



HUMAN  
RESOURCES

1700

# UNM at Work

YOUR MONTHLY HUMAN RESOURCE

JANUARY 2020

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## WELCOME BACK! Your 2020 HR Checklist

Plan for a Successful 2020- click on the boxes below to complete your tasks!



**Opt in** by Jan. 15 to receive your W-2/1095-C electronically



Review/update your personal info in the LoboWeb **Demographic Self-Service.**



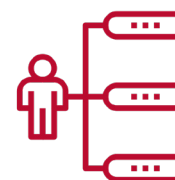
Hiring Depts: Ensure **employment law notices** are prominently displayed.



Add the **UNM Holiday** closure dates to your calendar.



Complete your **Performance Evaluation** by March 1. Review our timeline for details.



Join the **UNM Policy** listserv to receive policy announcements.



Mark your calendar pay dates with the **2020 Payroll Schedule.**



Got professional goals? Contact EOD to help jump start your **professional development.**



Stay well through our many **Employee Wellness** programs or schedule a personal consultation!

## Opt in to Receive Your Electronic W-2/1095-C

As an active UNM employee, you may now opt in to receive your W-2 and 1095-C forms electronically through LoboWeb by **Jan. 15**.

This new initiative will improve your online experience, further protect your personal data, and achieve more efficiency by reducing paper and mailing costs for UNM.

**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 2019 form(s) electronically, it's important to remember that you **will not** receive paper copies. If you do not consent, your W-2 paper forms will be mailed via U.S. Postal Service to your address on record no later than Jan. 31, and your 1095-C in February.

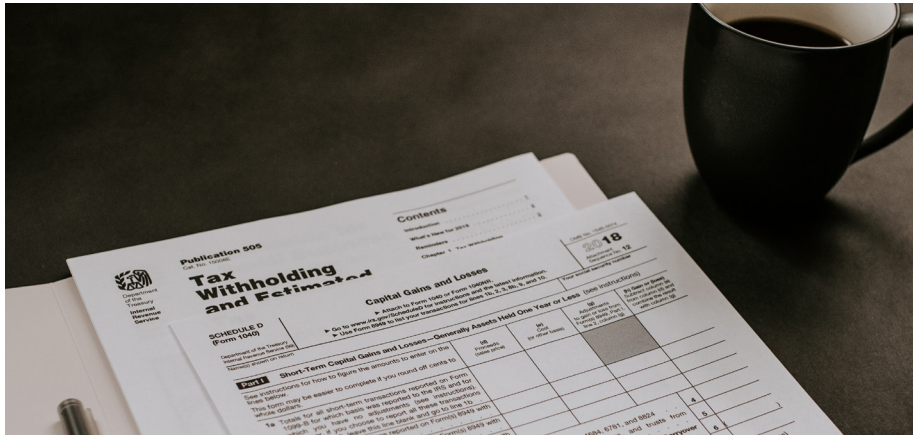
Complete the "Electronic Regulatory Consent" election by logging into LoboWeb via MyUNM. [Watch Lucy Lobo's video](#) for step-by-step instructions on opting in for your electronic W-2 and 1095-C. See page 3 for more information on the 1095-C.

**Want to continue receiving your 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](#).

Questions? Contact UNM Payroll at [pay@unm.edu](mailto:pay@unm.edu) or UNM Benefits at [HRBenefits@unm.edu](mailto:HRBenefits@unm.edu).



## What is the 1095-C Anyway?



The new electronic W-2 option will offer a more timely and secure way to get the documents you need to file your taxes. But why do we need the 1095-C?

The Affordable Care Act requires UNM to offer health insurance coverage to full-time employees, certain “full-time equivalent or FTE employees,” and their dependents. For this reason, UNM is also required to

mail or electronically provide the annual statement Form 1095-C to all employees eligible for coverage describing the insurance available to them.

Eligible employees who decline to participate in UNM’s medical insurance plans will also receive a 1095-C.

Though you are not required to attach your 1095-C to your tax return, you do need to keep a copy for your tax records.

You now have the option to receive an electronic copy of your 1095-C as well as an electronic copy of your Form W-2.

If you opt in for electronic delivery, you will be able to access your 1095-C on Jan. 31. See page 2 for more information on how to opt in by **Jan. 15**.

Eligible employees who do not opt in will receive the 2019 paper form by the end of February.

Questions? Contact UNM Payroll at [pay@unm.edu](mailto:pay@unm.edu) or UNM Benefits at [HRBenefits@unm.edu](mailto:HRBenefits@unm.edu).

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## Spring Ombuds Offerings

### Crucial Conversations® - Tools for Talking When the Stakes are High

Ombuds Services for Staff is offering three-day workshops focusing on skills that foster open dialogue around high stakes, emotional, or risky topics at all levels.

