

1700

UNM at Work

YOUR MONTHLY HUMAN RESOURCE

NOVEMBER 2020

In This Issue:

- Opt in for Electronic W-2 & 1095-C [P. 2]
- UNM Gives Ends Dec. 1 [P. 2]
- Recognizing Our Veteran Lobos [P.3]
- Thanksgiving Holiday [P. 3]
- Compensation Corner [P. 4]
- Improved Security for your NetID [P. 4]
- Join the UNM Retiree Association [P. 4]
- Well-being & Working from Home [P. 5]
- Join the Daily Lobo E-Newsletter [P. 6]
- TVR Option Available [P. 6]
- PEP 2020 Working Sessions [P. 7]
- Mandatory Training Deadline: Dec. 1 [P. 7]
- Benefits Tip: FSA Deadline Approaching [P. 8]
- Flu Shot Reminder [P. 8]
- Fit Life: Use Movement to Stay Present [P. 9]
- Positivity 101: The Power of Intention [P. 9]
- Food for Thought: Four Ways to Lose Weight Without Dieting [P. 10]

Opt in for Electronic W-2 & 1095-C

Nobody wants to think about filing 2020 income taxes yet, but it'll be here before we know it!

As an active UNM employee, you may now 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 January 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.

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.



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

1. Login to [MyUNM](#)
2. Click on the “Enter LoboWeb” button
3. Click on the “Tax Forms” link under the Employee tab
4. Login using the Multi-Factor Authentication process
5. Select “Electronic Regulatory Consent”
6. If you want access to your 2020 forms electronically going forward, click on the “My Choice” check boxes for both W-2 and 1095-C and “Submit”
7. You will receive an email notification in 2021 when your forms are ready to be accessed

The Internal Revenue Service (IRS) annually requires that all employees are issued a Form W-2 and Form 1095-C, if applicable. Although UNM has traditionally mailed these forms, the IRS now allows electronic distribution.

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](#).

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

UNM Gives Campaign Ends Dec. 1

UNM has been a proud supporter of the United Way for over 26 years. With your help, UNM raised over \$545,000 for United Way in 2019. This year in particular, as our community and country struggle with the challenges of COVID-19, the UNM Gives campaign has never been more critical.

Giving is Easy

We recognize that charitable giving is a personal decision and that participation in the United Way campaign is optional. However, your support and compassion have never been more vital. Please consider a [contribution](#) during the campaign, going on now through Dec. 1.

There are several convenient ways to give including payroll deduction, one-time gifting or recurring donations. Visit the [UNM Gives website](#) for more information and to give.

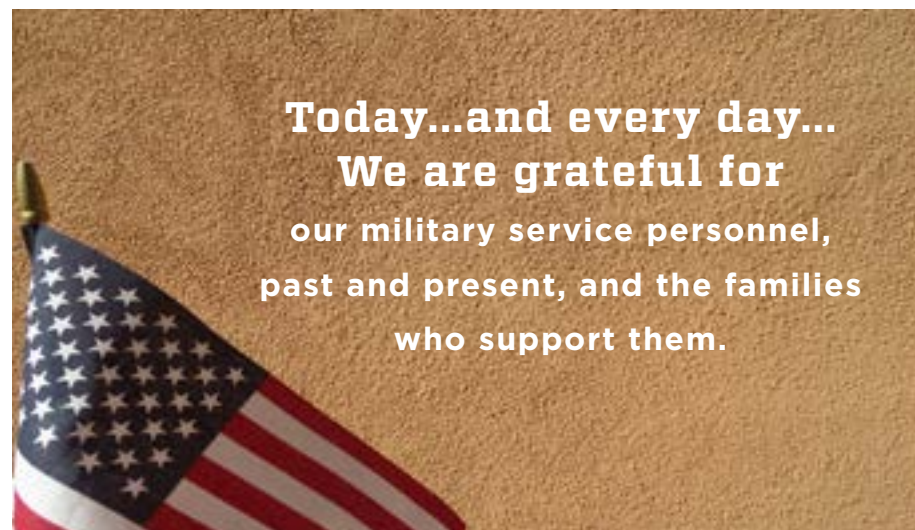


Recognizing Our Veteran Lobos

Shirley Alexander, Sr. HR Consultant
HR Client Services

Nov. 11 is Veterans Day. On this day, we pause to honor and thank our Veterans, military service members and their families for the enormous contribution and sacrifices for our nation. This day is a reminder to take time not just on Veterans Day but every day as an opportunity to thank the veterans in our workplace and our communities.

