

# UNM at Work

YOUR MONTHLY HUMAN RESOURCE

FEBRUARY 2021

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## UNM Continues Emergency Paid Sick Leave

On Dec. 31, the Families First Coronavirus Response Act (FFCRA), requiring employers to provide paid sick leave and expanded family medical leave for personal illness or to care for loved ones who are ill, expired.

However, to continue supporting all UNM employees, UNM senior leadership has voluntarily chosen to continue the emergency paid sick leave provision (E-PSL) of the FFCRA through March 31.

E-PSL allows for two weeks of paid leave (up to 80 hours), prorated based on FTE and average hours worked through March 31. Read the full [Human Resources Jan. 14 announcement](#) to verify your eligibility and for instructions on the request process.

## Electronic W-2/1095-C Now Available



Did you opt in to receive your 2020 tax forms electronically? If so, your W-2 is now online and your 1095-C will be available Jan. 31. You can access your tax forms in [LoboWeb](#).

If you did not complete the eConsent 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 Feb. 1, and Form 1095-Cs will be mailed later in February.

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

## NM COVID-19 Vaccine Registration System Available

The New Mexico Department of Health (NMDOH) has launched the [COVID-19 Vaccine Registration System](#) and are encouraging all New Mexicans to register for their COVID-19 vaccine and booster.

As part of the registration process at [cgvaccine.nmhealth.org](https://cgvaccine.nmhealth.org), you will be prompted to complete a comprehensive profile about your medical conditions and your employment. These details are important to help the state in managing the vaccine distribution.

Per federal recommendations, the vaccine is being prioritized for frontline healthcare workers and first responders, as well as staff and residents of nursing homes and other long-term care facilities. The general public are anticipated to be vaccinated by the middle of this year.

Registering now for your COVID-19 vaccine will ensure that you are notified as soon as vaccines are available in your area and/or related to the work you do. When you are notified you will be able to log in and schedule your appointment.

*Cont'd on Page 3*

### HR CALENDAR

**Jan. 31**

Mandatory Training  
Deadline

**Feb. 1**

LifeSteps Program Begins  
(HSC and UNM Main)

**Feb. 15**

New Mexico Jackpot  
Weight Loss Challenge  
Begins

**Feb. 16 (Cohort 1)**

**April 1 (Cohort 2)**

ULead Application  
Deadlines

**Feb. 24 | Feb. 25**

Financial Wellness  
Workshop: Tax Filing Tips

**March 1**

PEP Evaluations Due

**March 18**

Road to Wellness  
Workshop

**April 21-May 7**

**(TENTATIVE)**

Benefits Open  
Enrollment Begins

Feedback for the  
UNM at Work  
Newsletter?

Contact us!

[HRInfo@unm.edu](mailto:HRInfo@unm.edu)



## NM COVID-19 Vaccine Registration System Available (Cont'd)

The vaccine is free to all recipients regardless of insurance or immigration status, as required by the federal government. Vaccination providers will be able to charge an administration fee that is reimbursed by your public or private insurance company, or for uninsured patients, by the federal Health Resources and Services Administration's Provider Relief Fund.

Why is getting the vaccine important when we are taking other precautions?

According to the CDC, stopping a pandemic requires using all the tools available. Vaccines work with your immune system so your body will be ready to fight the virus if you are exposed.

Getting a vaccine and continuing with the practices of covering your mouth and nose with a mask and staying at least six feet away from others will help reduce your chances of being exposed to the virus or spreading it to others.

Along with the NMDOH, The University of New Mexico



Volunteers from the UNM Health community help administer vaccinations at The Pit. Photo by UNM HSC.

encourages students and employees to register for the vaccine. For information regarding vaccine safety, visit the [CDC COVID-19 vaccination safety page](#).

Please note that The University of New Mexico does not independently administer the vaccine.

## BeKind Week, Feb. 15-19

### COVID Can't Stop Kindness

Help UNM Student Affairs celebrate kindness during BeKind Week, Feb. 15-19. Though we are unable to gather, Student Affairs has lined up some [fun activities](#) we all can do to bring kindness to the UNM community.

Win prizes in the BeKind to Yourself Bingo or drive by the Lobo Food Pantry for free kindness goodies. And while you are there, be kind and [consider a donation](#) to our campus pantry which helps students in need.

