



HUMAN
RESOURCES

1700

UNM at Work

YOUR MONTHLY HUMAN RESOURCE

FEBRUARY 2020

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Electronic W-2/1095-C Available

Did you opt in to receive your 2019 tax forms electronically? If so, don't forget that your W-2 and 1095-C will be available electronically. W-2s were available as of Jan. 24 and 1095-Cs will be available Jan. 31. You can access your form W-2 in [LoboWeb](#).

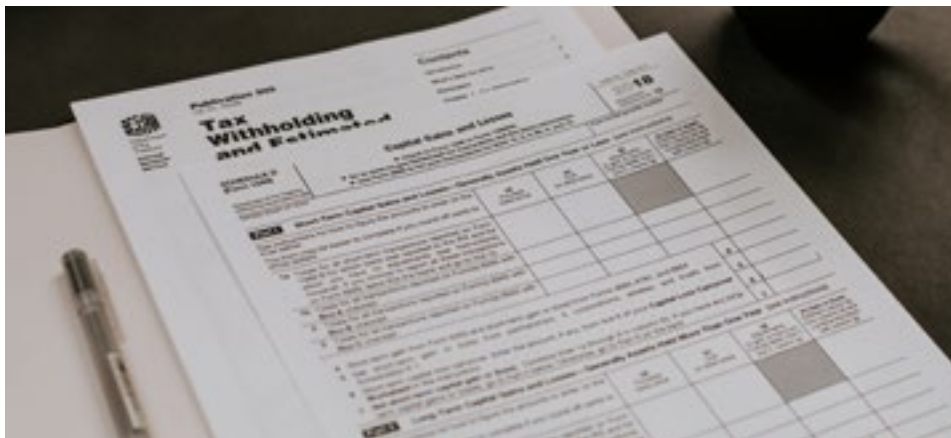
If you did not complete the consent for electronic receipt, please be on the lookout for your tax forms in the mail. Paper Form W-2s are scheduled to be mailed out no later than Jan. 31, and Form 1095-Cs will be mailed in February.



If you have questions about these forms, contact Payroll at pay@unm.edu or Benefits at HRBenefits@unm.edu.

Payroll Corner: Tax Prep Resources

Did you know the Payroll Department has resources for your tax preparation and planning? Though Payroll cannot provide investment or tax advice to employees, you are encouraged to visit the [Payroll website](#) for links to trusted resources including NM Taxation & Revenue and the IRS Tax Scam Alert webpage.



Questions about any of your tax forms? Here are the department contacts for each:

- Form 1095-C | Contact Human Resources @ 505-277-6947
- Form 1098-T | Contact Bursars Office @ 505-277-5363
- Form 1099-Misc | Contact Accounts Payable @ 505-277-2014
- Form 1099-R | Contact your Retirement Provider

IT Reminder: Beware of Tax Scams

We are at the beginning of the tax season—a prime time for scammers. There are many ways they can scam you- in-person, over the telephone, and/or through regular mail and email.

This is also a peak time for paper mail theft. Watch your mail closely for tax documents that might be delivered. Most should arrive to your mailing address by early February.

UNM is beginning to see an increase in phishing email targeting people for personal tax information. Some of these phishing emails may seem to be coming from the IRS, a bank, and even someone from UNM.

Below are a few things you should be aware of so you can avoid tax-season scams:

1. The IRS and Social Security Administration (SSA) will never email or call you. Do not give out your Social Security Number and personal information over the telephone or through email. The IRS and SSA contact taxpayers via registered mail.

2. Never click on links in an email from an unknown sender. If you open such a link don't enter your private information or bank account. For senders you are familiar with, best practice is to copy a link, then paste the URL into a browser.
3. Use your UNM email for UNM business only. It is easier to spot a phishing email if you separate your personal business from UNM. For example, if you registered your PayPal account with your personal email, then any PayPal-related email you see in your UNM inbox is probably a phishing email.
4. Avoid using an unknown hotspot or public Wi-Fi network to file your tax return or to do your banking. Anyone can harvest your data over a public Wi-Fi network.

Always use a VPN connection if you have to work while traveling.

For more information about the latest tax season scams, please go to the [IRS website](#).

