



HUMAN
RESOURCES

UNM at Work

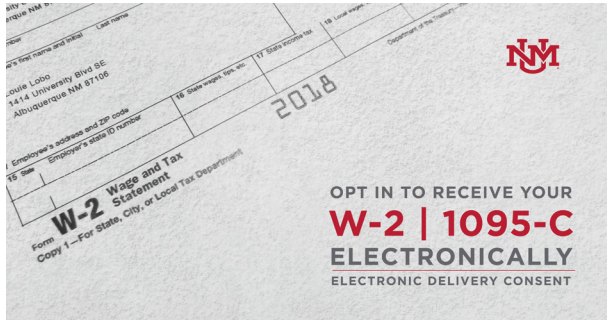
YOUR MONTHLY HUMAN RESOURCE

November 2021

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Opt in for Electronic W-2/1095-C



Nobody wants to think about tax season just yet, but taking the time now to opt in to receive your W-2 and 1095-C forms electronically will be a helpful step toward making tax time stress free!

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 **Friday, Jan. 14, 2022** at 11:59 p.m.

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.

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.

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.

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”
6. 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”
7. 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

Oct. 29

University Club
Happy Hour

Nov. 1

Zoom Security
Options Change

Nov. 1

President’s Homecoming
Kickoff S’mores Roast
2 p.m. to 4 p.m.

Nov. 2

Main Event
Flu Shot Clinic
Lobo Rainforest
10 a.m. to 2 p.m.

Nov. 3

Main Event
Flu Shot Clinic
Lobo Village
10 a.m. to 2 p.m.

Nov. 25-26

Thanksgiving Holiday
Break

Nov. 30

UNM Gives
Campaign Ends

Dec. 1

Mandatory Training Due

Jan. 14

Deadline for W-2/1095-C
Electronic Consent

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

Contact us!

HRInfo@unm.edu

Client Services Corner: Remembering Our Veteran Lobos



Shirley Alexander, Sr. HR Consultant
HR Client Services

On Veterans Day, Nov. 11, we pause to reflect, recognize and pay our respects to those who have served. We stand united in recognizing our veterans' commitment and sacrifices.

We are grateful to all our veterans and military service members, past and present, and the families and loved

ones who support them. But we would like to pay particular respect to our Veteran Lobos- those who have brought their incredible experience, expertise and commitment to excellence as UNM employees to better our UNM community. For these Veteran Lobos we extend our earnest appreciation.

This Veterans Day we will hear from our own employees who were hired through our [Veterans Hiring Preference Program](#). Watch for their testimonials coming soon and see why UNM remains committed to hiring more Veterans and service members as part of our pack!

New Hire and Rehire COVID-19 Vaccination Mandate

Compliance with the administrative mandate of the COVID-19 Vaccination remains a University priority.

In order to continue efforts to maintain compliance, new and rehired employees in all classifications (regular, term, on-call, temporary, and non-credit earning teachers) are required to demonstrate compliance with the Vaccine Mandate on or before the start date of employment.

New and rehired employees will be required to provide either:

1. Documentation of full vaccination using a vaccine authorized by FDA License or under an FDA Emergency Use Authorization (EUA), or

2. Appropriate documentation seeking an available exemption. If exemptions are requested, they must be fully approved on or before the start date of employment.

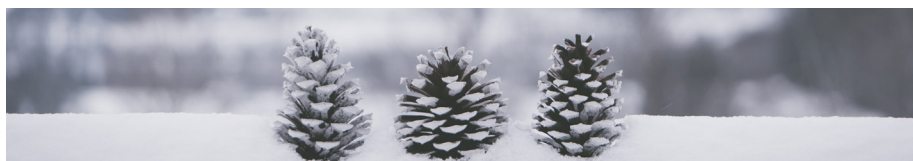
The Administrative Mandate on Required

COVID-19 Vaccination policy can be found on the [Bringing Back the Pack website](#).

If you have questions, contact your HR Consultant.