How will you [spread kindness](#)?



## New Mexico Jackpot Challenge

### Win big for getting healthy

Benefits & Employee Wellness invites you to join the challenge and compete against other New Mexico organizations to win cash prizes just for getting healthier! The New Mexico Jackpot Challenge is a 12-week weight loss challenge starting Feb. 15.

[SIGN UP](#) online or on [HealthyWage's mobile app](#).

All participant registration fees go directly into the pot. The more participants, the bigger the pot!

[Learn more or register now](#) for only \$23.33/month for 3 months (\$70).

# YOUR PROFESSIONAL DEVELOPMENT



## Spring ULead 2021

### Make Leadership Development a 2021 Goal

If you or someone on your team are interested in developing leadership skills for your career path in 2021, **ULead Online** is for you!

ULead will help you uncover your innate leadership abilities and positively impact the world around you, no matter your job level or function.

ULead Online is a **6-week** leadership program that is offered for free to all UNM employees.

We are offering two options this spring:

**March 1 - April 8 | April 19 - May 27**

You have three learning paths to choose from:

- **Project Management:** From ideas to solutions, lead, execute and monitor your projects.
- **Managing Relationships in the Workplace:** Communication, engagement, conflict resolution, change management, coaching- moving people

forward.

- **Diversity and Inclusion in the Workplace:** Diversity and inclusion in the workplace, and addressing unconscious bias.

If you are ready to join us, please fill out the [application form](#) by **Feb. 16** for cohort one, and **April 1** for cohort two, and we will contact you with next steps.

EOD is proud to offer this professional development opportunity to our colleagues across UNM using the tools and technology available and engage in a virtual manner regardless of our physical distance.

Visit the [ULead website](#) for more information and to view the Spring 2021 schedule.

Questions? Contact Kate Williams [kwill07@unm.edu](mailto:kwill07@unm.edu) or Cristina Serrano Johnson [mcris16@unm.edu](mailto:mcris16@unm.edu).

## PEP 2020: Tips for Success

February is here and it's time to finish up your PEP!

One of the most common issues we have seen so far this year is how to access the PEP. Remember that the PEP is accessed in UNM Jobs.

### Accessing Your PEP

Go to [UNM Jobs](#).

Use your NetID to sign in. If you have a salud.unm.edu email you will not use the salud.unm.edu to access UNM Jobs. Your NetID will be your username at unm.edu.

Need help regarding your NetID? Visit the [NetID webpage](#).

Need to reset your password for your NetID? Call IT at 505-277-5757 and they can assist you.

Any other issues regarding access to your PEP, please check the [PEP resources page](#).

Now that you can access your PEP, here are some tips for making this process as smooth as possible:

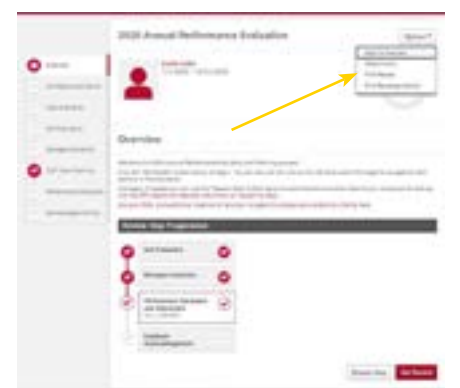
**Managers:** Your direct reports will not see the comments

or ratings you have given them until the PEP is signed and acknowledged by you during the performance discussion.

To have a copy of the review for your employee during the performance discussion, you can print a copy that will download as a pdf. Click on "Options" in the upper right hand and then Print Review. You can then email or print the review.

**Employees:** We know that goals might look differently this year and coming up with specific goals can be challenging. We encourage you to use the SMART system to develop your goals. Here is a great resource on [SMART goals](#) and how to create them.

Also, be sure to check out the *Help in Assessing Goals during COVID-19* on the [PEP resources page](#) if your goals or job duties have shifted during the pandemic.





