

UNM at Work

YOUR MONTHLY HUMAN RESOURCE

MARCH 2021

In This Issue:

- WACUBO Conference [P.2]
- ISS Announcements [P. 2]
- PEP Deadline Extended [P. 2]
- IT Tech Bites: MFA & Tax Scams [P. 3]
- Feeling Overwhelmed? CARS Can Help [P. 3]
- Work + Life: Goals Forge Determination & Focus [P. 4]
- Benefits Tip: Open Enrollment Coming Soon [P. 5]
- Financial Wellness: Life Insurance- What You
- Need to Know [P. 5]
- Food for Thought: Fruits & Vegetables [P. 6]
- Fit Life: Increase Your NEAT [P. 7]
- LoboWell Listserv [P. 7]

WACUBO 2021 Virtual Conference

The 2021 Western Association of College and University Business Officers (WACUBO) Annual Conference is happening virtually this year and regular UNM Staff employees are invited to attend!

This year's virtual conference takes place over three days, May 24-26.

WACUBO represents our region within the national association (NACUBO) and provides opportunities for university business officers to develop professionally, to identify solutions for issues affecting higher education, and to share their expertise with other institutions.

If you are a regular staff employee, you received an email on or around Feb. 16 with instructions on how to register. Senior Vice President Teresa Constantinidis obtained a group registration for UNM, so there is **no cost** to register. Individual registrations for sessions must be submitted by April 1.



HR CALENDAR

Feb. 24 | Feb. 25

Financial Wellness
Workshop: Tax Filing Tips

March 18

Road to Wellness
Workshop

April 1 (Cohort 2)

ULead Application
Deadlines

April 1

PEP Evaluations Due
WACUBO Registration
Deadline

**April 21-May 7
(TENTATIVE)**

Benefits Open
Enrollment Begins

May 24-26

WACUBO Conference

Institutional Support Services Announcements



Below are two important announcements from ISS that may impact you.

New UNM Hospital Tower & Patient Parking Structure

If you are headed to campus, it is important to know that major construction is happening at Lomas and Yale as Phase 2 of the new UNM Hospital Tower and Patient Parking Structure has begun. This construction is specifically impacting access to the Lock Shop and Facilities Management service buildings.

Parking & Transportation Services (PATS) would like to remind you of the many detours, restrictions and alternate access routes that are occurring in this area, so plan for extra time in your commute, be aware of workers while traveling in the area, and plan specific pedestrian routes if you are walking. Read the full [construction update](#) and watch for PATS alerts in your inbox.

Facilities Management has also created a [UNMH Project webpage](#) to provide up-to-date changes in traffic patterns, access information, and a printable map for this project. If specific guidance is needed for visitors to access your service or unit, contact [Steve Howe](#), public information rep, who can work with you in identifying solutions.

LoboCard Office Hours for In-person Services

Starting Wednesday Feb. 10, the **LoboCard Office** began operating in-person, walk-up hours from 9 a.m. to 2 p.m. for your LoboCard needs, including new and replacement cards and name changes. Staff who prefer to schedule their visit may make an appointment to visit between 2 and 4:45 p.m. Monday through Friday.

To schedule an appointment or to ask a question, email the LoboCard Office at lobocard@unm.edu Monday through Friday from 8 a.m. to 5 p.m.

Feedback for the
UNM at Work
Newsletter?
Contact us!
HRInfo@unm.edu

**PEP DEADLINE
EXTENDED!
PEP EVALUATIONS
DUE APRIL 1**

UNM IT Reminder: Multi-Factor Authentication Registration

To improve the safeguards that protect sensitive financial data from cyber threats, Multi-factor Authentication (MFA), also known as two-factor authentication, has recently been added to the Bursar Account Suite (TouchNet) and LobWeb (Direct Deposit, Tax Forms, Benefits/Statements/Enrollment).