Inclement Weather Notifications



As we approach the winter season, remember that UNM uses several methods to notify the UNM community with specific information regarding weather-related closures and delays.

- **LoboAlerts:** Faculty and staff are automatically opted into the LoboAlerts system to receive announcements. You may also opt in to receive text messages. Confirm your enrollment information [here](#).
- **Snow Hotline:** Available Monday through Saturday at 505.277.7669
- **UNM Homepage Banner**

Questions about the UNM inclement weather policy? Review it [here](#).

PRESIDENT STOKES'

Homecoming Kickoff S'mores Roast

PRESIDENT GARNETT S. STOKES AND DR. JEFFREY N. YOUNGGREN INVITE YOU TO KICK-OFF HOMECOMING WEEK WITH AN ALL-CAMPUS S'MORES ROAST!



- **Monday, November 1, 2:00pm - 4:00pm** at University House (east of Dane Smith Hall)
- Roast a chocolaty, gooey, crunchy treat so delicious, it will make you howl
- Meet Louie and Lucy Lobo, cheer with the UNM dance team, hear music performed by the UNM Concert Choir and Something Major A Cappella, enjoy lawn games and a photo booth
- Get a holographic UNM sticker (while supplies last) and enter to win door prizes



UNM OFFICE OF THE PRESIDENT

UNM Gives Ends Nov. 30

UNM has been a proud supporter of the United Way for over 27 years. With your help, UNM raised \$530,000 for United Way in 2020. This year, as we continue to recover from the pandemic, the UNM Gives campaign has never been more critical.

Giving is Easy

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.



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 [UNMRA](#).



Food | Drinks | Live DJ | Giveaways



Costume and Pumpkin Carving Prizes!

29 | **Freaky Friday Happy Hour**
October 4pm | **Member Appreciation**
All UNM Staff and Faculty WELCOME!
1923 Las Lomas NE Albuquerque, NM 87106

[universityclub.unm.edu](#)

The University of New Mexico will observe the Thanksgiving Break Nov. 25-26.

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.

YOUR BENEFITS & WELLNESS

Positivity 101: It's OK to Feel "Just OK" During the Holidays

How to Manage Holiday Stress

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

Did you know that feeling bad about feeling good is common?

It's called a meta-emotion, a feeling that occurs in response to other feelings. According to a study in the American Psychological Association journal [Emotion](#), feeling guilty about experiencing joy, happiness, or wellness during difficult or challenging times is a negative-positive meta-emotion.

These feelings can manifest around the holiday season and are powerful because they are linked to depression and can indicate our level of emotional awareness.

Meta-emotions play a serious role in our mental health. The denial or nonacceptance of emotions is related to all sorts of negative outcomes, including depression, anxiety, and lower overall well-being.

It's a social comparison thing. If you see a lot of fear, anger, and pain and recognize that what is happening around you doesn't match your experience, you conclude, "there must be something wrong with me."

Layer these emotions with the upcoming holiday season, and it can also bring about added stress and depression. And it's no wonder since the demands of the season can be monumental.

So, what do we do about all of this? Recognize that when we try to push away our feelings, they start bubbling up in odd places. Difficulties may arise in our personal relationships and professional dealings. It takes a level of emotional intelligence to realize that we can, and need to, feel what we feel.

Use the following steps to acknowledge your awareness of your emotions:



Normalize Feelings

It's important to normalize negative emotions and to acknowledge our feelings. Studies show that suppressing [emotions can cause physical distress](#) and mental health issues like anxiety and depression.

Discuss These Feelings with People You Trust

Talking about it with others is a practical move because shame tends to fade when you bring it into the light. Open discussions allow you to acknowledge that you are fortunate and grateful. On the flip side, it can also be an emotional boost for you to support your friends and loved ones who may be struggling. Realize that [it's OK to feel just OK](#) and you can even take it one step further by asking yourself "How can I be of help to other people?"

