will be monitoring both modes of communication during regular business hours, Monday through Friday, 7:30 a.m. to 4 p.m.



Lock Shop

The Facilities Management Lock Shop has moved to appointment-only service. To schedule an appointment, please complete the [request form](#) or visit the Lock Shop [website](#). Appointments are available Monday through Thursday from 8 a.m. to 4:30 p.m.

Electronic W-2/1095-C: Don't Forget to Opt in

As we rapidly reach the end of 2020, the new tax season is just around the corner! As an active UNM employee, you may opt in to receive your W-2 and 1095-C forms electronically through LoboWeb.

The electronic option improves your online experience with easy and early access, further protects your personal data, and achieves efficiency by reducing paper and mailing costs.

Deadline to complete your electronic consent is Tuesday, Jan. 19, 2021 at 11:59 p.m.

You are not required to consent to electronic distribution, but you must provide electronic consent for UNM to provide forms to you electronically. If you consent to receive your 2020 forms electronically, paper copies will not be mailed to you.

If you opt in for electronic delivery, both tax forms will be available through LoboWeb on Jan. 31, 2021.

If you do not provide your electronic consent, paper W-2 forms will be mailed via U.S. Postal Service to your home address on record no later than Jan. 31, 2021 and the 1095-C forms will be mailed in early February.

Opted in last year? You do not need to complete your



electronic consent again. However, we encourage you to review your electronic delivery through LoboWeb to confirm your consent.

How do I complete the “Electronic Regulatory Consent” election?

Complete the “Electronic Regulatory Consent” election by logging into LoboWeb via MyUNM.

Watch [Lucy Lobo’s video](#) for step-by-step instructions on opting in for your electronic W-2 and 1095-C.

What if I want to continue to receive my tax forms via U.S. Mail?

You do not have to do anything other than verify your mailing address on file is correct. Active employees and retirees can update their address through [Demographic Self Service](#). Ensuring your current mailing address is on your 2020 Form W-2 is critical if you choose to have it mailed to you.

Log into [MyUNM](#), enter LoboWeb, select “Addresses and Directory Information” to view, confirm, or change your mailing address.

Questions? Contact Payroll at pay@unm.edu or Benefits & Employee Wellness at HRBenefits@unm.edu.

Benefits of Receiving W-2 and 1095-C Electronically

- Eliminates the chance that your forms, containing your social security number, could be stolen from your mailbox, lost, or delayed.
- Earlier access, bypassing mail time.
- Regular access from anywhere you have an internet connection.

December Payroll Deadlines

Due to the winter break holiday, monthly and biweekly time entry AND approvals are due early. All time must be submitted and approved by 4 p.m. on the dates listed here:

Payroll Period	Time Entry Deadline	Pay Date
<u>Monthly (5R12)</u>		
Dec. 1-Dec. 31	Dec. 14	Dec. 22
<u>Biweekly (2R26)</u>		
Dec. 5-Dec. 18	Dec. 18	Dec. 24

Failure to meet these deadlines may result in employees not being paid in a timely manner.

Reminders for biweekly payroll:

- Time Entry hours for Winter Break should be entered as 010 Regular Base Pay.
- Please DO NOT estimate overtime hours.

Questions? Review the [Pay Schedule](#) or contact payroll at pay@unm.edu.

COMPENSATION CORNER

News from HR Compensation

Classification Study Commences

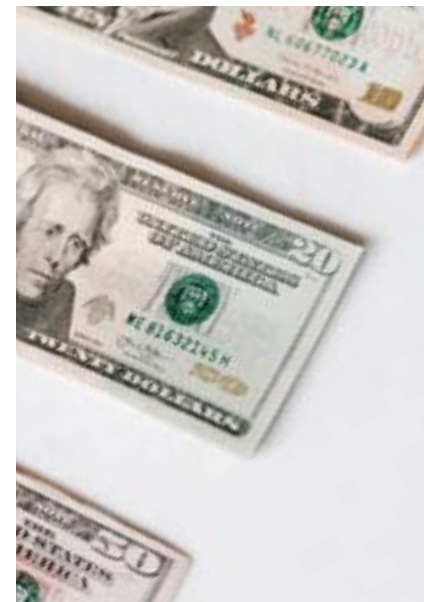
The University recently engaged an external consulting firm, Huron Consulting Group, to assist in evaluating whether differences in complexity, scope, and nature exist between like-positions across the institution.