Veterans are invaluable members of the UNM community and our workforce. We support military veterans through our Veterans Hiring Preference Program and also by attending job fairs, and community events and partnering with community organizations to attract, hire and retain members of our military community. As part of our ongoing commitment to Veterans, our goal is to ensure our service members have the resources and support they need for a smooth transition from active duty service and reentering the civilian workforce.



As we approach Veterans Day, take time to listen to stories and experiences shared by Veteran coworkers as one of many ways to show appreciation. As we extend a “thank you for your service” gratitude, take a moment to realize the expressions of pride and honor by our service men and women as we say thanks!



The University of New Mexico will observe the Thanksgiving Break Nov. 26-27. All University offices will be closed. For more information on approved holidays, view the [HR Holiday Schedule](#). You may also review the University’s [approved holidays policy](#) for more information.

Adjusted Fall Calendar: Also, a reminder of this year’s adjusted fall academic calendar. November 3, election day, is an academic break and there will be no classes. Additionally, there will be no in-person classes or exams after the Thanksgiving break.

COMPENSATION CORNER

News from HR Compensation



Streamlined Compensation Request Process

HR Compensation and HR Client Services have partnered to improve the request process for compensation actions.

All compensation requests should be submitted directly to comp@unm.edu. HR Compensation will log the request and route it to the appropriate individual, either a Compensation Specialist or HR Consultant for review. You will receive a notification that your request has been received and to whom the request has been assigned. The reviewer will respond to you if your request is approved, denied or if more information is needed.

This process applies to classifications requiring review prior to posting, reclassifications, career ladders, in-range salary adjustments, retention offers and counter offers. Questions? Contact Compensation at comp@unm.edu.

Change to Compensation Guidelines

HR Compensation recently revised Compensation Guidelines regarding Classifications Requiring HR Approval Prior to Use. In an effort to support efficient processes, the number of classifications requiring review and approval were significantly reduced. Certain classifications will continue to require approval

due to their high level of impact to University operations and/or due to the way the classification's scope depends on current business operations.

For more details, refer to the up-to-date guidelines published on the [HR website](#).

Retiring Soon? Join the UNM Retiree Association


The UNM Retiree Association (UNMRA) is your voice as a retiree to UNM's administration, the Board of Regents, and the New Mexico State Legislature. UNMRA ensures retirees receive updates on new policies, or changes to policies affecting them.

Any currently employed UNM faculty or staff member eligible for retirement or within one year of eligibility to retire may become a member of the UNMRA.

All retired employees, including branch campuses, foundations, and affiliated organizations of the University are eligible to apply.

Dues start at \$15 per year. Multi-year options at discounted rates are also available. For more information or to join, visit retiree.unm.edu or contact the association at retiree@unm.edu.





DID YOU KNOW?

IMPROVED SECURITY & SELF-SERVICE FEATURE

NETID

NEED A NETID?

NEED TO RESET OR FORGOT YOUR PASSWORD?

Add security questions at netid.unm.edu to enable a new self-service password feature for managing your UNM NetID.

You will also have the option to add a 2nd email and/or mobile device to your UNM NetID account as another means of verifying your account.

• netid.unm.edu •

Well-being & Working from Home: Can They Coexist?

Employee Organizational Development and Benefits & Employee Wellness have partnered to give you some strategies on balancing Work + Life

Between closed schools, no gym time, new work procedures, zero social events, and uncertainty and worry about a pandemic, you may be feeling the work-from-home demands are larger than ever.

A recent article from [Harvard Business School](#) confirms what many people have been feeling. In their study of 3 million individuals, researchers found that since the pandemic began, people are working longer hours, attending more meetings, and sending more emails. Specifically, the research shows:

- Employees sent 5.2 percent more emails a day.
- About 8.3 percent more emails were sent after business hours.
- People attended 13 percent more meetings.
- The average workday lasted 8.2 percent longer, an extra 48.5 minutes.

Working from home does have its benefits, such as less commute time and the convenience of home cooking. [Remote work statistics](#) indicate that simply not showing up to an office can save an employee between \$2,500 and \$6,000 dollars per year.

But even with the benefits, we must be careful, since working remotely puts us at risk of becoming never “off the clock.” Research also shows [extended sitting can be harmful](#), something we may be experiencing. And working more than ten hours per day is linked to a [higher risk of stroke](#).

Given current national [projections](#), it is estimated 25-30 percent of the workforce will be working at home on a multiple-days-a-week basis by the end of 2021. We are in for the long hall.