Show Compassion

[Reduce self-judgment](#) by understanding that we're capable of having many different emotions. Accepting that you are OK can reduce the intensity of the guilt and provide clarity and validation.

If you need more than these self-help steps, UNM has support for you. The [UNM Mental Health Resources webpage](#) offers many options, including [Counseling Assistance & Referral Service \(CARS\)](#), [Therapy Assistance Online \(TAO\)](#), [UNM Women's Resource Center Counseling](#), and the [Agora Crisis Center](#) just to list a few.



Well-Being Expo Recordings Now Available

Did you miss the virtual Well-Being Expo 2021? We've curated a collection of recordings from the week for your viewing! Visit the [Well-Being Expo webpage](#) for replays.

The Well-Being Expo 2021 is brought to you by Benefits & Employee Wellness and HSC Wellness.

Thank you for supporting the Well-Being Expo.

Food for Thought: The Myth of Thanksgiving Weight Gain

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

“I gain five pounds every Thanksgiving!”

I hear this phrase a lot around this time of year. And while I don't doubt that the scale might move by five pounds, I also don't believe that anyone is gaining five actual pounds of body fat just from a Thanksgiving meal – even if they eat a lot.

Holidays don't have to derail our health goals. Step one is understanding what is really happening with our weight when we eat a large meal.

Overeating and Weight Gain

Chronic overeating is what leads to weight gain. We gain weight when we overeat again and again and again. A single large meal will not pack on extra pounds.

Let's Do the Math

It takes roughly 3,500 excess calories for our body to put on one pound of body fat when we consistently overeat. And according to the Calorie Control Council, the typical American consumes [4,500 calories on Thanksgiving Day](#). How much body fat would we gain from eating that much?

First, subtract the calories our body normally needs (about 2,000 calories for a moderately active woman and 2,500 calories for a moderately active man). Using the average calories for women leaves us with $4,500 - 2,000 = 2,500$ excess calories. But this is only about two-thirds of a pound of body fat – and nowhere near 5 pounds!

What would it actually take to gain five pounds? You'd have to eat $2,000 + (3,500 \times 5) = 19,500$ calories! I doubt you eat that much, even at Thanksgiving dinner.

Where does the extra weight come from?



Most of that so-called five-pound gain is water weight. Certain nutrients we eat (particularly carbohydrates, sodium, and alcohol) cause the body to retain water. And water is really heavy! So, if you eat a meal high in carbohydrates (mashed potatoes), sodium (stuffing), and alcohol (wine), you will certainly gain water weight.

Thanksgiving Advice

Healthy eating is about moderation and balance – not about restriction. So my recommendation is: go ahead and enjoy your Thanksgiving meal. Just keep it to one day, and this won't cause you to gain weight. The real weight gain only comes if Thanksgiving lasts an entire week (or until New Year's).

And don't step on a scale until a week after Thanksgiving. Go back to your regular eating routine and let your body get rid of that water weight. You'll probably be right back at the same weight you were before Thanksgiving.

But if sticking to your healthy eating goals is still a struggle during the holidays, I'm here to help! Email me at reedv@unm.edu or visit our website to [schedule a nutrition counseling session](#).

FitLife: Your Workday Workout

11-Minute Seated/Limited Mobility Cardio Workout

Do you sit at a desk all day or do you struggle with mobility issues? Then [this workout](#) is for you! This short and simple cardio routine will elevate your heart rate to burn calories in just minutes!



If you are interested in more ideas customized for your work group, contact [Employee Wellness](#). We offer a variety of routines to Stretch Away Stress.

LoboWell Listserv

If you enjoy the articles written by the Employee Wellness Team like the one above, join our LoboWell listserv to receive weekly nutrition, fitness, well-being, financial and positivity tips, all in one convenient subscription.

Ready to join LOBOWELL-L@LIST.UNM.EDU? Learn how to [subscribe](#).

We are here to help you live LoboWell.



UNM at Work

YOUR MONTHLY HUMAN RESOURCE

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