

UNM at Work

YOUR MONTHLY HUMAN RESOURCE

December 2021

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Electronic W-2/1095-C Opt In Reminder

We are rapidly reaching the end of 2021 and with a new tax season around the corner it's time to start planning.

Take a helpful step toward making tax time stress free by opting in to receive your W-2 and 1095-C forms electronically!

As an active UNM employee, selecting the electronic option via LoboWeb improves your online experience with easy and early access, further protects your personal data, and achieves efficiency by reducing paper use, printing, and mailing costs.

Deadline to complete your electronic consent is midnight, **Friday, Jan. 14, 2022**.

Electronic distribution is **NOT** required, but you must provide electronic consent for UNM to provide forms to you electronically. If you consent to receive your 2021 form(s) electronically, it's important to remember that you will not receive paper copies.

Opted in already? You do not need to complete your eConsent again, but we do encourage you to review your preferences in LoboWeb to confirm you are opted in for electronic delivery.

After opting in, both tax forms will be available through LoboWeb on **Jan. 31, 2022**.

If you do not provide your eConsent, paper W-2 and 1095-C forms will be mailed via U.S. Postal Service to your home address on record no later than Jan. 31, 2022.

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”

If you want access to your 2021 forms electronically going forward, click on the “My Choice” check boxes for both W-2 and 1095-C and “Submit”

You will receive an email notification in 2022 when your forms are accessible

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

If you have previously opted in and want to change to paper, follow steps one through five above and deselect “My Choice” check boxes and click “Submit.” If you have not yet opted in and want to receive your forms via 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](#) or [Benefits & Employee Wellness](#).

HR CALENDAR

Nov. 29

New LoboMail
Safeguards Begin

Nov. 29-Dec. 8

Lobo Food Pantry
Donation Drive

Nov. 30

UNM Gives
Campaign Ends

Dec. 1

PEP Process Opens

Dec. 3

Hanging of the Greens

Dec. 14

Financial Wellness
Workshop

Jan. 14

Deadline for
W-2/1095-C
Electronic Consent

Jan. 31

Mandatory Training Due

**Feedback for the
UNM at Work
Newsletter?**

Contact us!

HRInfo@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.

Mandatory Training Deadline Extended



UNM leadership has extended the deadline for the 2021 mandatory annual training to Jan. 31, 2022. This deadline is being extended from the original date of Dec. 1.

With the many competing priorities and unexpected demands of the past year, this

extension will allow employees extra time to complete the training after the fall semester is complete.

As a reminder, all regular faculty and staff, temporary faculty and staff, on call staff, graduate students on assistantships, and student employees are required to

complete the designated training.

The three University-wide mandatory trainings for the current year are:

- MT 2021E or MT 2021S: Prevention of Harassment and Discrimination
- BAST 2021: Basic Annual Safety Training - 2021
- ACSH 2021: Active Shooter on Campus: Run, Hide, Fight - 2021

University-wide mandatory training is available through [Learning Central](#). The three mandatory training modules are loaded into your applicable training plan.

Questions? Contact Employee & Organizational Development at eod@unm.edu.

PEP 2021: Working Sessions and Reminders

Ready to start the Performance Evaluation Process? The PEP process opens Dec. 1 and EOD staff will be providing resources as well as working sessions to help make this a smooth process.

EOD working sessions give you the opportunity to chat one-on-one virtually with EOD staff to help you through the process. Here are the dates for [December working sessions](#).

Visit the [PEP website](#) for Zoom link access and additional information.

EOD is also able to provide your department with PEP

101 sessions for managers and staff. You can schedule those by reaching out to us at eod@unm.edu.

Here are some additional tips to help you:

- Make sure you are evaluating the most current goals for yourself and your direct reports. Due to the pandemic, some may have shifting priorities and goals that may have changed. You can edit your goals at any time throughout the year.
- If you or a direct report were not able to complete a goal due to unforeseen circumstances- consider deferring that goal to the future.