Specifically, Huron will identify whether new job classifications and/or changes to existing classifications are warranted to accurately capture the unique business requirements of either the Health Sciences Center or the Main Campus.

Over the upcoming weeks, HR Compensation and Huron representatives will reach out to stakeholders to obtain information about various jobs. Stakeholders may be asked to participate in a job analysis survey to obtain sufficient information regarding how work is performed across the University.

More information regarding the study will be published on the [HR website](#).

Questions? Contact Compensation at comp@unm.edu.



Staff Salary Structure Update

The University's [Staff Salary Structure](#) is designed to equip managers with a clear framework for paying employees competitively within the labor market. HR Compensation conducts periodic reviews of the structure to ensure alignment with industry-leading practices and compliance with federal and state regulations.

The Staff Salary Structure will be revised for the upcoming calendar year in order to align more closely with market and to ensure compliance with increases to the [New Mexico Minimum Wage](#).

Per [UAP 3500: Wage and Salary Administration](#), staff

employees must be paid at a rate no less than the minimum of their grade. Therefore, employees falling below the adjusted range for their grade will receive salary increases up to the new minimum.

Employees paid within the adjusted ranges will not receive salary increases as a result of this change.

Salary adjustments for affected staff will occur on Dec. 19 (2R01 pay period) for non-exempt employees and Jan. 1, 2021 (5R01 pay period) for exempt employees.

Notifications will be distributed in early December to Level 3 organizations to share with impacted employees and their supervisors.

Have a Safe and Relaxing Winter Break

The University of New Mexico will observe Winter Break Dec. 23-Jan. 1. Offices will open on Monday Jan. 4. For more information on approved holidays, visit [Administrative Policy 3405](#).

For 2021 University Holidays and other calendars, visit the [Calendars and Holidays page](#).



Reflecting on 2020: Lobo Resilience

Shirley Alexander, Sr. HR Consultant
HR Client Services

2020, a challenging and memorable year! The COVID-19 pandemic fundamentally altered our lives, putting a halt to many of our daily routines as we knew it, how we worked, socialized, learned. Things we couldn't do- no class of 2020 graduations or graduation parties, family gatherings and BBQs, or dining at our favorite restaurant. Sometimes we were without even a simple chance to give a heartfelt in-person thanks to a front-line worker or that one favorite educator.

Yet, 2020 brought a newfound appreciation for our critical workers like doctors and nurses, and grocery store staffers keeping the shelves stocked for us. Our faculty quickly pivoted to online learning to ensure academic continuity for our students. Each of us adapted to new norms of mask wearing, social distancing, and an elbow bump, a foot tap, a bow or a brief nod replacing the handshake.

Through it all we maintained humility for one another. "Be well." "Be safe." "Take care." We found ways to show support for those who lost loved ones, who struggled with juggling home schooling and childcare, while working from home.

We binged on Netflix movies, reintroduced family game nights, reconnected with nature on walking paths and hiking escapades. We rekindled our love for New Mexico by visiting many tucked away and hidden areas of our state on weekend getaways.

Our workplace and homelife melded together. Facetime and Brady Bunch-style Zoom became a necessity for keeping in touch with family and friends as well as getting work done, as days blended together and sweatpants became the norm for business attire.



On Zoom we chatted with coworkers who we had not had in-person interaction with in months. We met our coworkers' children and family members (most not even aware that they were on video), family pets and then there were those who made it through meetings without realizing that there was a mute button!