# YOUR BENEFITS & WELLNESS



## FINANCIAL WELLNESS WORKSHOP

### Tax Filing & Planning Tips, Feb. 24 & 25

**Cherie Knight, MA, ChFC**  
**HR Projects Specialist**  
**Financial Wellness**

2020 is finally in the rear-view mirror! Like most Americans, you may have one task remaining to wrap it up entirely and focus on the year ahead, and that's filing your 2020 tax return.

To help you get an early start this year, Benefits & Employee Wellness has partnered with Voya CPA/PFS Financial and Tax Advisor Eddie Fernandez for a virtual "Tax Filing & Planning Tips Workshop" **Wednesday, Feb. 24 or Thursday, Feb. 25, noon to 1 p.m.**

This workshop will provide information about ways to

maximize your tax deductions and credits, including opportunities created by the CARES Act.

Learn about changes in the tax rules due to COVID-19, and key tips to be aware of when filing your 2020 return.

We will include tax mitigation strategies for 2021, such as contribution amounts to a 403(b) and/or 457(b) voluntary retirement plan, improving your retirement security and reducing your 2021 taxable income.

[Registration here.](#)

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

### Fit Life: Road to Wellness Workshop, March 18

Want to focus more on your health and overall wellness in 2021? [Sign up today](#) for the UNM Road to Wellness Workshop. Space is limited!

This 7-week online workshop, offered by [Benefits & Employee Wellness](#), will help you set achievable wellness goals and maintain healthier habits as you continue on your road to wellness. The workshop will also share and discuss several self-care techniques that you can start practicing in your daily life immediately!

#### Road to Wellness Workshop Spring 2021

**WHEN:** Every Thursday, March 18-April 29, Noon-1:30 p.m.

The fourth week will be 1-on-1 consults only; no group class will be held.

**WHERE:** On Zoom\*

**COST:** This workshop is free to all benefits-eligible faculty and staff

\*You will receive a calendar invite with the Zoom link for each class.

#### Who is This Workshop For?

- Individuals living with a chronic condition or disease
- Caretakers of individuals living with a chronic condition or disease
- Anyone needing more guidance and accountability on their road to wellness



While we cover chronic disease self-management information in this workshop, we also offer content that includes self-care and general wellness tips that anyone can apply in their daily lives.

In this workshop, we'll discuss and complete activities on the following topics:

- Wellness Goal Setting and Action Plans
- Brainstorming and Problem Solving
- Relaxation Tools
- Mind-Body Connection
- Getting a Good Night's Sleep
- Dealing with Difficult Emotions
- Healthy Eating
- Physical Activity
- Managing Medications
- Informed Treatment Decisions
- Pain and Fatigue Management

Questions? Contact workshop leader and Benefits & Employee Wellness Health Education Consultant Lauren Lewis at [lclewis@unm.edu](mailto:lclewis@unm.edu).

# YOUR BENEFITS & WELLNESS

## Food for Thought: Show Your Heart Some Love

### Working on Heart-Healthy Eating Habits

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

February is American Heart Month, so let's use that as motivation to work on heart-healthy eating habits. Here are some ideas to get you started. Pick one that you think will work best for you!

#### Eat More Fiber-Rich Foods

Okay, so I know that doesn't sound exciting, but there are high fiber foods that taste good! Beans are high in fiber – and are still high fiber even in a [healthier version of Frito pie](#). Split pea soup is yummy and high in fiber (and I won't tell if you add some bacon). Even if you don't want to cook, you can just add [avocados](#) or [raspberries](#) to everything – both are excellent high fiber foods.

#### Focus on Lean Proteins

Select the leanest cuts of meat available. Poultry (especially without skin) is always a good option and tastes great in any of these [17 Mediterranean Diet recipes](#). Or consider eating fish, especially those containing [omega-3 fatty acids](#), twice a week. Choosing lean proteins will help reduce your intake of saturated fat, helping make your heart feel loved.

#### Cut Back on Beverages with Added Sugars

[Added sugar](#) doesn't do our body any favors. Reducing sugar intake is one of the single best healthy eating changes we can make. Sugar-sweetened beverages are the [leading source](#) of added sugars for most Americans. Improve your drinking habits by swapping your soda for sparkling water or experiment with reducing the sugar in your coffee or tea.



