



HUMAN  
RESOURCES

# UNM at Work

YOUR MONTHLY HUMAN RESOURCE  
April 2022

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## 2022 OPEN ENROLLMENT

**April 20-May 6**

**Open Enrollment Season is Almost Here!**

UNM Benefits Open Enrollment for the 2022-2023 Plan Year (July 1—June 30) is coming soon! As a benefits-eligible employee, Open Enrollment (OE) is your annual opportunity to enroll in or make **changes** to your UNM medical, dental, vision, life, disability, and accidental death and dismemberment (AD&D) insurance plans. OE is also your opportunity to enroll or re-enroll in a Flexible Spending Account (FSA) for health care, dependent care, or both.

Open Enrollment is tentatively scheduled for **April 20 through May 6, 2022.**

Fully online options will be available for making changes to or enrolling in medical, dental, vision, and FSAs during Open Enrollment. When making your FSA elections for 2022-2023, review the [FSA website](#) for updated information about the plans.

Enrollments or changes to life, disability, or AD&D insurance will be available to you via paper form.

Information to help you make decisions about your

**PRIOR TO OPEN ENROLLMENT, TAKE THE TIME TO REVIEW YOUR CURRENT BENEFITS AND DEPENDENT INFORMATION:**

### HOW TO REVIEW 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 (MFA protects your sensitive Benefits information in LoboWeb)



**Questions? Contact Benefits & Employee Wellness at 505.277.6947, [HRBenefits@unm.edu](mailto:HRBenefits@unm.edu), or contact a [Benefits SR HR Tech](#).**

benefits for the coming year and “How To” instructions for enrolling in benefits, or making changes to your existing benefits during Open Enrollment, will be available on the [OE website](#) before Open Enrollment begins on April 20.

Prior to Open Enrollment, take the time to review your current benefits and dependent information (above).

You will not be able to make changes to your benefits after Open Enrollment unless you experience a [Qualifying Change of Status Event](#). Late enrollment changes are not permitted per IRS regulations.

Benefits changes made during Open Enrollment are effective July 1, 2022.

Stay tuned for additional details leading up to and during Open Enrollment.

## HR Announces Change in Prescription Drug Plan Carrier

Beginning July 1, 2022, UNM will be changing from Express Scripts to CVS Caremark for Prescription Drug Plan services, resulting from a competitive procurement process. This means that CVS Caremark will start managing the prescription drug benefits for employees and their dependents enrolled in UNM medical plan benefits through UNM LoboHealth (administered by BCBSNM) or Presbyterian Health Plan.

Benefits & Employee Wellness is working with CVS Caremark to finalize additional information and online resources, which will be available by April 20, the first day of Open Enrollment.

While we continue finalizing these details, see a few initial Frequently Asked Questions below to prepare you for this transition.

### **Will I be required to use only CVS Caremark pharmacies?**

No, you can go to any of the 68,000 pharmacies nationally that are in-network. Links to the CVS Caremark national network will be available on the HR web site on April 20. CVS Caremark will also provide a dedicated UNM customer service line by 8:00 am on April 20 so you can speak with a CVS Caremark Customer Care Representative.

### **How will the change to CVS Caremark affect my prescription benefits?**

UNM's current prescription drug benefits, such as copays or coinsurance, are not changing. However, the CVS Caremark formulary may differ slightly from the current Express Scripts formulary, which means your medication could be at a different tier on CVS Caremark's formulary. An online cost calculator will be available by UNM's open enrollment period for you to check the formulary status and cost of your prescriptions.



### **When will I be able to contact CVS Caremark customer service?**

CVS Caremark is setting up a dedicated UNM toll-free customer service number that will be available beginning at 8:00 am on April 20. Once live, CVS Caremark Customer Care will be accessible 24 hours a day, 365 days a year.