While we certainly met challenges with COVID-19 dominating much of 2020, we simultaneously examined and embraced diversity and inclusion as never before, electing the first woman vice president elect, as well as the first Black and South Asian American, Kamala Harris. New Mexico became the first state to elect all women of color- Deb Haaland, Teresa Leger Fernandez and Yvette Herrell- to the U.S. House of Representatives.

As we count down to winter break and 2020 is coming to an end, we know "home for the holidays" may look a little different as we safely rethink our holiday traditions. This is a time to look back at our accomplishments, look forward to 2021, and relish the spirit of the season!

We are Lobos. We are resilient.

Be well, be safe and enjoy the winter break.

**To our Tier 1 Workers, First Responders,
Researchers, and Healthcare Heroes
on the front-line working to fight the
COVID-19 pandemic:**

**We are grateful during this holiday
season, and always, for the role you
each play in saving lives and keeping the
Lobo Community safe.**



Feeling Overwhelmed? CARS Can Help



In response to limited operations, Counseling, Assistance, and Referral Services (CARS) is continuing to provide counseling services remotely via telephone and/or teleconferencing.

Employees of the University have access to free services through CARS. All regular full-time or part-time employees (as described in [Policy 3200: Employee Classification](#)), employee spouses/domestic partners, and retirees are all eligible to use CARS services.

CARS clinicians can help you by providing up to eight sessions of individual or couples counseling, as well as supervisory consultations, referrals to other resources.

For assistance, faculty/staff training, workshops,

presentations, critical incident debriefing, and crisis intervention.

Per [Policy 3750](#), CARS services can be utilized during your normal working hours as paid time off (certain restrictions apply. Please review the policy for specific details).

To schedule a remote counseling session, please call the CARS office at (505) 272-6868 and leave a message. You will be contacted back via phone to schedule an appointment and receive additional information.

For more information, visit the CARS website and for more mental health resources in the Lobo Community, visit mentalhealth.unm.edu.

Safeguard Your Computer & Data During the Holidays

The holiday shopping season is upon us! Due to COVID-19, many of us will be getting an early start on gift buying and will be doing the majority of our shopping online.

Remember, when you are working from home and your work VPN is active, it is an open connection to the UNM network. Please DISABLE your VPN when online shopping and visiting personal websites.

Hacking activity is extremely high during these times and we want to keep our confidential data secure. As always, be vigilant this holiday shopping season.

Here are some additional steps that you can take to safeguard your machine and data:

Beware of malicious websites. Ways to identify a malicious site includes prompts to download a file, invitations to install software or requests for bank account information to deposit prize money. Be cautious!

Spam. Spam email is another source of viruses and



ransomware. Never click on links in an email from an unrecognized sender. If you suspect the email is spam, be sure to forward it as an attachment to spamdrop@unm.edu.

Check out the Phish Bowl. Visit the [IT Phish Bowl](#) website, which lists recently reported spam/phishing emails, to learn more about examples seen on campus.

Secure your computer. Physically secure and safeguard your laptop or desktop when not in use.

Questions? Visit the [UNM IT website](#).

Your Professional Development

PEP 2020: Approaching the PEP Process



As our work duties may have shifted in 2020, supervisors and employees may have questions about how to approach the performance evaluation process this year.

- EOD is here to help! From [virtual PEP 101 sessions](#) to [individual questions](#), our team is ready to help you navigate the process to have productive and engaging conversations.
- Additionally, here are some helpful tips for managers and supervisors:
- How do you evaluate an employee during these remote times? [Harvard Business Review](#) has some helpful pointers on conducting remote performance reviews.
 - Employees face new stressors and it can be tough to ensure you are measuring performance appropriately. [Fast Company](#) offers five ways to improve the performance review process in an ongoing way.