When UNM's MFA is enabled on a service, account holders are required to authenticate with their UNM NetID and password AND respond to a notification on a registered secondary device (phone, landline, tablet, etc.).

Requiring a response on a secondary device helps prevent others from accessing your account, even if they have access to your UNM NetID and password.

Most people have already registered for UNM's MFA service and are already realizing the benefit of this additional safeguard.

If you have not registered a secondary device to your unum.edu account, please register [here now](#). The enrollment process is fast and easy - you can see it in action [here](#).

UNM IT continues to evolve our approach to improving security measures, including the extension of UNM's MFA to additional services. Taking the time to register your UNM NetID for UNM's MFA now will both safeguard your account and prepare you for the future, so please don't delay!

UNM IT services protected by UNM's MFA work with your Main Campus NetID (UNM NetID@unum.edu) and password. For HSC users accessing main campus services, please ensure that you are using your UNM Net ID when registering for UNM's MFA service. If you have questions please see [FastInfo 7823](#).

For assistance with UNM IT services, please contact UNM IT Customer Support Services at 505-277-5757. Hours of operation are Monday through Friday, 7:30 a.m. to 5 p.m.



Beware of Tax Scams This Season



Tax season is a prime time for scammers and UNM IT would like to remind you of the many ways fraud can occur during tax season, whether in-person, over the telephone, through regular mail and even via email.

UNM IT is also seeing an increase in phishing email targeting people for personal tax information. Some of these phishing emails may seem to be from the IRS, a bank, and even someone from UNM.

Here are a few things you should be aware of so you can avoid tax-season scams:

1. The IRS will never email or call you. Do not give out your social security number and personal information

over the telephone or through email. The IRS contacts taxpayers via registered mail.

2. Never click on links in an email from an unknown sender. If you open such a link don't enter your private information or bank account. Copy the link, then go to the website from a browser and paste the URL.

3. Use your UNM email for UNM business only. It is easier to spot a phishing email if you separate your personal business from UNM. For example, if you registered your PayPal account with your personal email, then any PayPal related email you see in your UNM mailbox is probably a phishing email.

4. Do not use an unknown hotspot or public Wi-Fi network to file your tax return or to do your banking. Anyone can harvest your data over a public Wi-Fi network.

5. Always use a virtual private network, or VPN, if you have to work while traveling.

For more information about tax season scams, go to the [IRS website](#) for the latest scam alerts, or visit [UNM Payroll](#) for helpful tax resources and information.

Goals Forge Determination & Focus

Tracey L. Briggs, MA, Employee Wellness
Bonnie Minkus-Holmes, PhD & Cristina Serrano-Johnson, PhD, Employee & Organizational Development

Do you feel a collective sigh of relief when your Performance Evaluation process is complete? Now is the time to move forward focusing on your 2021 goals.

The positive impact goals can have on our work and personal life can be overshadowed by dread and cringe-worthy thoughts. Goals represent how we mark success and what we can possibly fail to achieve.

But we have a choice. We can see goals through a lens of [distress](#) due to fear of failure, or we can invoke the power of [eustress](#) to see them as a motivator. In this article, EOD and Benefits & Employee Wellness will share tools to help flip the fear to function.

How to Re-frame Your Perspective

Here are some positive steps you can implement toward achieving your professional and personal goals without the trepidation of failure. According to [Edwin Locke](#), [goal-setting theory](#) draws on the concept that our conscious ideas guide our actions.

Generate Ideas, Create a Roadmap

Rely on brainstorming techniques to help create the ideal conditions that will support the pursuit of your goals.

Write It Down. Locate a pen and pad of paper. Brainstorm as many alternative paths to your goal as you can. Think about all the possible routes you might take to your goal, and don't discard any of them. Record them as you go. This will help you to have specific recall.

Pinpoint the Resources. Think about what is absolutely necessary for each step along the way to your goal. List what you will need and the people who might support you.

