

# UNM at Work

YOUR MONTHLY HUMAN RESOURCE

JANUARY 2021

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## WELCOME BACK!

### Your 2021 HR Checklist

☐ **Opt in** by Jan. 19 to receive your W-2/1095-C electronically.

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

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

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

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

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

☐ Stay well through our many **Employee Wellness** programs.

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

## Mandatory Training Deadline Jan. 31

As a reminder, all University-required trainings must be completed by **Jan. 31**. This deadline was extended from the original date of Dec. 1.

All regular faculty and staff, temporary faculty and staff, on-call staff, and student employees (including graduate students) are required to complete the designated University-wide mandatory training. The four mandatory trainings for 2020 are:

- **MT 2020E or MT 2020S:** Prevention of Harassment and Discrimination
- **BAST 2020:** Basic Annual Safety Training - 2020
- **ACSH 2020:** Active Shooter on Campus: Run, Hide, Fight - 2020
- **STH 202-2020:** Information Privacy and Security Awareness Training

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

If you find training regarding sexual harassment/sexual misconduct to be personally triggering due to an experience, you can request an exemption from the annual requirement for “Prevention of Harassment and



Discrimination” by submitting the [Exemptions for Online Intersections Training](#).

If you have questions about the exemption or training, contact Angela Catena, Title IX Coordinator, at [acatena@unm.edu](mailto:acatena@unm.edu).

If you find training regarding Active Shooter situations to be triggering due to an experience, please contact Deborah Kuidis, Industrial Security Officer, Provost Office, at 505-277-2058 to request an exemption from the training.



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

As an active UNM employee, you may opt in to receive your W-2 and 1095-C forms electronically through LoboWeb by Jan. 19.

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

If you would like for UNM to provide your W-2 and 1095-C forms electronically, you must provide your electronic consent.

**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.

If you consent to receive your 2020 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.

**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 Benefits & Employee Wellness at [HRBenefits@unm.edu](mailto:HRBenefits@unm.edu).

## What is the 1095-C Anyway?

Everyone knows why they need a W-2 for filing their taxes. But why do we need the 1095-C?

The Affordable Care Act (ACA) requires UNM to provide the Form 1095-C to all full-time employees, as defined by the ACA, whether or not they were eligible for medical coverage, as well as all employees who were enrolled in UNM's medical plans. The Form 1095-C is not required for you to file your taxes, but is for record purposes and lists the months you were a full-time employee, if you were eligible for UNM medical coverage, and what months you were enrolled.

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.

Eligible employees who do not opt in will receive the 2020 paper form by the end of 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).

### HR DATES TO REMEMBER

Mandatory Training Deadline  
**Jan. 31**

PEP Evaluations Due  
**March 1**

LifeSteps Program Begins  
(HSC and UNM Main)  
**Feb. 1**

New Mexico Jackpot  
Challenge Begins  
**Feb. 15**

The University  
will be closed  
**Jan. 18**  
in observance of  
Martin Luther  
King, Jr. Day



## Staff Council Appreciating Staff with LoboCash



What can you do with \$7 LoboCash? A lot, it turns out! A slice from Saggios? No problem. Or grab an espresso and donut at the HSC Espresso Café. Something more practical or fun? Get 28 single color copies at the UNM IT Computer Labs or a cool car decal from the UNM Bookstore.

Staff appreciation week was one of many things to go by the wayside due to COVID-19. To show their appreciation to staff, **Staff Council** has added a **\$7 LoboCash treat\*** to your LoboCard or HSC badge.

The LoboCash doesn't expire and can be used at several locations on and off campus! Visit the [LoboCash site](#) for a full list of venues.

\*Staff on Main, South and North Campuses only.

## 2020 Gerald W. May Outstanding Staff Awardees Announced

The Office of the President and Staff Council recognized outstanding recipients of the 2020 Gerald W. May Outstanding Staff Award on Dec. 10. Every year this prestigious award recognizes outstanding staff members who have made significant contributions to the University.

The following recipients have made an immeasurable impact on the institution and HR congratulates them on the recognition:

### **Oceana Black Elk**

Admin Assistant 3 | Arts Sciences Advisement

### **Corine Gonzales**

Strategic Project Director | Enrollment Management

### **Gary Harrison**

Facilities Operations Manager | Physics & Astronomy Department



### **Antoinette Rael**

Department Administrator | Chicana Chicano Studies

### **Mitzi Vigil**

Operations Specialist | School of Law

For more information on the award, as well as past recipients, visit [Staff Council's award page](#).