Hear are a few strategies to incorporate into your daily work-from-home routine to boost your well-being and prepare for that long haul:

WORK + LIFE STRATEGIES

Prioritize Your Day

Schedule top priorities in your calendar first, let other demands fill in the spaces around these priorities.





Re-purpose Your Morning Commute Time

Relax and take time for a self-care routine.

Add Movement Breaks

Schedule it into your days at regular intervals.





Consume Good Nutrition

Fresh fruits and vegetables, lean proteins, and limit caffeine.

Seek Social Connection

Virtually connect; get out of the house by going for a neighborhood walk or a hike.





Get Rest

Have a night time routine that includes a digital detox before bed.

Monitor Your Mental Health

Meditate, soak in some Vitamin D, and take mental wellness days off.





Reallocate Your Evening Commute Time

Be grateful! Journal, show kindness to others, learn a new skill.

Continued on Page 6.

Well-being and Working from Home: Can They Coexist? (Cont'd)

Manager/Supervisor Support

Managers and supervisors are in an impactful position to support employees during these challenging times. Raffaella Sadun, professor of business administration in the Harvard Business School Strategy Unit, suggests the following:

- **Empathize with the unique circumstances of employees.** Managers need to know what their employees are juggling to provide the right professional support.
- **Focus on output, not hours.** It's virtually impossible to track how employees are actually using their time. Instead, managers should focus on the quality of their employee's work.
- **Expect wide differences in productivity across employees, for now.** While some people will find working from home energizing, many employees probably won't be able to be as effective as they normally are. Rely on UNM resources such as [EOD](#), [Employee Wellness](#), [CARS](#), and Ombuds ([Staff](#) and [Faculty](#)) for techniques to help you remain productive.

Additionally, leadership strategies that are effective in face-to-face environments take on increased importance

when working remotely. Experts at Franklin Covey suggest the following best practices for connecting with employees:

- **Schedule regular one-on-ones with your team.** This is an effective strategy to check in not just on professional matters, but to check in on how your employees are faring emotionally.
- **Truly Listen.** Empathic listening takes some practice, but it makes a huge difference in how we communicate. This type of listening helps us understand others on our team by listening with curiosity and the intent to learn more about what someone is experiencing and how it makes them feel.
- **Be a change cheerleader for your team.** Often, managers and supervisors feel they must control change for their team, when a more effective approach is to champion change collaboratively with their team.

Remember, making your health, wellness, and happiness a priority while working remotely takes some effort. Strive to create balance by sticking to habits that help improve your well-being while also setting clear boundaries.

DAILY LOBO.COM

Join the Daily Lobo E-Newsletter

The [New Mexico Daily Lobo](#) has served as the independent newspaper at the University of New Mexico since 1895. Currently, delivery of the print version is limited to once per week on Mondays to news boxes across campus. But the student staff are still producing content every day.

Stay connected and [subscribe](#) to the Daily Lobo email newsletter, featuring breaking news and the best of the New Mexico Daily Lobo.

Feedback on the HR Newsletter?

Contact us:

hrinfo@unm.edu

TVR Option Available

As the Coronavirus continues to affect most aspects of our personal and professional lives, an option is available to regular staff employees to help alleviate additional stress related to the pandemic.

Regular staff at Main and Branch campuses have the option to participate in the [Temporary Voluntary Reduction](#) (TVR) in Appointment Percent.

The program allows regular staff to voluntarily reduce their assigned work hours with a corresponding reduction in pay (and possible pay schedule change) through a temporary position appointment percent change.

A change in appointment percent may help provide flexibility to allow staff to dedicate time to family care and other personal responsibilities for reasons related to COVID-19, and where the [FFCRA paid leave](#) options do not provide enough assistance.

Staff will be entitled to return to their previous position at the completion of their TVR request. [Read more](#) about this program and the request process, which began Oct. 1.

Your Professional Development

2020 PERFORMANCE EVALUATION & PLANNING

**PEP PROCESS BEGINS
DEC. 1**

PEP 2020 Working Sessions

Do you have questions about the Performance Evaluation process? Need help changing a goal? EOD is here to help. Beginning this month, EOD staff will be available to answer questions and provide resources to make your 2020 PEP process as smooth as possible.

Join EOD via Zoom on the following dates. Link will be available on the [EOD website](#) shortly:

Nov. 18 | 2 to 3 p.m.
Nov. 20 | 9 to 10 a.m.
Nov. 30 | 1 to 2 p.m.