Plan It Out. Think motivation and accountability. Apply the eustress principle to your goal pursuit process rather than outcomes. Use a [planner](#), [app](#), or whatever else you find most valuable, and don't be afraid to adapt your own path. Take charge of the plan and feel the comfort in it.

Be Prepared for Detours

- **Plan B.** Be honest in realizing that you are ready for situations that could arise. Lean into the hard questions such as, what might sidetrack me from pursuing one pathway and force me onto another? Do your best to avoid or overcome obstacles through proactive planning.
- **Practice Positive Self-Talk.** Our self-talk is extremely powerful. To visualize achieving your goal aids in refuting negative self-talk. Perceived self-efficacy, in tandem with positive visualization, increases positive internal dialog. This dynamic duo is key to goal achievement.



- **Choose Resiliency.** Setbacks can shake you emotionally and cause disengagement (if we let them). You can grow your capacity to deal with hindrances. Practice with [resilience training](#) exercises.
- **Review Your Progress.** Evaluation is not necessarily about success or failure, only that your priorities may have changed along the way. Be OK with adjusting your goals—make them more or less challenging, or rewrite them to fit the new path you are taking.

Aligned Goals Connect Employees & Teams

According to the American Psychological Association, when someone perceives a situation as challenging or uncontrollable, the brain initiates the release of stress responses.

When we are in a state of stress, we do not use our thinking brain and can tend to be overtaken by emotions. Human bodies are not accustomed to being in a state of stress for as long as we have been during this pandemic. We need to remember this and create goals that still push us but do not set us up for failure.

Collaboration between you and your supervisor in the goal-setting process is key. A conversation with your supervisor can ensure that your own [individual goals fit](#) into the departmental and organizational goals.

Some questions to guide your conversation with your supervisor can include:

- How does my role fit into the team vision?
- What actionable items can help us move the needle towards achieving our team vision?
- What skills do I need in my position, now and in the future, to contribute to the larger goals?

These questions might inform your understanding of your role, what is expected, and the growth opportunities that this role presents to you.

[Continue reading about goals...](#)

YOUR BENEFITS & WELLNESS

Benefit Tip: Open Enrollment Coming Soon

As Open Enrollment season approaches, it's a good idea to review your current Benefits Statement in LoboWeb.

Benefits Open Enrollment is tentatively scheduled for April 21 – May 7. During Open Enrollment, you can make enrollment changes to:

- Medical coverage
- Dental coverage
- Vision coverage
- Short-Term and Long-Term Disability coverage
- Life and Accidental Death and Dismemberment (AD&D) insurance coverage
- Flexible Spending Accounts (FSA)

Enrollment changes you make to these benefits are

effective July 1.

To view your Benefits Statement:

1. Go to [myUNM](#)
2. Log In with your UNM NetID and password
3. Enter LoboWeb (center of the screen)
4. Click “Benefits and Deductions”
5. Click “Benefit Statement”
6. Follow the prompts for the secure Multi-Factor Authentication

Stay tuned for more information on Open Enrollment in coming weeks! Questions? Contact Benefits & Employee Wellness at hrbenefits@unm.edu.

Financially Fit: Life Insurance- What You Need to Know

Cherie Knight, MA, ChFC
HR Projects Specialist
Financial Wellness

This article is the first in a three-part series about life insurance, disability insurance, and long-term care insurance.

Life can be unpredictable! [Life insurance](#) helps protect the people and causes you care about most, even if you're no longer here to do so.

Your life policy benefits can create an inheritance to help your loved ones pay for college, make a down payment or partially pay off a home, or fund a new business.

You can also name a non-profit as one of your beneficiaries to pay for food, shelter, and other expenses to support those in need or good works you want to sponsor.

Living Benefits

Newer types of life insurance can provide access to policy benefits while you are alive ([Living Benefits](#)), including disability, long-term care, critical illness, and terminal illness expenses. A good way to determine your unique coverage needs is to complete a [Life Insurance Needs Calculator](#) every year or so or when important events occur like marriage, birth or adoption of a child, and other major life changes.