## Ombuds: Start the Conversation

Start 2021 out on your best foot by preparing for hard decisions or difficult conversations. **Crucial Conversations®** is an online, self-paced course that focuses on the skills that foster open dialog around high stakes, emotional, or risky topics. Learn how to speak persuasively, foster teamwork and make better decisions.

Upcoming Kick-off dates are from noon to 1 p.m. on the following dates:

Jan. 21 | Feb. 17 | March 16 | April 14 | May 13 | June 8

Choose the kick-off date that works for you and then complete your course within 90 days of your kick-off date. Learn more about the program or register through [Ombuds](#).



### **Start the Conversation**

Ombuds is here to listen. Schedule a confidential ombuds visit by sending an email to [JoEllen Ransom, Staff Ombuds](#) or [Anne Lightsey, Associate Ombuds](#).

Each visit is a confidential, informal, compassionate, and constructive conversation. Visit [ombudsforstaff.unm.edu](#) to learn more about Ombuds services.



# YOUR PROFESSIONAL DEVELOPMENT

## PEP 2020: Tips for Success

Welcome to January! This month in the PEP timeline, employees should complete their self-evaluation. If you need to revise your goals, please visit the [PEP website](#).

You can also attend one of the PEP working sessions via Zoom. View all the offerings at the [PEP working sessions page](#).

### PEP Tip

Do you have a salud.unm.edu email address? You must use your NetID email address to sign into UNMJobs (example: lucy@unm.edu).

If you have any problems with your password, please call UNM Main IT at 505-277-5757 as EOD staff are not able to reset passwords.



Helpful Links:

- [UNM Jobs login](#)
- [NetID assistance](#)
- [PEP Website](#)



## EOD Spotlight: Seven Sneaky (But Effective) Ways to Start a Productivity Habit

It's January, which means it's resolution season. Resolve to start off 2021 with an increased focus on habits to help make this year your most productive yet.

"It's so easy to stay productive. I just consult my to-do list, start my day fresh at 6 a.m., and plow through until everything is crossed off." **Said no busy manager ever.**

No matter how dedicated we are to being productive, it's a job in itself to develop habits that keep us productive.

This month EOD shares [Resourceful Manager's](#) tips on ways to establish a productivity habit to improve your time management. [Try applying](#) their sneaky solutions to some of your most challenging productivity habits including:

1. Clearing out the email/message noise
2. How to really get started working earlier

3. How to psyche yourself into doing an unpleasant task
4. How to get over a "block"
5. How to meet concurrent deadlines
6. How to motivate yourself for a long day or week ahead
7. How to shake the dust off of something you've put off

Using even just one of the tricks offered to start a productivity habit can help you turn your work-heavy days and weeks around for the better.

**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.

# YOUR BENEFITS & WELLNESS

## Take Time Now to Update Your Beneficiaries – It's Important!

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

Living in the moment can be very rewarding and enjoyable! It's also important, though, to put a plan in place for the unexpected changes that can emerge in your life as well as for the inevitable- your expiration date.

Start each new year off right by reviewing, and if needed, updating the beneficiaries for your life insurance, pension, IRA's, 403b, 457b, 401k, SEP, SIMPLE, mortgage deed, etc. When changes like marriage, birth, divorce, and health changes happen, it's essential to review, and if needed, make new decisions about who will inherit your assets.

Naming your spouse as primary beneficiary can help to reduce or eliminate income and estate taxes. For example, a spouse is allowed to roll over a deceased spouse's retirement accounts to an inherited IRA account and avoid current taxation.

It's good to designate both primary and contingent beneficiaries. Contingent or secondary beneficiaries will receive the asset if your primary beneficiaries pass away before you do. Life insurance benefits and other assets may not be released directly to minor children but may be released to a court-appointed adult guardian of the child's estate.

Naming beneficiaries for each asset can supersede those listed in your will and help deliver specific assets to



your heirs more quickly by avoiding a lengthier probate process. See The Hartford Beneficiary Guide for more on legal guardianship and naming a trust or estate as beneficiary.