### **Where can I access the CVS Caremark formulary?**

UNM's plan will use the CVS Caremark [Standard Formulary](#) with [Advanced Control Specialty](#). CVS Caremark updates the Standard Formulary quarterly. CVS Caremark updates the Advanced Control Specialty Formulary quarterly. An online cost calculator tool that will be available on April 20 will provide you with real-time cost estimates at different pharmacies by zip code.

Benefits & Employee Wellness will continue to provide details about the transition during Open Enrollment and ongoing through the July 1 effective date.

Please carefully review any communications you receive from Benefits & Employee Wellness and/or CVS Caremark to ensure a seamless transition for you and your family.

**PEP DEADLINE:  
March 31**



### Phishing Awareness and Prevention

**Beginning 04/18/2022**

On behalf of the Chief Information Officer,

In response to global trends and other emerging threats related to information security, in 2021-2022, President Stokes asked UNM IT to make a focused effort on accelerating improvements to our security controls. Our next effort addresses phishing awareness and prevention.

91% of all cyberattacks start with a phishing email. Phishing emails are the most common approach to getting personal information, username (NetID) and password, and access to an institution's environment. To help educate our students, faculty, and staff, and prevent phishing, the UNM Information Security & Privacy Office (ISPO) will implement phishing awareness training along with an improved approach for reporting suspect messages and spam.

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

The graphic is a rectangular banner with a teal background. At the top left is the UNM Information Security & Privacy Office logo. At the top right, the text 'DID YOU KNOW?' is written in large, bold, white letters. In the center, there is a red rectangular box containing the title 'UNM IT Phishing Awareness' in white, bold letters. Below the title is an illustration of a laptop with a fishing hook and line emerging from its screen. To the right of the laptop, white text reads: 'Beginning April 18th, UNM IT is launching a phishing awareness campaign. Follow the link below for more information on the campaign and how to report suspicious email.' At the bottom of the red box, a white pill-shaped button contains the text '• goto.unm.edu/security-awareness •' in black.

#### What does this mean for you?

**Beginning 04/18/2022**, all LoboMail users will be sent a simulated phishing message once per quarter. The simulated phishing email will leverage specific methods that adversaries commonly use to deceive the recipient. These include messages that create a sense of urgency, play on emotions, invoke curiosity, and/or include links or attachments. If someone is successfully phished in our awareness campaign, they will be prompted to complete targeted training that provides useful information on how to identify a phishing message.

By using the new 'Report Message' feature to flag a phishing or spam message, UNM students, faculty, and staff help improve message screening and prevent further spread of phishing messages. To report a phish, simply click on the appropriate 'Report Message' button in your email. Specific instructions vary by browser or device, see [FastInfo 7931](#).

See [FastInfo 7930](#), "What is a Phishing Email?" for more information, including how to identify a phishing email.

See [FastInfo 7929](#), "What is Spam?" for more information.

*For assistance with UNM IT services, please contact the UNM IT Service Desk at 277-5757.*

*Hours of operation are Monday – Friday, 7:30 a.m. to 5 p.m.*

## Volunteers needed for 2022 ACAC Conference

The University of New Mexico is seeking volunteers for the 2022 International Association for College Admission Counseling Conference, taking place July 12-15.

Volunteers are needed to help with the many preparation activities and conference events to ensure an exceptional experience for our visitors.

The 2022 International Association for College Admission Counseling (ACAC) Conference aims to bring professionals together from all over the globe in an effort to support secondary students transitioning into the sphere of higher education.



### **Paid Leave for UNM Employee Volunteers**

Utilizing [UAP 3300, 3.2. Community Engagement](#), UNM is encouraging volunteer participation and has authorized paid leave for community engagement in an amount up to four (4) hours, for eligible regular exempt and nonexempt staff employees, during normal work hours, dependent on business/department needs.