Additional dates will be added for December and January, and recordings will be available as well. So, check back regularly to the [PEP Working Sessions page](#).

Individual departments can also request a PEP virtual session by reaching out to [EOD](#).

Mandatory Training Deadline is Just Around the Corner!

Don't forget! All regular faculty and staff, temporary faculty and staff, on-call staff and student employees (including grad students) are required to complete the designated University-wide mandatory training. The University-wide mandatory trainings are:

- **MT 2020E or MT 2020S: Prevention of Harassment and Discrimination**
- **BAST 2020: Basic Annual Safety Training**
- **ACSH 2020: Active Shooter on Campus: Run, Hide, Fight**
- **STH 2020: Information Privacy & Security Awareness**

Bringing Back the Pack Return-to-Work Training

As a reminder, all employees should also complete the "Bringing Back the Pack: Phasing Our Return to Normal Operations" training, to promote a safe return to campus and safe operations while on campus.

Employees are required to complete the training before physically returning to campus, and no later than one week after their physical return to campus. Employees



working remotely should complete the training no later than Dec. 1, along with the other mandatory trainings.

University-wide mandatory training is available through [Learning Central](#).

UNM Main IT HELP Desk, 505-277-5757, is the first point of contact for Mandatory Training technical issues.

If you have any questions please contact Employee & Organizational Development at 505-277-1555 or via email at eod@unm.edu.

Benefits Tip Corner

FSA Deadline Approaching: Use Your Money or Lose It!

In May 2020, UNM's Benefits & Employee Wellness implemented a one-time grace period allowed by the Internal Revenue Service (IRS) to the FY 2020 Short Plan Year FSA plans, extending the period to incur claims to Dec. 31, 2020.

UNM employees who were enrolled in the Health FSA or the Dependent Care FSA, originally ending June 30, 2020, and have a balance remaining, may continue using those funds to file for claims incurred from July 1 to Dec. 31. All claims must be submitted by Dec. 31, in order to be eligible for reimbursement under the grace period.

Please remember that after Dec. 31 you'll no longer be able to use your 2020 Short Plan Year funds. So start thinking of ways to use those funds and make sure to both spend the money AND submit claims by Dec. 31 at 11:59 p.m.

As a reminder, as of Jan. 1, 2020, your Health Care FSA is now more flexible. In addition to the traditional things that your FSA money can be used to buy - like eyeglasses, contact lenses, therapy, acupuncture, first

aid kits, smoking cessation programs - your FSA funds can now be used for:

- Over-the-counter medications including allergy and cold medicines
- Feminine hygiene products
- Ordering online and shipping to your door via [FSAStore](#), [CVS](#), [Walgreens](#) and more!

Check out the [FSA | HSA Health Shopper](#) for even more eligible expenses!

If you wait too long, you'll kick yourself...Which ironically, could lead to a minor injury, requiring some bandages, which you'd no longer be able to buy with your FSA funds.

Visit the [FSA website](#) for more information.

For questions, please contact Benefits & Employee Wellness at hrbenefits@unm.edu.



Flu Shot Reminder: Get Your Vaccination Before Flu Season



Did you know?

According to [the CDC](#), it takes two weeks after vaccination for antibodies to develop in the body and provide protection from the flu.

Getting your flu vaccine is more important than ever this year. Flu vaccine helps to protect you and your loved ones from flu and can also reduce the burden on hospitals and healthcare systems.

The CDC recommends all individuals get the flu vaccine by the end of October.

View our [Flu Shot Resources page](#) for information and options for the entire UNM Community, in the metro area and across the state.

Your Benefits & Wellness

Fit Life: Use Movement to Stay Present

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

The 24-hour news cycle is alive and well these days. I don't know about you, but I'm **too connected** at times trying to keep up with all the breaking news. I've started setting limitations on this for my own mental well-being, especially while I'm exercising. My workouts are a time for me to get present, move with intention, and release anxious thoughts.

Challenging workouts are great because they force you to stay in the present moment. If the workout is tough all you can do is focus on the task in front of you; you're using movement to stay present.

However, not all workouts have to be challenging or intense to achieve this. You can also go on a simple

walk and practice a movement meditation to take a break from [information overload](#).

With all that said, if you're someone who likes to watch the news while on the treadmill or you want to listen to a podcast during a run, see if you can start limiting the urge to be connected at all times during your workouts. And for my weightlifters, restrain yourself from checking your phones and social media between sets.