Congratulations ULead Fall 2020 Cohorts

Congratulations to the following participants who completed the Fall 2020 ULead program. Please join EOD in recognizing the commitment and accomplishments of the following ULead graduates:

Cohort One

Raymond Armijo	Texanna Martin
Chris Beardemphl	Susan Muraida
Christina CdeBaca	Mary Phibbs
Megan Dodge	Francine Stefan
Sara Gutierrez	Sandy Schafer
Teresa Madrid	Rachel Torano-Mark
Annette Mares-Duran	Enrico Trujillo
Luisa Mariscal	Roberta J. Vigil

Returning ULeaders (Completing Additional Learning Paths):

Cassandra Bluehorse-Naogle
Francine Stefan-Stinziano

Cohort Two

Lorena Blanco-Silva	Jeffrey Maloney
Wendell Billingsley	Debra Martinez
Dolores Castro	Diana Meijers
Kimberly DeLeon	Javier Rios
Steven Emmons	Jessica Sanchez-Romero
Rudy Garcia	Jessica Serna
Miranda Harrison	Jacinta Sice
Marmaras	Richard Sisneros
Rodchana Kee	Angel Vasquez
Diane Kusak	Denise Vigil
Tracy Lassiter	Gina L. Vigil
Jennifer Lim	

Interested in ULead? New cohorts will start up in the spring. Visit the [ULead website](#) for more details on the program.

December EOD Course Spotlight

EOD 220: 5 Choices for Extraordinary Productivity
Dec. 3 | 10 a.m. – 2:30 p.m.

Did you know EOD offers over 30 online and in-person professional development courses? Here is a sample of one of the many great online classes offered this month.

Join us for a virtual class focusing on increasing productivity for better results! Each day brings with it a new wave of urgencies that compete for our attention. Texts, emails, calls, meetings and more, all converge on our already full schedules. The sheer volume of daily distractions threatens our ability to think clearly and to make wise decisions about what is important.

Supported by science and years of experience, the 5 Choices to Extraordinary Productivity empowers people with clear discernment to avoid distractions and to accomplish the goals that matter most in their professional and personal lives.

For more information or to register, go to [Learning Central](#).

Positivity 101: Counting the Good Things



Tracey L. Briggs, MA
Health Education Consultant, Supervisor
Employee Wellness

During the holidays, it's easy to get caught up in the things that do not go right. From gift-giving to family, the season doesn't always live up to our vision of a happy holiday.

When things are tough, we often overlook everyday beauty and goodness, like a kind gesture from a stranger or the [warmth of home](#) on a snowy morning. It is in these moments that we frequently miss opportunities for happiness and connection.

We can find ways to rejoice in the good things and people in our lives who fill our hearts and minds with reason to celebrate.

[Last month](#), our Positivity 101 discussed journaling as a way to set intention in our lives. Borrowing from the Happiness India Project creator, Sandip Roy, the "[Three Good Things](#)," I encourage you to buy a small notebook for the upcoming winter months. Put pen to paper and write down **three things** that went well for the day, and provide an explanation for why they went well.

It doesn't have to be fancy or detailed. What is important is to create a physical record of your items, inking them into permanency. It is about celebrating the small appreciations, the tiny triumphs, the everyday victories.

The Three Good Things activity has been found to be extremely powerful in increasing daily levels of happiness.

Take Away: By remembering and listing three positive things that have happened in your day- and considering what created them- you dial in on the sources of goodness in your world. It's a habit that can change the emotional tone of your life, replacing feelings of disappointment or entitlement with those of gratitude.

As 2020 draws to a close, let's reflect and focus our thoughts on the good that surrounds us, and celebrate the holidays with hope and gratefulness in our hearts.

I would like to hear from you! If you do try the Three Good Things daily practice and would like to share with me what it did for you, contact me at trbriggs@unm.edu.

Your Daily Practice

Focus on the small goodness each day. Here are the three steps for this happiness exercise:

- 1. Write it down** - Vital as it helps you to focus on the events in a structured way.
- 2. Reflect on what you did** - Essential as it adds to your sense of perceived control and well-being.
- 3. Timing is significant** - Either do it every day for one week or try it once a week for six weeks.