To qualify for the paid leave to support community engagement, the following criterion applies:

- Must be a regular exempt or nonexempt staff.
- Obtain prior approval from Supervisor.
- Volunteer hours must fall within the employee's regularly scheduled work hours.
- Hours that exceed the authorized four (4) hours during the employee's regular work hours can be offset with Flex Scheduling and/or Annual Leave with prior approval from the Supervisor.
- Consistent with [Section 3.1 of Policy 3305: Overtime](#), the four (4) hours of community engagement are not considered time worked.
- Proof of participation is required and will be confirmed. Proof of volunteer hours will be tracked by the Global Education Office. (When registering to volunteer be sure to use your UNM email and indicate your affiliation with UNM.)
- For time reporting purposes, Time Keepers should use Earn Code 300 (Other Paid Leave).

### **Other Volunteers**

Please note that not all volunteers have to be UNM employees. Invite your spouse, friend or child who is over 18 to volunteer.

Sign up to volunteer by submitting your [International ACAC Volunteer Interest Form](#) today! Volunteer registration ends June 1.

### **Questions?**

The efforts for this important undertaking are a result of the hard work of the Global Education Office, who has assembled a Planning Committee. Contact the ACAC Planning Committee at [intlacac@unm.edu](mailto:intlacac@unm.edu). For questions about the paid leave policy, contact [hrinfo@unm.edu](mailto:hrinfo@unm.edu) or your HR consultant.

### **HR CALENDAR**

**March 31**

PEP Deadline

**April 20 - May 6**

Tentative:  
Benefits Open  
Enrollment

**April 20**

Financial Wellness  
Workshop: Maximize  
Your UNM Benefits!

**April 20**

Crucial Conversations  
Kick-Off

**April 30**

Stadium Stair  
Challenge

**June 30**

Temporary Annual Leave  
Policy Expires

**July 12 - 15**

International ACAC  
Conference

**Contact us!**

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

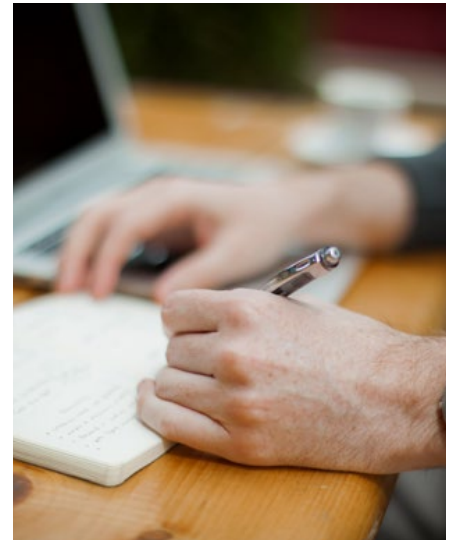


## Remote Work and Telecommuting Arrangements

The [Remote and Telecommuting Guidelines for Staff](#) were implemented during the summer of 2021. These guidelines provided the framework that allows UNM staff employees to perform all their work (remote) or part of their work (telecommuting) away from a UNM worksite within the state of New Mexico. Telecommuting and remote work are a viable, flexible work arrangement if desired by the employee and when supported by the business need and employee's job. Exempt (salaried) and nonexempt (hourly) employees are both eligible for this program.

Requests for remote or telework may be voluntarily requested by the employee or it may be a requirement of the department at the time of posting for a vacancy. It is imperative that employees and supervisors

document a remote work/telecommuting arrangement with the [Remote Work/Telecommuting Agreement](#) to ensure all parties are clear about expectations and responsibilities while working remotely or telecommuting and ensure department approval of the arrangement. Employees should use the [Remote Work/Telecommuting Self-Assessment](#) as a tool to determine if remote work or telecommuting is a suitable option.



## Ombuds Crucial Conversations for Mastering Dialogue® Online, Self-Paced with Tailored 1:1 Support and Coaching



Put your best foot forward this Spring by preparing for hard decisions or difficult conversations with **Crucial 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. You will learn how to speak persuasively, foster teamwork and make better decisions.