Types of Life Insurance

There are two main types of life insurance: **term** (with no cash value), and **permanent** (with potential to build cash value). Term insurance provides a specific amount of benefit for a number of years.

Permanent insurance can build cash values that you can borrow and pay back, withdraw tax free, and use

to create income streams for retirement. The type of insurance you choose depends on many factors unique to you.

A [Life Insurance Product Selector](#) or insurance professional can help you decide what is the best fit right now.

UNM Benefits

UNM's [group term life insurance](#) and [accidental death-and-dismemberment \(AD&D\) insurance](#) can be a very affordable part of your family's plan. You can enroll when you are [newly hired or newly eligible](#), or during annual open enrollment in April and May, or if you experience a [Qualifying Change in Status](#) event.

Coverage is guaranteed up to certain multiples of your salary, and available above these limits subject to proof of insurability with medical underwriting. Enroll using the [Life and AD&D Form](#) or contact [The Hartford](#) at 866-551-1494 for more details.

Did you know that UNM employees and their family members can request complimentary financial planning and recommendations, including life insurance advice, from qualified local insurance and investment advisors? [Schedule a virtual appointment](#) with local licensed representatives from AIG, Fidelity, Nusenda, TIAA, and Voya.

Questions? Contact Cherie Knight, Benefits & Employee Wellness at cheriejean56@unm.edu.



YOUR BENEFITS & WELLNESS

Food for Thought: How Many Fruits and Vegetables Should You Eat in a Day?



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

We all know that eating more fruits and veggies is a good thing. But that leaves one big question – how many servings are enough?

What is a Serving?

Before we can even discuss how many servings we should eat, we need to talk about standard serving sizes. The easiest way to determine this is to look at the [nutrition facts panel](#) – it will list the standard serving size for your food.

But not every food comes with a nutrition label – including most fruits and vegetables! Generally, one serving of fruits and vegetables is ½ cup. Like raw leafy greens, some special cases are 1 cup per serving, and dried fruit is ¼ cup per serving. But you don't need to memorize those; you can always find [serving size lists that will help](#).

What Does That Look Like In Real Food?

Here are a few examples of a single standard serving for common foods:

- 5-8 florets of broccoli or cauliflower
- 1 medium carrot or 6 baby carrots
- ½ large sweet pepper
- 1 medium apple, pear, or orange
- 16 grapes

How Many Servings Per Day?

For a typical adult, the recommendation is 5 servings of vegetables and 4 servings of fruit per day. We can also

look at this in terms of those ½ cup servings. In that case, we should aim for 2 ½ cups of vegetables and 2 cups of fruit per day.

It should be noted that these numbers are based on a 2,000-calorie diet. If you eat more or less you'll need to scale the numbers (check out [table 4-1](#) on page 96 of the Dietary Guidelines for Americans to have the scaling done for you).

Can I See That In Real Food Again?

Here's a sample day of eating that meets these recommendations:

- **Breakfast:** Yogurt with ½ **cup raspberries**
- **Lunch:** Tuna sandwich, **1 medium apple**, and a salad with **1 cup spinach**, **¼ cup dried cranberries**, almonds, feta cheese, and salad dressing
- **Snack:** **16 grapes** and **6 baby carrots**
- **Dinner:** Grilled chicken and brown rice with ½ **cup sautéed peppers** and **1 cup steamed broccoli**

This includes four servings of fruit: raspberries, apple, dried cranberries, and grapes. It also includes five servings of vegetables: spinach, baby carrots, peppers, and broccoli (which is two servings here).

What Does Your Plate Look Like?

Take a moment to consider how you eat. If you are not meeting these recommended amounts of fruits and vegetables, maybe identify a couple of [ways to add more](#). Start small and add one serving at a time.

Practice making that a habit and then add more – you'll be eating healthier in no time!