ISS Update: Shuttle Changes + Elks Lot Closure

Due to a shortage of drivers, both in New Mexico and nationally, UNM Parking & Transportation Services (UNM PATS) customers are experiencing an increase in wait times for shuttles during peak hours.

UNM PATS understands and apologizes for the inconvenience such delays can cause riders, and every effort is being made to address the shortage and return to regular service.

As always, UNM PATS encourages customers to give themselves some extra time in their schedule to help off-set delays caused by heavy passenger loads, traffic, road detours, etc.

In response to current circumstances, UNM PATS has made changes to shuttle schedules. Here's what you need to know:

- Starting on Monday, Nov. 22 all valid "K" permits will be honored in the [Q Lot](#).
- Shuttle service between UNM Health Sciences Center/U Lot (1650 University Blvd.) and north campus bus stops will be on-demand.

These changes in service will be in effect through Wednesday, Dec. 22, at which time shuttle service ceases for UNM Winter Break (Dec. 23-Jan. 4).

Shuttle Tracking

For best planning and service, utilize real-time tracking of UNM Shuttles, available online at wmb.unm.edu, or through the "Where's My Bus?" tab on the [UNM LoboMobile app](#). Questions? Contact PATS at parktran@unm.edu.



Payroll Corner

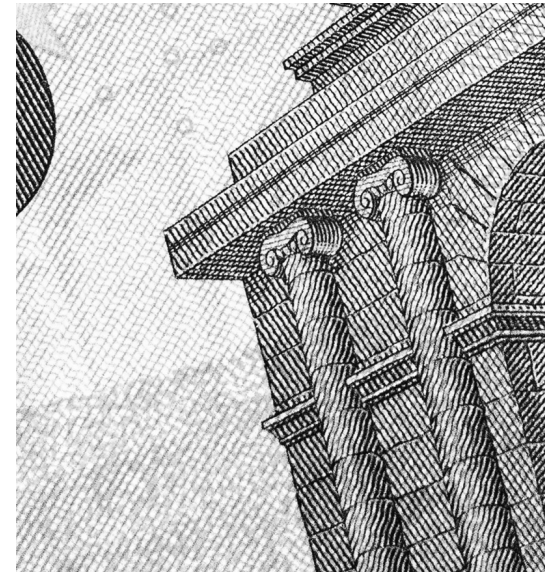
December Time Entry Deadlines

Due to the winter break holiday, biweekly time entry AND approvals for 2R26 are due early. All time must be submitted and approved by 4 p.m. on the dates below. Failure to meet these deadlines may result in employees not being paid in a timely manner.

Pay Period	Time Entry Deadline	Pay Date
Monthly (5R12) Dec. 1 - 31	Dec. 13	Dec. 22
Biweekly (2R26) Dec. 4 - 17	Dec. 17	Dec. 24

Reminders for biweekly payroll:

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



Update Your Direct Deposit

To enroll or update your direct deposit using Payroll's secure multi-factor authentication system, visit Payroll's [Direct Deposit page](#). Here you'll find instructions on how to enroll or make changes to your direct deposit.

2021 Minor Sick Leave Sell-Back

2021 minor sick leave sell-back begins Nov. 29 and ends Dec. 3. Only eligible employees will receive an email with instructions on how to complete the process.

Please refer to [UNM Policy 3410](#), Section 12.1.1 for eligibility on the sick leave sell-back process.



TECH BYTES

New Safeguards to Protect LoboMail

In response to global trends and other emerging threats related to information security, [President Stokes has asked UNM IT](#) to make a focused effort on accelerating improvements to our security controls in 2021-2022.

The first update, based on industry best practices, enhances the safeguards protecting LoboMail accounts by using Sender Policy Framework (SPF)* to help prevent email address spoofing.

NOTE: These changes apply only to UNM LoboMail (unm.edu) users. These changes will not be made to the security controls for HSC accounts or other email accounts that are not managed by UNM IT.

What does this mean for you?

Beginning Nov. 29, to further protect LoboMail users, emails that are likely to be a result of spoofing will be quarantined.

Spoofing is where the "From" address does not match the originating email system. When an email is quarantined, instead of receiving the original message, you will receive a message telling you that the email is quarantined.