The course includes:

- Online self-paced class with 1:1 coaching and support from UNM Ombuds
- Downloadable Toolkit (a reference guide to the online Crucial Conversations® content)
- Crucial Conversations® e-book
- 1:1 Ombuds coaching, support, and check-ins

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

April 20 | June 2 | July 12

Choose the kick-off date that works for you and then complete your course within 90 days of your kick-off date. More dates scheduled for summer and fall!

### Cost

This class is free, but materials cost \$250 per person. There are two options for paying the cost:

1. Your department may pay the \$250 materials fee via an index number transfer, processed through Ombuds Services.
2. An individual may use tuition remission. This option is processed through UNM Continuing Education and with their administrative fee, the total, including the \$250 materials fee, is \$385. [Register here](#) for the UNM CE option.

Learn more about the program or register through [Ombuds](#).



# YOUR BENEFITS & WELLNESS



## FINANCIAL WELLNESS WORKSHOP

### MAXIMIZE YOUR UNM BENEFITS!

**Wednesday, April 20 | Noon to 1 p.m.**

Improving financial wellbeing for yourself and your family now and into the future is more vital than ever. The April 2022 virtual Financial Wellness Workshop is your opportunity to evaluate and discuss key UNM-sponsored benefits, including medical, prescription drug, dental, vision, life, short- and long-term disability, and long term care insurance. The workshop and benefits we will discuss are available to [benefits-eligible](#) UNM Faculty, Staff, and their families.

You can save tax dollars by purchasing these benefits on a pre-tax basis. And contributing to a medical or dependent care Flexible Spending Account (FSA) this year can make your medical, prescription, dental, vision, and dependent care even more affordable by saving additional tax dollars!

Please bring your [benefits](#) questions to the workshop. After a brief presentation, we will reserve time for Q&A on Zoom with Benefits & Employee Wellness to help you prepare for the 2022 Open Enrollment coming up April 20 through May 6.



#### [REGISTER HERE!](#)

Questions? Contact Benefits & Employee Wellness at 505.277.6947 or [hrrbenefits@unm.edu](mailto:hrrbenefits@unm.edu). Or visit the [Open Enrollment webpage](#).

### Fit Life: Running Stairs Safely

Running stairs is an effective high-intensity workout. Walking or running stairs increases cardiovascular fitness, agility, and speed. With the Stadium Stair Challenge approaching, here are some to-do's when running stairs.

- **Ensure that the stairs are safe.** Check to see if the stairs are dry, nonslip, wide enough for your entire foot to fit on, and have a handrail for stability.
- **Do a warm-up for 5-10 minutes before running stairs.**
- **Run stairs at the beginning of a workout after a warm-up while your mind is still sharp.**
- **Stay alert.**
- **Start slow and walk stairs.**
- **Give yourself a little extra rest in between sets to reduce early fatigue.**
- **Lean forward slightly and keep good posture.**

Lastly, don't forget to have fun! Jam out to some good music, soak up the sun, and enjoy a different workout.





# YOUR BENEFITS & WELLNESS

## Stadium Stair Challenge is April 30

Are you ready for the 5<sup>th</sup> Annual [Stadium Stair Challenge](#) on April 30, 2022?!

UNM's Benefits & Employee Wellness would like to help you get ready! You still have time to sign up for the training classes.

Put your skills to the test! You can walk, jog or run the University Stadium stairs! This is a timed event, and prizes will be awarded for various participant categories. Register prior to April 5 to receive a dry fit t-shirt and a tote bag for race day. Tuition remission is available for eligible UNM staff and faculty employees. If you just want to participate in the challenge, you can do that too!