YOUR BENEFITS & WELLNESS

Fit Life: Increase Your N.E.A.T. With Movement Breaks

Lauren Lewis, MS, NASM-CPT

Employee Wellness Health Education Consultant and Personal Trainer

If your job is done mostly through a computer and at a desk, chances are you have fewer NEAT opportunities than other jobs that involve physical work and being on your feet all day.

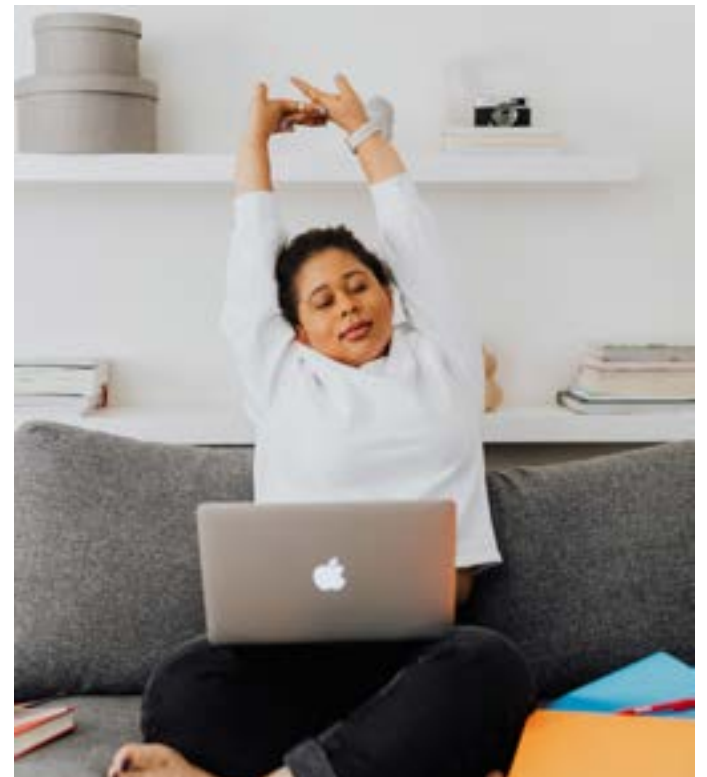
[NEAT](#) or [non-exercise activity thermogenesis](#) is all the other movement you do throughout the day beyond planned exercise.

There are plenty of [reasons](#) and [benefits](#) to focusing on NEAT. Even if you exercise regularly, many of us could use more movement in our days since it's so easy to be sedentary for long periods of time with a desk job.

Taking breaks and doing brief movement sessions is an excellent way to increase this kind of physical activity.

Need a reminder to take a break? Join me live on Zoom every Tuesday and Thursday for morning and afternoon 5-10-minute movement breaks.

Email lclewis@unm.edu, and I'll send you the calendar invites so you can add them to your schedule!



New LoboWell Listserv

New in 2021. Introducing the LoboWell Listserv. If you enjoy the articles written by Employee Wellness, join our consolidated listserv to receive weekly nutrition, fitness, well-being, financial and positivity content, all in one convenient subscription.

If you were already a subscriber of our Eat-Well, or FitLife lists, you do not have to do anything. You will be transitioned to the new listserv. Ready to join LOBOWELL-L@LIST.UNM.EDU? Learn how to [subscribe](#).

We are here to support you to live it LoboWell.

Feeling Overwhelmed? CARS Can Help



Counseling, Assistance, and Referral Services (CARS) continues to be available to provide counseling services remotely via telephone and/or teleconferencing during limited operations.

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, and more.

Employees of the University have access to **free** services through 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 CARS services.

CARS services can be **utilized** during your normal working hours. (Certain restrictions apply. Review the [Policy 3750](#) for specific details).

To schedule a remote counseling session, please call the [CARS office](#) at 505-272-6868 and leave a message. You will be contacted back via phone to schedule an appointment and receive additional information.



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