Estate planning experts also recommend putting in place an updated last will and testament, powers of attorney, a health care proxy, health care directive and a safe deposit box co-signer form. Distribution of a decedent's assets without properly documented beneficiaries and a valid will are determined by life and accident insurance policy provisions as well as state law, which may not align with your current wishes.

For more information and assistance with these important tasks, please consult with your personal legal counsel, estate planning attorney, bank, financial institution, or a financial advisor.

[READ MORE ABOUT BENEFICIARIES](#)

## Access to Complimentary Financial Planning at UNM

Have you ever thought about seeking help from a licensed and credentialed financial professional? Or thought that you and your family would need to be wealthy before these kinds of services could be affordable?

You may be surprised to learn that your benefits as a UNM faculty or staff member include personalized financial planning and recommendations at no additional cost to you, from local advisors who represent five companies with proven track records of providing education and planning services to clients nationwide.

In 2009, UNM vetted out and selected AIG, Fidelity, TIAA, and Voya to provide retirement planning and investments for the UNM voluntary 403b and 457b retirement plans. Recently, UNM added Nusenda Credit Union to this group of top-notch companies who stand



ready to provide broad-based financial advice and guidance to you as part of your benefits and employee wellness offering.

Each company has agreed to provide these services at no extra cost to you and your loved ones.

What are some of the short and long-term advantages of working with a professional financial planner?

[READ MORE ABOUT FINANCIAL PLANNING](#)



# YOUR BENEFITS & WELLNESS

## Fit Life: ZoomFit and Zoom Desk Breaks Continue for 2021



Lauren Lewis, UNM Benefits & Employee Wellness Health Education Consultant and personal trainer, is continuing her ZoomFit classes for the spring semester with a new

schedule and class format starting Monday, Jan. 11!

Join Lauren and this fun online fitness community for a lunchtime sweat session that you can do from anywhere Monday, Wednesday, and Friday, noon-1 p.m. No equipment needed. Just [Zoom](#), some floor space, and YOU!

Lauren's style of training is mostly circuit, strength and high intensity interval training, but she gives plenty of low impact modifications for any fitness level.

View the [complete schedule](#) with class descriptions and to get on her ZoomFit calendar invite list by emailing Lauren at [lclewis@unm.edu](mailto:lclewis@unm.edu).

### **Zoom Desk Stretch Breaks Every Tuesday and Thursday this Spring**

Starting Tuesday, Jan. 12, Lauren will be leading quick, 5 to 10-minute stretch breaks via Zoom. Take a break from your desk at 10 a.m. and 3 p.m. every Tuesday and Thursday. Email Lauren to receive the calendar invites so you don't miss a session at [lclewis@unm.edu](mailto:lclewis@unm.edu).

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## Food for Thought: Make Better Resolutions by Resolving to NOT Do Things



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

Typical New Year's resolutions are destined to fail. And some evidence suggests that most will be abandoned by [January 19](#). This year let's try something different to help us succeed – let's resolve to not do things.

One common problem with resolutions is that there is often only one way to succeed, but many ways to fail. So, if we switch things around and instead identify the thing we don't want to do, we'll have only one way to fail and many ways to succeed!

Here are some things you might want to resolve not to do this year.

### **Resolve to NOT Go on a Diet**

Diets are a poor way to get healthier. They are restrictive, short-term-focused, and just not fun. So, let's

skip it this year! Instead, there are lots of ways to make long-term eating changes that promote health. Start small – find healthy snacks you enjoy, discover a tasty recipe that you'll eat regularly, or simply have a piece of fruit with breakfast. Every time you do one of these small things, you are succeeding! Now that's easy! (Need some structured help? Check out our [LifeSteps Weight Management Program](#) starting in a few weeks.)

### **Resolve to NOT Do Exercise that Isn't Fun**

The surest way to fail at your exercise program is to pick an activity you don't enjoy. If you hate the gym, don't go. If running makes you unhappy, don't do it. All movement counts as exercise, and there are a million ways to move. Find what makes your body happy and do that. And yes, it's okay if you change your mind along the way.

[READ MORE ABOUT RESOLUTIONS](#)

# YOUR BENEFITS & WELLNESS

## Positivity 101: Micro-Vacations



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

How many of you were counting down the days and weeks until Winter Break? Now that we are starting off a new year with renewed energy, we realize the miraculous benefit that those days off have for our minds and bodies. It is a much-needed time to recharge.