While this approach has been proven to be very effective at protecting against malicious emails, it can result in the quarantining of legitimate messages.

For detailed information on addressing email quarantine notices, see [FastInfo 7900](#). If you believe the email was sent to you by a legitimate sender, please contact UNM IT Customer Support Services at 505-277-5757 to request the release of the email for delivery to your Inbox. Hours of operation are Monday – Friday, 7:30 a.m. to 5 p.m.

Due to the sensitive nature of Health Sciences Center information, there are variations to services and support for HSC students, faculty, and staff. If you have questions regarding HSC technology services, please contact the HSC Service Desk at 272-1694 or HSC-CIO-notices@salud.unm.edu.

*Sender Policy Framework (SPF) is an Internet standard protocol (RFC 7208) recommended by the Internet Engineering Task Force to help prevent spoofing by using "From" addresses to determine if an email came from a source approved by the sender's domain. The receiving email system then processes the email based on the SPF information returned by that domain.



FINANCIAL WELLNESS WORKSHOP

PLANNING FOR UNCERTAINTY: WILLS AND POWERS OF ATTORNEY

Tuesday, Dec. 14 | 12:05 to 12:55 p.m.

In life, nothing is certain, but creating an estate plan is one way you can plan to improve your overall financial well-being.

Join us on Tuesday, Dec. 14 from 12:05 to 12:55 p.m. for our virtual workshop, Planning for Uncertainty: Wills and Powers of Attorney where we will help you think through and establish an action plan for putting important lifetime planning and estate strategies in place.

- You may be thinking that only the wealthy or people with complex inheritance situations need a will. But here are a few reasons almost everyone needs a will:
- You get to say who receives your assets and valuables instead of our state government making the decisions.
- Your dependent children can be cared for by whom you choose. Otherwise, the courts decide.
- Your heirs can access your assets more quickly and easily.
- If you have a large amount of assets, you can put strategies in place, such as a trust, to avoid the lengthy court probate process and potentially reduce estate taxes.

Gregg Marsh, CFP and Director of Integrated Solutions in a multi-state region at TIAA, will walk us through:

- Preparing for health care and financial decisions to be made if you are not in a position to make them yourself.
- Determining whether lifetime gifts to your loved ones or charity should play a role in your planning.
- Knowing what questions to ask your attorney to execute an effective estate plan.
- Familiarizing yourself with the basic estate planning documents to put in place as part of your estate plan, including writing or updating your will, powers of attorney, advanced health care directive (living will), and beneficiaries.
- Understanding the importance of asset ownership and beneficiary designations.
- Evaluating the potential for estate taxes.

[Register Here](#)

Questions? Email Cherie Knight at cheriejean56@unm.edu or visit the [Financial Wellness Workshop page](#) for updates.

Honor Essential Staff at UNM

The holidays are a great time to give thanks, and no one deserves a great big “thank you” more than our essential staff who have worked so hard to keep us safe, healthy and running smoothly through the pandemic.

Do you know someone who is a Tier One or front-line worker who has been working tirelessly? Staff Council is



giving the UNM Community a chance to say “thank you” and show appreciation by sharing a message of thanks.

Go to the [appreciation link](#) and submit a message. You can also add their supervisor’s email address so they get a copy too!

HAVE A RELAXING WINTER BREAK!

The University of New Mexico will observe Winter Break Dec. 23 through Jan. 3, 2022.

For more information on approved holidays, visit UNM [Policy 3405: Holidays](#).



Crucial Conversations®

Online Self-Paced with Tailored 1:1 Support and Coaching from UNM Ombuds

Ombuds for Staff invites you to sign up for this effective course that focuses on skills that foster open dialogue around high stakes, emotional, or risky topics. Learn how to speak persuasively, foster teamwork and make better decisions. Based on the best-selling book Crucial Conversations®.

This Online Self-Paced Crucial Conversations® course includes:

- Online self-paced class
- Downloadable Toolkit (this document serves as a reference guide to the online Crucial Conversations® content)
- Crucial Conversations® e-book
- 1:1 Ombuds coaching, support, and check-ins.