Based on the best-selling book Crucial Conversations®, this workshop will help you learn how to speak persuasively, foster teamwork, and make better decisions.

#### Sessions

Ombuds is offering three spring sessions throughout 2020. You must attend all three days of a session, 9 a.m. to 4 p.m. Workshops are held at the UNM Main Campus Ortega Hall Reading Room, Room 335.

**Thursdays, April 16 | 23 | 30**

**Wednesdays, June 10 | 17 | 24**

**Wednesdays, July 15 | 22 | 29**

#### Cost and Registration

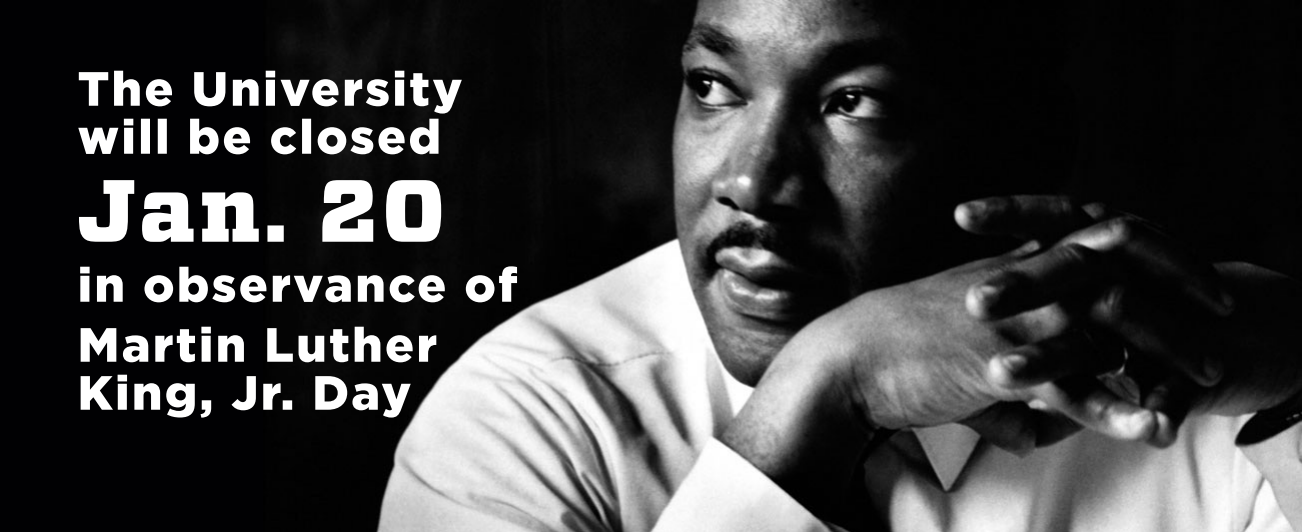
While the three-day training is free, there is a materials fee of \$265 (required by VitalSmarts, developer of the Crucial Conversations®

material). You have two options for payment:

1. Your department may pay the \$265 materials fee via an index number transfer, processed through Ombuds Services. To register, contact Anne Lightsey, Ombuds Services, at [alight01@unm.edu](mailto:alight01@unm.edu).

2. You may register through UNM Continuing Education and use your tuition remission. Total cost through UNM Continuing Education, including administration fee, is \$400. To register visit UNM Continuing Education.

Questions? Contact Ann Lightsey, Associate Ombuds for UNM Staff at [alight01@unm.edu](mailto:alight01@unm.edu) or 505-277-2993.



**The University  
will be closed  
Jan. 20  
in observance of  
Martin Luther  
King, Jr. Day**



# Your Benefits & Wellness



## Show Your Heart Some Love Step Challenge

Join the Step Challenge Jumpstart 2020 Program to receive a Fitbit at NO COST!

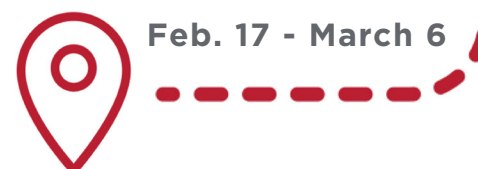
Need to improve your physical, nutritional and heart health? UNM Employee Wellness and HSC Wellness want to help you focus on your fitness in the New Year. Jump start 2020 with the *Show Your Heart Some Love Step Challenge* coming **Feb. 17 - March 6, 2020**. You will participate with 10 to 20 people per team based on fitness level and the team with the most steps in each fitness level will receive **prizes**.

**Eligible Participants Can Enter the Jumpstart 2020 Program for the Opportunity to Receive a Fitbit**

Benefit eligible faculty or staff who register for the Jumpstart 2020 Program will receive educational support and the opportunity to receive a Fitbit to track their progress, **while supplies last**, in addition to the step challenge. (Fitbit distribution in early 2020.)