**Register Here!**

## Food for Thought: How to Fight Inflation at the Grocery Store

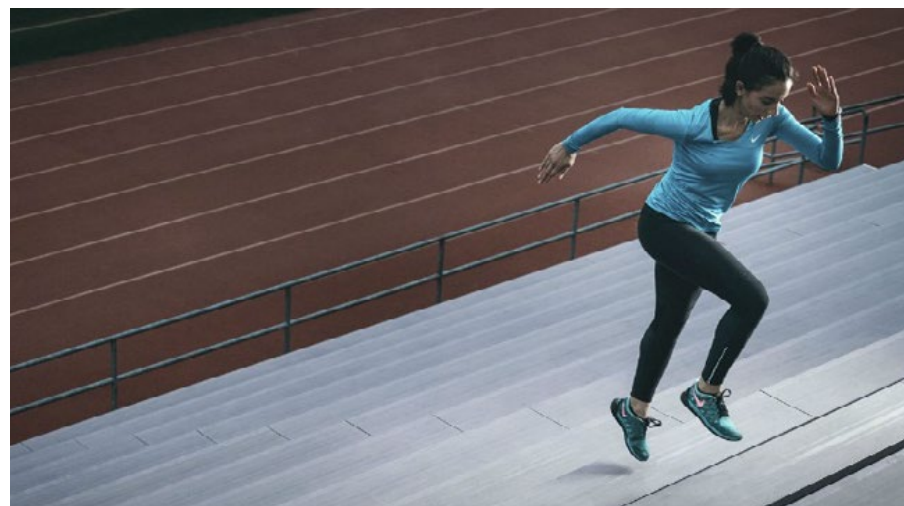
Inflation sure looks like it will be around for a while – and you are probably already feeling it in your grocery bill. But you don't have to accept paying more! Here are my top three tips to help you stay within your food budget.

### Rethink your protein choices

[Meats, eggs, and seafood](#) have seen some of the largest price increases. Switching to beans, lentils, and other plant-based proteins can significantly reduce how much you spend. This [Tuscan white bean pasta](#) is super tasty and inexpensive to make while still delivering 28g of protein per serving. And you don't have to give up meat entirely. Try using meat as a condiment to add flavor rather than as a main entrée – for example, adding bacon or a ham hock to your [split pea soup](#).

### Choose less expensive produce

Fruits and veggie prices haven't increased quite so much, but if we save on them, it frees up money for other essential items. Frozen vegetables and fruit are probably the best deals at the supermarket. They are inexpensive, high quality, and last way longer than fresh. Canned options are also great. Plus, being shelf-stable, you remove the chance of spending money on food that



**Who:** Open to ALL who are looking for a race to challenge all fitness levels!

**Where:** University Stadium

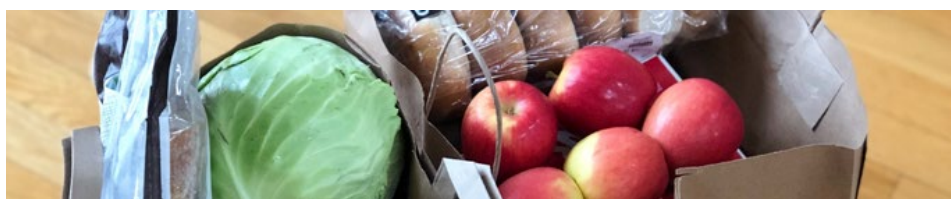
**When:** April 30

**Time:** Timed Race will start at 8:30 a.m.  
Kids Race will start at 8:15 a.m.

Cost: Training and entry into the Stadium Stair Challenge - \$150 (tuition remission eligible)

Entry into the Stadium Stair Challenge only - \$35 (NOT tuition remission eligible)

Questions? Visit the [Stadium Stair Challenge website](#).



may go bad. When you choose fresh produce, select [foods that are in season](#), as it will cost less.

### Shop multiple stores

Shopping at two or three stores might help to save you money. Prices can vary a lot from store to store (for example, as of this writing, Dave's Killer Bread is \$6.49 a loaf at Target, but \$5.58 at Walmart). You'll have to consider the cost of gas to do this, but it could be a net win. And if you shop online and use curbside pickup, it may not take any more time.

Inflation is frustrating. No one likes spending more on things they need – especially food. But small changes to your shopping plan can make a real difference, helping you keep your food budget balanced. And if you need help building a budget meal plan, take advantage of our [nutrition counseling services](#), free for UNM employees.