Celebrate Kindness During BeKind Week, Feb. 10-14



We could always use a little more kindness. Join Student Affairs in celebrating kindness during BeKind Week by donating a new teddy bear, paying it forward with a cup of coffee, or simply enjoying activities at the Kindness Carnival!

Check out the week-long schedule of activities and be sure to help out the Albuquerque Police Department and Fire Rescue by donating a new bear at one of the [collection locations](#). These bears are kept in patrol vehicles and are given to children in traumatic situations to help ease some of the stress.

You don't have to attend these events to be part of the celebration. BeKind UNM has many great resources for showing kindness including inspirational stories, 25 simple acts of kindness ideas, the health benefits of being kind, and printable thank you notes.

Check out all the activities and resources on the [BeKind UNM Website](#).

Career Services Retirement Workshops for Faculty, Staff

Did you know UNM Career Services is not just for students? Career Services offers many resources for the UNM Community, including active faculty and staff, alumni, and retirees!

Thinking of Retiring? Wondering What's Next?

Join Heather Ver Brugge, Certified Career Counselor from UNM Career Services for an engaging workshop to help you define your new priorities. From a new resume to turning your hobby into a second career, UNM Career Services can help you get started on your journey to what's next!

Career Services Retirement Workshops

March 13 | April 10 | May 8

Noon- 1 p.m.

Career Services Conference Room, UAEC Room 220

For more information, email Heather at hverbr11@unm.edu. Can't make the workshop? Call 505-277-2531 to schedule a one-on-one appointment with Heather to discuss your retirement ideas.



UNM Earns Platinum Family Friendly Business Award



UNM has earned the Platinum Family Friendly Business Award from Family Friendly New Mexico for 2020.

UNM was recognized for having family-friendly policies that help employees be successful at work and at home, including the new Paid Parental Leave Policy among others.

About 200 businesses are recognized with the family friendly designation across the state.

[Family Friendly New Mexico](#) is a non-profit initiative to recognize and support employers that adopt and implement family friendly policies.

Your Benefits & Wellness

Benefit Tip: Free FSA Mobile App

If you are currently enrolled in a [Flexible Spending Account \(FSA\)](#), consider downloading the free Benefit Access Mobile App from McGriff Insurance Services (McGriff) to your smartphone.

Manage Your Flexible Benefits Anytime, Anywhere

With the Benefit Access App, you can easily and securely access your FSA on your smartphone. View your account activity, check balances, file health care account claims, and upload pictures of your receipts on the go anytime, anywhere on any iPhone, Android or tablet device.

Get Started Today

Just download the [McGriff Benefit Access App](#) for your Apple or Android device and log in using the same info you use to access your online account (or follow alternative instructions if provided). If you have not yet registered to access your account online, you will need to do this first before you can begin using the app.

If you would like to learn more about the mobile app, check out [this flyer](#) or visit the [McGriff website](#) to watch a short video. You can also contact McGriff Insurance Services at 800-513-4433.

MEDICAL REPS ON CAMPUS

Questions about your medical plan? Medical Plan Representatives will be on campus to meet one-on-one by appointment. Call (505) 277-MyHR(6947) to schedule an appointment.

SPRING 2020 VISITS

LoboHealth

Thursday | Feb. 6 | 10 a.m. – 2 p.m.
Thursday | March 5 | 10 a.m. – 2 p.m.
Thursday | April 2 | 10 a.m. – 2 p.m.
Thursday | May 7 | 10 a.m. – 2 p.m.

Presbyterian

Thursday | Feb. 13 | 10 a.m. – 2 p.m.
Thursday | March 12 | 10 a.m. – 2 p.m.
Thursday | April 9 | 10 a.m. – 2 p.m.
Thursday | May 14 | 10 a.m. – 2 p.m.

goto.unm.edu/medicalreps



GET MOVING WITH YOUR DESK PERSONAL TRAINER

FOLLOW

Long meetings and chilly days can really get us feeling chained to the chair. This month our Employee Wellness Health Education Consultant and resident fitness expert will take you through a series of stretches you can do right at your desk!

"In this month's video, I demonstrate three poses for one round, ten seconds each, but you can do these on your own for up to 20 seconds or multiple rounds for added stretch.