**SHOW YOUR HEART SOME LOVE  
STEP CHALLENGE**



**No Fitbit Required to Register for the Challenge**

Any faculty, staff or student who want to participate in the team challenge with their own Fitbit or the Fitbit app, can do so at no cost by registering for the Step Challenge beginning Jan. 6.

**REGISTER HERE**

**JUMPSTART 2020 PROGRAM**

**EDUCATIONAL SUPPORT & FITBIT AT NO COST! (WHILE SUPPLIES LAST)**

**REGISTER FOR STEP CHALLENGE ONLY  
BEGINNING JAN. 6**

Questions? Contact Employee Wellness at [wellness@unm.edu](mailto:wellness@unm.edu) or 505.272.4460.



**GET MOVING WITH YOUR  
DESK PERSONAL TRAINER**

**FOLLOW**

**WE ARE KICKING OFF THE ROARING 2020'S WITH A NEW SERIES FROM LAUREN LEWIS, EMPLOYEE WELLNESS HEALTH EDUCATION CONSULTANT AND RESIDENT FITNESS EXPERT.**

It's January and we are back to long days at our desks. Try this [energetic movement break](#) to get you up from your chair and moving.

Complete three rounds of these three movements, 20 seconds each. Be sure to modify as needed, and of course always consult your healthcare professional before trying any new fitness routines.

Like this video? Subscribe to Employee Wellness on [YouTube](#) and tell us what you think. Or email your feedback or request advice on modifications by emailing Lauren at [wellness@unm.edu](mailto:wellness@unm.edu).



# Your Benefits & Wellness

## LifeSteps® Weight Management Program Now at No Cost Plus Personal Training Available



Employee Wellness is making it even easier for you to reach your health goals! Our popular LifeSteps® Weight Management Program is now available to benefits-eligible faculty and staff at **no cost**.

If you are looking to improve your nutrition and fitness and achieve a healthy weight, then LifeSteps® is for you! There are two 15-week offerings for spring 2020:

- **Online:** participate according to your schedule, starting Feb 3
- **In-person:** Tuesdays on main campus starting Feb 4

The in-person class includes even more support. Join the in-person class and you will receive up to five personal training sessions to help jumpstart your journey.

LifeSteps® offers a safe and supportive environment where participants take charge of their health. With the guidance of a registered dietitian nutritionist, we work

on small, sustainable changes each week that add up to big results.

This is not a “one size fits all” program and there is no “diet” to follow. Instead, LifeSteps® recognizes that everyone is unique, with different exercise and eating habits, weight goals, and daily schedules.

Participants make their own personal action plan to maximize their success. Each member gets a handle on their eating and activity, sets personal goals, and takes action to achieve a healthy weight. LifeSteps® works because it is grounded in science and stresses personal choice, responsibility, and accountability.

Take the first steps for a healthier you. [Visit our website](#) for full program details including instructions on how to sign up.

If you have questions, contact Employee Wellness at [wellness@unm.edu](mailto:wellness@unm.edu) or 505-272-4460.

## Feeling Overwhelmed? CARS Can Help

Did you know as an employee of the University you have access to **free** services through Counseling Assistance & Referral Services (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 services offered by CARS.

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.

CARS provides a **confidential** and accessible setting, strategically located on campus, where clients can freely discuss concerns that are **affecting** their personal lives or job performance.

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).

If you have any questions regarding the services CARS provides, or would like to **schedule** an appointment to meet with one of the clinical staff, call 505-272-6868, or find more information on the [CARS](#) website.



# Your Professional Development

## EOD SPOTLIGHT: Setting Achievable Career Goals in the New Year



At one point or another, we're probably all guilty of declaring ourselves to New Year's resolutions with full enthusiasm, only to fail miserably by the end of January. One moment, we're buying brand new planners, the next we're feeling overwhelmed and indifferent about goals that, by the way, we created.

This month, we highlight [Work It Daily's](#) 3 tips for setting achievable career goals.

**1. Make sure the goals you set are actually your own.**

Sometimes we may face pressures from family, friends, or colleagues that inadvertently influence our next professional or personal move. We forget goals are essentially a series of smaller decisions we make for ourselves. Do you want to change careers because of family influence or inner-passion? Ensure your goals apply directly to what you need and want, not what others see.

**2. Give yourself a chance to differentiate between unrealistic and attainable.** We often set ambitious goals for ourselves that are failures in disguise. Create reasonable goals that are achievable in a healthy,

allotted time frame. We hear this in abundance but be sure to use [SMART goals](#)!