Your Benefits & Wellness



Fit Life: Winter Workouts



Lauren Lewis, MS, NASM-CPT **Health Education Consultant** **Employee Wellness**

During the winter months, it's tempting to go into hibernation mode and fall out of your fitness routine, especially when it's cold and dark. Throw the holidays into the mix, and it's no wonder so many struggle to maintain their physical activity during this time of year. But, with a little planning and preparation, I know we can all keep moving this winter! Here are some ways to winterize your workouts.

Invest in Proper Clothing

Proper clothing is so important if you want to continue running, walking or biking outdoors. I suggest investing in [high quality gear](#) that protects you from the winter elements. Just having nice socks and gloves can make a world of difference. Also, stay safe if you go out when it's dark by using a [headlamp](#) and wearing [reflective clothing](#).

Decide on a Winter Schedule

The challenge with early morning or evening workouts during winter is the cold and darkness, even if you exercise indoors. It does take some mental toughness at times so be ready to give yourself a little pep talk on those colder, darker days.

You can also adjust your workout schedule to a time you're more likely to stick with throughout the winter.

Set yourself up for success by picking a schedule that works for you!

Have Backup Plans

Having a backup plan is particularly good for the outdoor fitness crew, but everyone should have different options for movement readily available in case of inclement weather or sudden schedule changes.

This is why having a [dedicated at-home fitness space](#) is a good idea!

The bottom line is try not to box yourself in with one set plan. Have other options available and try to be flexible with your workout schedule, especially during the holidays.

Set Performance Goals

It's always nice to have something to work toward or look forward to when it comes to your fitness. Setting performance goals is a good way to keep you moving during the winter months. This could be working on getting your [first pull-up](#) to training for a [virtual 5k](#).

With a bit of dedicated planning you can prepare for the elements, set your sights on performance goals, and stay on course with your workouts through the winter months.

Like Lauren's tips? Subscribe to Lauren's email listserv [The Fit Life](#) for weekly fitness information and daily movement tips.

Food for Thought: Comfort is a Necessity

Reed Vawter, MS, RDN, CSOWM, LD
Health Education Consultant
Employee Wellness

When we make a list of basic needs, we typically include water, food, shelter, and personal safety. But I think we're starting to see just how important comfort is for maintaining our well-being. And I mean comfort in the broadest sense- physically, emotionally, occupationally, and mentally.

When we don't feel comfortable in our situation, everything in life is just a little more draining. The excess stress can break us down. Little by little, it all adds up.

You might be feeling this right now. There is stress from the uncertainty of the pandemic, from not knowing when or how you'll go back to the office, and from working in a new way (even as it becomes its own normal).

We need ways to counter this stress and its effects; especially when we might not be able to change the source. One strategy is to emphasize comfort - especially mental comfort - by building our habits to support calm, a sense of control, and appropriate boundaries.

Here are some ideas to help you increase that comfort in your work-from-home life:

- **Schedule news-free times:** You don't have to look far to find bad news. Ease the mental over-stimulation by limiting your news to certain times of day.
- **Review expectations:** Have you recalibrated WFH expectations with your manager? Clarity on your role can help you focus and reduce uncertainty. This is especially important without the in-person interaction of working in the office.
- **Set work hour limits:** Overwork is a sure way to reduce comfort. Understand your limits and set boundaries to proactively combat burnout. Especially now when you might actually be working longer than before.
- **Pad your meeting time:** Zoom allows you to bounce from meeting to meeting without a break. In-person meetings naturally had transition time. Build that back in to give yourself a chance to mentally decompress.
- **Reinstitute workday transition rituals:** You used to naturally have events that helped you switch from your "work self" to your "home self." At the very least, your commute did this. Find your new ritual and let it mark the [end of your workday](#). It can be as simple as reading a book, listening to a podcast, or going for a walk.

There are lots of things we can do to combat uncertainty and increase comfort. Step one is recognizing that comfort might just be as important to our overall well-being as any other basic need.

Like these tips? Subscribe to Reed's Eat Well [email listserv](#) for weekly topics on joyful eating and healthy living.



Feedback on the HR Newsletter?
Contact us: hrinfo@unm.edu



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