Use this [video](#) to take breaks throughout your day to de-stress, energize, or just beat that afternoon slump! I encourage you to tailor these to your fitness level, including deeper or gentler stretching, as well as standing or sitting. Try a mix for added movement."

-Lauren Lewis, MS, CPT

Be sure to modify as needed, and of course always consult your healthcare professional before trying any new fitness routines. If you have questions about modifications, Lauren is here to help! Email her at wellness@unm.edu.

Like this video? Subscribe to the [Employee Wellness Youtube Channel](#) and tell us what you think.

Your Benefits & Wellness

Employee Wellness Spring Calendar of Events

Employee Wellness has a full spring line-up of activities to help you reach your 2020 well-being goals. So mark your calendar and let's get moving!

Show Your Heart Some Love Step Challenge, Feb. 17 - March 6

COST: FREE

Need to improve your physical, nutritional and heart health? UNM Employee Wellness and HSC Wellness want to help you focus on your fitness in the New Year. Start 2020 off right with the "Show Your Heart Some Love" Step Challenge coming Feb. 17 - March 6.

You will participate with 10 to 20 people per team based on fitness level and the team with the most steps in each fitness level will receive prizes. [REGISTER HERE](#)

No Fitbit Required for the Step Challenge

Any UNM, HSC, SRMC, UNM Hospital, and UNM Medical Group, faculty, staff and student can participate in the team challenge with their own Fitbit fitness tracker or the Fitbit app on their phone.

For more information, visit the [Step Challenge Website](#).



Get Your WOW Pass

COST: \$100 (Tuition Remission Eligible for UNM Faculty and Staff)

Don't forget your Spring WOW Pass! Employee Wellness partners with Recreational Services to bring ongoing fitness classes to faculty and staff. [REGISTER HERE](#)

Along with a variety of fitness class opportunities, the purchase of a WOW Pass includes an individual nutrition, fitness, or health and wellness [consultation](#) with an Employee Wellness Health Education Consultant.

For more information, including the current WOW class schedule, registration, cost and tuition remission option, please go to [Recreational Services](#).



5th Annual Stadium Stair Challenge, April 25

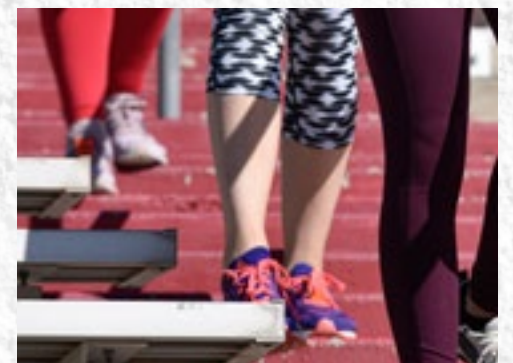
COST: \$25 (through Jan. 31) | \$35 (through April 26) | \$45 (Day of Event); Eight-Week Training Course + Stair Challenge Registration: \$120 (Tuition Remission Eligible)

The Stadium Stair Challenge is in its fifth year! Come celebrate by tackling 1,665 stairs at the Dreamstyle Stadium on Saturday, April 25.

Employee Wellness is offering training classes for the UNM Community to get you ready for Albuquerque's ultimate stair challenge. Lauren Lewis, Health Education Consultant, will lead an eight-week training course on Wednesdays starting March 4 from 12:15 - 1:15 p.m. Tuition Remission is available for benefits-eligible UNM employees.

[REGISTER HERE](#)

For more information, visit the [Stadium Stair Challenge website](#).



Your Professional Development

EOD Spotlight: “Stay Interview” Questions Maximize One-on-Ones



Ideally, supervisors and employees should have one-on-one meetings on a regular basis. A “regular basis” can have many interpretations though. EOD recommends, at the very least, meeting once a quarter. It is during this time that you can measure engagement levels and discuss any issues that may need attention.

Engaged employees are more productive and are more likely to remain in their jobs. When you meet with your direct reports on a regular basis it maintains an open line of communication. These conversations allow both manager and employee to address concerns, allow managers to tap into future leaders, and provides employees the opportunity to have a voice.

According to Gallup, 75% of employees will leave a job because of their relationship with their supervisor.

Stay Interview

As supervisors, when we know what drives our employees to come to work every day, we can be proactive and keep our employees from leaving. “Stay Interview” questions are meant to encourage retention of employees by addressing the three main areas of job satisfaction.