**3. "X" out trepidation.** Imagine if J.K. Rowling gave up on her Harry Potter series after the 2nd or 3rd publisher rejection? In fact, it took her 12 publishers to finally get the opportunity to bring the world of Harry Potter to life. It is true, without a doubt, that we can accomplish great things when we leave our comfort zones. Be open to exploring a new horizon, whatever it may be—a personal trainer, career change, or new hobby.

[Work It Daily's](#) article also offers prompts for brainstorming professional avenues, or make an appointment with EOD today for a one-on-one coaching session to reach your professional goals.

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.

### EOD January 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.

**Six Critical Practices (77909)**

Jan. 16 | 8:30 a.m. - 2:30 p.m.

Perovich Business Center, EOD Room 1016

When leaders unleash their team's potential through

effective feedback and coaching, they help the organization achieve its most critical priorities. Discover how to empower your team members by holding a coaching mindset, giving effective feedback, and applying key coaching skills in a compelling framework.

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



# Your Professional Development

## PEP & the Performance Discussion

After the manager completes the employee evaluation, it is time for the Performance Discussion. The Performance Discussion is a great time for the manager and employee to have a discussion that will encourage growth and learning. It sets mutual expectations and goals and keeps an open line of communication. Here are some tips to make this conversation successful:

- Shift your mindset from evaluator to coach
- This should not be the only meeting with your employee during the year. You should be having regular one-on-ones with your employees
- Listen with curiosity instead of certainty
- Ask a lot of questions such as:
  - Clarifying to deepen understanding: “Tell me more about \_\_\_\_\_”
  - Open ended to explore options: “What have you done so far about \_\_\_\_\_?”
  - Insightful to generate creative thinking: “Think about a time when \_\_\_\_\_ was working, how can we get back to that?”

When approached with the mindset of growth and coaching, the performance discussion can be an important step in engaging employees. Here are some questions that you can ask during the discussion to bring out the most from your employees:

- What accomplishments are you most proud of this year?
- What goals have you thought about?
- What development goals would you like to set?
- What obstacles are standing in your way, if any?
- What impact has your performance had on the team? Organization?
- How can I improve as a manager? What support can I offer you?

## Need Help with your PEP?

EOD is offering working sessions on Main Campus and North Campus to assist managers and employees with questions about the process, including developing goals and troubleshooting the PEP. No appointment needed.

Date   Time	Location
Tuesday   Jan. 7   9 - 11 a.m.	HSLIC 226
Tuesday   Jan. 14   9 - 11 a.m.	SUB Lobo Lab Rm. 1013
Friday   Jan. 17   9 - 11 a.m.	HSLIC 226
Tuesday   Jan. 21   9 - 11 a.m.	SUB Lobo Lab Rm. 1013
Tuesday   Jan. 28   2 - 4 p.m.	SUB Lobo Lab Rm. 1013

100% BY MARCH 1ST  
UNMJOBS.UNM.EDU  
PERFORMANCE EVALUATION & PLANNING

These questions along with “Stay Interview Questions” can increase engagement and retention. Employees are more likely to remain in an organization where they feel engaged and valued. Taking the time during the performance discussion to ask these types of questions is a proactive step in retaining our best.

## Feedback and the Performance Discussion

Feedback is an integral component of the performance discussion. Be prepared to give and receive feedback. Feedback is helpful when it is:

- Non-judgmental
- Conversational
- Continuous and in the moment
- Specific
- Mainly focused on building strengths
- Don't use generic and vague language

When giving feedback we should focus on elevating the person or team and not focus on “fixing the problem.” Feedback, whether it is reinforcing or redirecting communicates belief in the person and creates open communication. Be sure to communicate the impact that a behavior has had when giving redirecting feedback. It lets the person know that their contribution is necessary to the success of the team. It is also helpful to use “I” messages instead of “you” messages when giving feedback. “I” messages can make it easier to give redirecting feedback. Use phrases such as:

- I have noticed that.....
- It appears to me that.....

Questions? Contact us at [PEP@unm.edu](mailto:PEP@unm.edu) or visit one of our working sessions below.

Friday   Jan. 31   9 - 11 a.m.	SUB Lobo Lab Rm. 1013
Tuesday   Feb. 4   9 - 11 a.m.	SUB Lobo Lab Rm. 1013
Tuesday   Feb. 11   2 - 4 p.m.	SUB Lobo Lab Rm. 1013
Tuesday   Feb. 18   9 - 11 a.m.	SUB Lobo Lab Rm. 1013
Tuesday   Feb. 25   9 - 11 a.m.	SUB Lobo Lab Rm. 1013
Friday   Feb. 28   2 - 4 p.m.	HSLIC 226



# UNM at Work

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PUBLISHED BY THE UNM DIVISION OF HUMAN RESOURCES

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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](http://hr.unm.edu)

505-277-MyHR (6947)

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## GET SOCIAL

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Employee Wellness

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 @UNMWellness