# YOUR BENEFITS & WELLNESS

## Positivity 101: The Power of Positive Thought

Our thoughts are immensely powerful and can take us spiraling in many different directions. You have the power to choose how you think, which translates to how you feel, then how you act. Your thoughts can set the tone for your potential to live your life from a positive perspective.

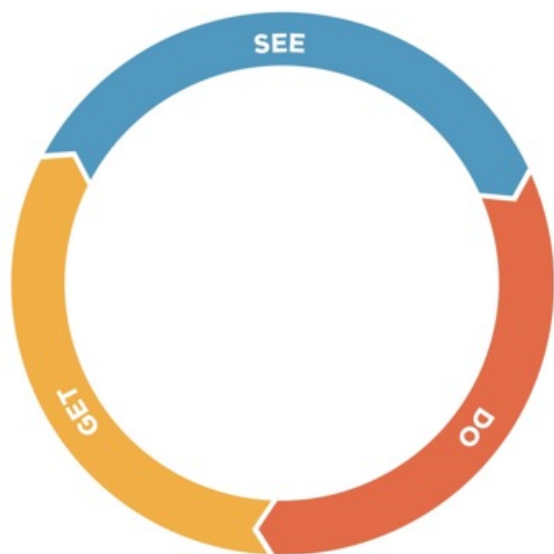
Are you frequently overwhelmed with “what ifs,” or maybe you tend to see what is wrong with a situation instead of what is right? Whatever your circumstances, you will find solid strategies to help reprogram the way you see and interact with the world around you.

### The Power of Paradigms

Do you think about your mindset during the day? While we sometimes underestimate their power, our mindsets, or paradigms, have tremendous potential to influence the actions we take and the results we see as an outcome.

To see the power of paradigms in action, think about a time in your life when your view on an issue completely changed. What happened to transform your perspective—you experienced a life change or received added information that shifted your thinking? What did you then do as a result?

If we want to change the results we get, we must start by shifting our paradigms. To help you remember to put this idea into practice, keep this image in mind:



### Carry Your Own Weather

In the Franklin Covey course, *Get Better: 15 Proven Practices to Build Effective Relationships at Work*, Chief People Officer and author Todd Davis describes

a technique for managing our emotions and supporting our outlook on stressful or out-of-our-control situations.



The concept “carry your own weather” refers to a person’s ability to separate stimulus from response. This seemingly simple concept is powerful in practice because it enables us to control our response to a situation, even if we can’t control the situation itself.

You can **put this into practice** right away; instead of immediately responding to a stressful or triggering situation, count to ten, go for a quick walk, or even pause to [practice mindfulness](#) before responding.

### Here are a few additional suggestions:

**1. Live in the present moment.** We cannot change the past, and we cannot affect future events, so live in the present. Dwelling on the negativity of the past or anxiety of the future may make you miss the beauty of your immediate life.

**2. Consciously look for what is good in any situation.** Practice each day by writing down [Three Good Things](#). Have gratitude and say it in word and deed! In no time, you will be looking for the good in every situation, and you will find it even if it is a difficult lesson to be learned.

**3. Limit the negativity in your life.** If you have a negative person in your life, limit your time with them and any sources of negativity. If the news upsets you, shut it off from view.

**4. Bring in more positive energy.** Whatever brings you joy and happiness, consciously do more of it. Fill your life with the things that fuel your [happiness quotient](#), and you will find a change in your way of thinking.

**5. If you catch yourself moving into negativity, shift gears quickly.** Return to utilizing these steps to return to a positive, more wholesome, soulful place in your mind.

While we can’t control everything in our lives, we can build our resilience and emotional intelligence muscles by practicing these tips to enjoy more moments that feel fulfilling, energizing, and positive.





# UNM at Work

YOUR MONTHLY HUMAN RESOURCE

PUBLISHED BY THE UNM DIVISION OF HUMAN RESOURCES

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## Questions? Contact Us!

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

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