- Meaningful work
- Supportive work environment
- Personal development and recognition

These conversations can increase engagement and allow you to be proactive if there are concerns, potentially improving retention. Being blindsided by a two-week

notice from an employee when their issues could have been addressed in one of these conversations can impact other staff members, reduce productivity, and is costly both in time and resources for hiring a replacement.

Alternatively, an employee who feels they are being heard and have a safe space to communicate their concerns will find more value in their role within the organization.

Try using these “stay interview” questions during your planning discussion, or view our full list of [questions here](#).

- What have you felt good about accomplishing in your job and in your time here?
- What ideas do you have about the way things are done around here? What could we implement to make our work more efficient and effective?
- How do you like to receive credit for a job well-done? Have there been any successes that I haven’t given you credit for where credit is due?
- Where have you personally struggled over the last few months? How can I help you gain the skills and competencies to overcome that struggle in the future?

Need help with topics like this one? EOD has resources to support you and your department, ranging from open enrollment courses, department facilitations, one-on-one consulting and retreat activities as well as interactive, web-based training courses. [Visit EOD](#) for our services and course offerings.



PERFORMANCE EVALUATION & PLANNING
PEP ONLINE
UNMJOBS.UNM.EDU

Your Professional Development

Helpful PEP Tips

The PEP season is here and now is the time to start our self-evaluations. Hopefully the process is painless and simple, but we wanted to share with you a few tips to help you through the process.

My manager has not gotten my evaluation after I submitted it.

Did you click submit? Sometimes people do not want to click submit because they want to discuss their 2020 goals with their supervisor before submitting it. Your supervisor will not get your review if you don't click "Submit." Also, ask your manager to double check. If you still don't see it, contact us at pep@unm.edu or talk to your HR consultant.

I clicked submit before I entered in all my goals.

If you accidentally clicked "submit" and need to enter more goals, request that your manager "reopen" the step or [contact us](#). Remember to click "Add Goals" after you

enter each goal until you have entered all of your 2020 goals.

My manager completed my evaluation. Why don't I see it?

You will not see your evaluation until your manager completes the manager portion of the evaluation and you have the planning discussion.



For a complete list of FAQ's and great videos explaining how to complete the steps, visit the [Performance Evaluation webpage](#).

Remember, we are always available to answer any questions. Attend one of our [working sessions](#) on main campus and north campus through March 1 or email us at pep@unm.edu.

Spring ULead Coming Soon!

Opportunities for leadership exist at every level. From young professionals to experienced managers, ULead is a leadership program offering practical tools to build your leadership skills.

Join the spring 2020 cohort of the ULead program, March 11 through April 29. We will meet every Wednesday at the John and June Perovich Business Center (EOD Rooms 1016-1018) to discover, unlock, develop, and enhance your leadership skills.

ULead is also a great opportunity to network with other colleagues at the university interested in positively impacting workplace interactions and personal performance.

If you are interested, please visit the [ULead website](#), where you can also apply for the spring cohort, or check out our [informational video](#) below.



EOD February Course Spotlight

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

Unconscious Bias (78434)

Feb. 11 | 8:30 a.m. - 2:30 p.m.

Perovich Business Center, EOD Room 1016

Successful diversity and inclusion efforts are not just about getting a seat at the table, but about having a voice in the conversation. As research in this arena has grown, it has become clear that good intentions and cultural celebrations are not enough. In order to recruit, retain, and engage a diverse workforce organizations must dive deeper into the research.

Organizations must confront the reality of unconscious bias and equip their people with tools to understand what it is, recognize when it impacts decision making, and combat the potential negative effects of bias.

This program allows both leaders and individual contributors to gain a deep understanding of what bias is, identify the neuroscience behind why it exists, determine how it affects organizational results, and create a specific plan for addressing it personally within the organization.

For this class and more, visit and register at [Learning Central](#).



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Questions? Contact Us!

UNM HR is located at:

Perovich Business Center
1700 Lomas Boulevard NE
Albuquerque, NM 87131

UNM HR Mailing Address

MSC01 1220
1 University of New Mexico
Albuquerque, NM 87131-0001

hr.unm.edu

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