Find other times to take in information and keep your workouts as a special time when you get to disconnect and just focus on the task at hand. You'll be surprised how much better you feel mentally and how much more efficient you are during your workouts.

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

Positivity 101: The Power of Intention



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

If you are like me, you have tried over the years to keep a journal as a way of focusing on positive intention. I usually find myself starting to put my thoughts down but I trail off after a week or two, the hustle and bustle of life derailing my intent. If you have also started and stalled, this may be a good time to try again.

[Intentions](#) can help you focus on the day directly in front of you, and provide a long-range binocular view.

Where to Begin

A nice place to start is to be aware of the [difference](#) between an intention and a goal. Once you are good with the nuances between the two, the next step is to grab some regular ruled notebook paper, that special journaling book or simply download an [app](#) and get started- the only **right way** is what works best for you.

A daily intention is your personal mantra, not a "to do" list. So, when you consider your intention, shift your focus from "what needs to be done" to "what you want or desire to receive from your day."

Intentions are an affirmation to motivate and inspire you. It can be powerful to begin each day with intent as a guiding principle for how you want to show up in the world. It is usually a [positive phrase](#) or statement that you use to proclaim the way you want to live your life, day by day.

Setting the Stage

Take a few deep breaths and start to find your way by asking yourself questions that promote contemplation and lead you to a journal entry.

Questions that can help set your intention:

- What am I grateful for?
- What makes me most proud?
- What am I letting go of and why?
- What matters most to me currently?
- What word(s) will I align myself with?
- What am I happiest for?
- In what way will I implement self-care/self-love?

Some examples of mantras include:

- *Act with courage*
- *Lead with compassion*
- *Change only the things that I have the ability to*
- *Connect with others*
- *Embrace change with grace*
- **Like Tracey's tips? Join the conversation on [Yammer](#).**

Your Benefits & Wellness

Food for Thought: Four Ways to Lose Weight without Dieting



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

When it comes to weight loss, diets are typically the first place people start. Whatever name they go by, all weight-loss diets are basically the same thing at their core – they impose structure and accountability that (hopefully) results in calorie restriction. That structure can include self-monitoring, food lists, peer-support, and more.

Diets do work for many people, but sometimes they become an exercise in frustration and yo-yoing numbers on the scale. This happens when diets are too restrictive, don't fit our lifestyle, or fail to address the main problems. Or maybe, the time it takes to execute the diet just doesn't fit in an already busy life.

If diets don't seem to work for you, there's no need to force it. Instead, we just need to find another approach.

There are many ways to achieve calorie restriction without the rigid structure of a diet. Here are four examples:

Rethink Your Drink

Beverages are a common source of extra calories. If you regularly consume sodas, juice, energy drinks, sweetened coffees, or alcohol, then changing your drink might be enough to start weight loss. A consistent reduction in these types of drinks can easily [save several hundred calories](#) per day.

Mindful eating/Tuning into Your Hunger

Many of us have lost touch with our body's hunger and fullness cues. We eat because of stress, distraction, or simply because the food is in front of us. [Mindful](#)

[eating](#) can help us focus on our body's signals and be present with our meals. When we better understand our hunger and fullness, it can become easier to balance our calories. The [UNM Center for Life](#) has several excellent mindfulness programs.

Snacking More (or Less)

Do you go long stretches of time between meals? Are you famished and tend to overeat when mealtime comes? Then adding a snack or two might help control the hunger – and result in fewer calories eaten overall. Here are some [good snack ideas](#).

Or maybe you experience the opposite- grazing all day? The more often we eat, the more chances we have to overeat. In this case, changing our routine to eat fewer snacks (and maybe slightly larger meals) might lower our total calories.

Upgrade Your Fiber

Fullness plays a big role in how much we eat, and fiber plays a big role in fullness. The average American only eats about 15 grams of fiber per day – well beneath the recommended amounts (25g for women; 38g for men). Choosing to eat more fiber-rich foods can help you feel fuller and eat fewer calories overall. Here are [16 ways to eat more fiber](#).

These are just a few non-diet options to control calories. The real point is there are a lot of approaches when it comes to weight loss. If one way doesn't work, don't get frustrated – it just means it's time to try something else.

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



UNM at Work

YOUR MONTHLY HUMAN RESOURCE

PUBLISHED BY THE UNM DIVISION OF HUMAN RESOURCES

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
505.277.MyHR (6947)

GET SOCIAL

UNMJobs

 @UNMSTAFFCAREERS

 @UNMJOB

Employee Wellness

 @UNMEmployeeWellness

 @UNMWellness