Vacation is meant to refresh and rejuvenate. It isn't necessary or always the best practice to wait for holiday breaks to give ourselves that all-important rest. For the sake of well-being, holidays do not come often enough throughout the year, so here are some ways to actually build regular micro-vacations into our lives.

It may not yet be safe to travel, but we can still plan to safely relax and recharge by enjoying the benefits that come with strategies to help us disconnect and refresh.

### Daily Naps

Daytime naps improve cognitive function, reduce stress, increase alertness, enhance creativity, improve resilience, lower the risk of heart attack, brighten your mood, and [boost memory](#). The optimum nap period for improving mental operations, performance, reaction times, and subjective feelings of alertness seems to be 10 to 15 minutes. And that improvement in performance and alertness seems to be maintained for up to two and sometimes three hours after the nap. The old saying "You Snooze, You Lose" doesn't apply in this instance. Give your brain a brief vacation to put yourself in the winning column each day.

### Electronic Breaks

Another worthwhile micro-vacation is putting yourself into a digital timeout. A [study](#) published in The Journal of Social Psychology found that those folks who shut off social media exhibited lower levels of the stress hormone cortisol than those who didn't.

You may choose a varied amount of time to back away from your phone, tablet, or computer. Even one day per a week can have a positive impact. Being mindful about taking a retreat from Facebook, Twitter, Instagram, or any other social media site could be beneficial to your health and well-being.

### Extinguish Burnout

Defined as a state of emotional, mental, and often physical exhaustion brought on by prolonged or repeated stress, [burnout](#) can appear in various areas of life, such as parenting, care-taking, or romantic relationships. One way to combat burnout is by programming extended breaks into our yearly calendar.

It is a fact that many of us have been bolstering our banked leave during the last 10 months of the pandemic. Consider utilizing your [annual leave](#) to truly disconnect from work.

By engineering a four-day '[staycation](#)' or an extended three-day weekend to spend doing the things that you enjoy, you can actually reap as much joy or more than if you were to take two weeks of vacation all at once.

The stress of orchestrating, financing, and being away from the inbox for 14 consecutive days can make a longer vacation less instrumental in recharging the body and mind.

By scheduling three to four micro-vacations across a work year, you will maintain high levels of pleasant anticipation along with the resulting benefit of increased well-being.

**Feedback on the HR Newsletter?**  
**Send it to [hrinfo@unm.edu](mailto:hrinfo@unm.edu)**



# YOUR BENEFITS & WELLNESS

## Spring LifeSteps Weight Management Program

Now Available to HSC Employees



Benefits & Employee Wellness and HSC Wellness are teaming up to make the LifeSteps Weight Management Program available to more employees than ever! There has never been a better time to join and work toward your weight management goal.

LifeSteps is available to benefits-eligible UNM faculty and staff. This spring, the program will also be available to **HSC employees**, including UNMMG and SRMC.

Best of all, the class is available to all participants at **no cost**.

We have two class offerings for the spring semester and both are offered fully online.

### UNM Benefits-eligible Faculty and Staff

Feb 1 – May 14

Online class meets every Tuesday at noon

### HSC, UNMH, UNMMG, and SRMC Employees & Students

Feb 1 – May 14

Online class meets every Thursday at noon

Classes are led by Employee Wellness Health Education Consultants Reed Vawter, MS, RDN, CSOWM, LD and

Vanessa Roybal.

LifeSteps offers a safe and supportive environment where participants take charge of their health. With the guidance of a trained leader, 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 the LifeSteps [website](#) for full program details including instructions on how to sign up.

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

## 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**.

How It Works:

- SIGN UP online or on HealthyWage's [mobile app](#).
- All participant \$70 registration fees go directly into the pot. The more participants, the bigger the pot!
- Compete in teams of four to nine. After you sign up, you can create/join a team with your coworkers.

Don't have a team? No problem. HealthyWage will match you up with one!

- The Jackpot is all about teams striving to lose 6% of their body weight. **EVERY TEAM THAT HITS THE 6% WEIGHT LOSS GOAL WINS!** 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). Typically, winners win twice their entry fee. In 2019, participants won \$178.98 each!

Register now for only \$23.33/month for 3 months (\$70).

**REGISTER TODAY!**





# UNM at Work

YOUR MONTHLY HUMAN RESOURCE

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## Questions? Contact Us!

### UNM HR is located at:

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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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