#### Eat More Nuts and Seeds

Nuts and seeds are high in polyunsaturated fats that are good for your heart. And they make a perfect snack. The next time you get hungry in the afternoon around 3 p.m., have some of your [favorite trail mix](#) nearby.

#### Use Up as Many Calories as You Eat

Excess weight can be hard on your heart. More movement can really help balance the equation between calories in and calories out. If you love exercising, that's great.

But if you hate the gym, the good news is that all movement counts. Walking works. So, does dancing, building craft projects, and even fidgeting. Here's a list of [40 ways to exercise without realizing it](#).

Start with one healthy habit and practice it throughout the month. Add the next step when you're ready. Little by little, you can show your heart some love.

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## Positivity 101: What Makes You Feel Loved?

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

What represents the energy of positivity more than the month when we celebrate love?

Valentine's Day marks one day of the year when we often demonstrate our love through gifts such as flowers, chocolates, shiny bobbles, and fancy dinners. But while Feb. 14 usually represents outward displays of affection, most of us agree that feeling loved comes from something more meaningful- and it may surprise you what it is.

Americans largely agree that small gestures are what matters most when it comes to what makes us feel loved. In a [Pennsylvania State University and University of California, Irvine study](#), researchers found that small, non-romantic gestures topped the list of what makes people feel loved. Showing compassion in a difficult time; after a long day of work, [your pet is happy to see you](#); or receiving a [snuggle from a grandchild](#) are what matter most.

Meanwhile, the study also showed that controlling

*Cont'd on Page 7*



## Positivity 101: What Makes You Feel Loved? (Cont'd)

behaviors, such as someone wanting to know where their partner is at all times, were viewed as the least loving.

The research also set out to see whether the majority of Americans could agree upon what makes people feel loved on a daily basis, or if it was a more personal thing. The results showed the top scenarios that came back weren't necessarily romantic.

It is possible for people to feel loved in simple, everyday scenarios. Showing love doesn't have to be the over-the-top gestures that mark a single day in February. These results hold a nice reminder of the simple things we can do to [show our appreciation and gratitude](#) for one another during the remaining 364 days of the year.

Even though the research reflects how Americans as a whole feel about love, each of us still can (and do) have our own personal feelings about what makes us feel loved.

The fact is we all have unique love languages. To better enrich your connection, start by [learning your love language](#) and that of your partner's so you can strengthen, grow, and positively nurture your relationship for many years to come.

The bottom line is that whether we feel loved or not plays a vital role in how we feel from day to day.



## Goals Big & Small

**Vanessa Roybal**  
**Health Education Consultant**  
**Employee Wellness**

In January, most people ring in the new year excited to set goals for the next 12 months. As many of us continue to live with uncertainty, looking ahead to next week, next month, or even six months from now is difficult.

Before you dismiss the idea of goal setting in the new year, please take a moment to realize that it is more crucial than ever. Goal setting helps productivity and a sense of normalcy.

Whether personal or professional, the determination of goals helps give you choices for when you might feel that things are out of control. This can also be a productive distraction since goals also provide a sense of planning and focus.

Professional goals, such as the ones we set on our performance evaluations, assist in motivation during the workday. Personal goals help you focus on the time while you are away from work.

**First things first - look back.** List all your 2020 accomplishments. Be proud and reminisce on your achievements. Also, recognize the trends of what you enjoyed and didn't. This rearview mirror look will help your goal setting for 2021.

**Start small.** Try a scheduling goal or a progress goal. Whether it is going to sleep, waking up, or taking a walk during the day at a consistent time, schedule it on your calendar and practice making it a habit. Progress goals can help you focus on the individual tasks you need to complete in order to achieve a bigger goal. Having daily and/or weekly progress goals can break down that bigger goal, so it doesn't seem so overwhelming. Just make sure that each goal is specific and measurable.

And remember, even though we are all physically distant doesn't mean we can't rely on our family and friends to support our journey. Share with them what you are doing and ask them to engage and support you along the way. From exercise goals to work goals, friends or family members can give us accountability and even join us in our successes along the way!





# UNM at Work

YOUR MONTHLY HUMAN RESOURCE

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## Questions? Contact Us!

### UNM HR is located at:

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**[hr.unm.edu](http://hr.unm.edu)**  
**505.277.MyHR (6947)**

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