The last course of 2021 kicks off Dec. 13. Register now. To learn more, see the [Ombuds flyer](#).



Lobo Food Pantry Donation Drive

Winter break can be an especially challenging time for our students in need. Please help by supporting the Lobo Food Pantry.

The UNM Staff Council LatinX Affinity Group will have collection sites throughout the UNM Community for donations, Nov. 29-Dec. 8.

Remember our Lobos while doing your holiday shopping and pick up some additional non-perishables items or toiletries.

[Check here](#) for a collection site near you. View the list of [acceptable items](#) or visit the [Lobo Food Pantry webpage](#) to give a monetary donation to the pantry.

YOUR BENEFITS & WELLNESS

FitLife: Holiday Fitness Tips

Tracey Briggs, MA, AFAA-CPT, NASM- CES, FNS Supervisor
Employee Wellness Team

Admit it – you can't stand those fitness articles telling you how easy it is to stay in shape over the holidays. They feature fit and fun folks sweating through another "way-too-enjoyable" workout.

They don't depict the reality of the season – we all know that the holidays are busy. Between navigating crowds at the mall and juggling kids or grandkids floating on a holiday post-Halloween sugar ride, the last thing you have time for is going to the gym.

So, why don't you take a different approach this year? Stop beating yourself up for that gym membership gathering dust. Instead, try these "creative" approaches to fitness that fit into your already busy schedule.

Fruit Cake Shot Put: More "brick" than cake; put these unwelcome gifts to good use. Work on upper body strength and [shot put](#) those cakes into the trash. Then be sure to remove whoever sent them from your holiday card list.

Frozen Turkey Bowling: It's 10 am on Thanksgiving Day, and you forgot to thaw the turkey. Don't despair – keep everyone happy with [turkey bowling](#) then order pizza for dinner.

Black Friday Stiff Arm: Now's your chance to relive those high school football days. Practice your [Heisman pose](#)

and stay out of that store opening stampede.

Leaf Raking: Sure, this is a boring chore, but you've got to [clean up those leaves](#) at some point. Get your cardio in by raking them up. Just don't overdo it – rake the leaves into your neighbor's yard and go take that nap you deserve. It may just be Stella's yard that you are contributing to!

Holiday Light Tug-of-War: Forget it – those tangled lights are [never coming apart](#). So instead, turn them into a game of tug-of-war and get the whole family involved. Plus, if they break, you don't have to put them up this year.

If you practice these strategies over the holidays, you might just be the fittest person in the office when you get back from winter break.

Then if you want to find equally fun ways to bring fitness to your workplace, contact the Employee Wellness Team at wellness@unm.edu. **Happy Holidays from Benefits & Employee Wellness!**



Win Big for Getting Healthy! Take the Jackpot Challenge!



UNM's Benefits & Employee Wellness and HSC Wellness want to help you achieve your health and wellness goals by bringing you the New Mexico Educators Jackpot Challenge, which begins on Jan. 28. During the 2022 Challenge, UNM will be competing against other colleges and schools in this 12-week weight loss challenge to get healthier and win cash prizes!

How It Works:

- Participation is open to employees & family members.
- Sign-up is available online or on HealthyWage's mobile app.

- Entry fee is \$70 to register per person. The more participants, the bigger the jackpot!
- Compete in teams of 4-9 against other New Mexico organizations. You can create/join a team with your coworkers and/or family members.
- EVERY TEAM THAT ACHIEVES THE 6% WEIGHT LOSS GOAL WINS! All winners split the pot. Part of the fun is that you don't know exactly how much money you will win (winnings are dependent on the number of successful teams).

In the spirit of teamwork, if all of the schools combined can get over 500 participants to register, the organization with the most pounds lost can win a charity donation to a recipient of their choosing. HealthyWage will donate \$5 per player (for every player over the 500 participants threshold) to a charity of the winning organization's choice.

For registration information, check the [Employee Wellness team website](#).



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Questions? Contact Us!

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