



HUMAN  
RESOURCES

# UNM at Work

YOUR MONTHLY HUMAN RESOURCE  
August 2022

## In This Issue:

- HR rolls out new Client Services webpages [P.2]
- ISS Update: 2022-2023 parking permits [P.2]
- Tech Bytes: Women in Technology events [P.3]
- University Libraries adding turnstiles at entry [P.3]
- Temporary Annual Leave Policy expiration reminder [P.3]
- Financial Wellness Workshop: Getting Started with Medicare [P.4]
- Wellness Ambassadors is back [P.4]
- LifeSteps healthy eating and weight management program [P.5]
- UNM/HSC Suicide Awareness Week [P.5]
- COVID-19 test kits covered by CVS Caremark [P.6]
- Sign up for Burnalong [P.6]



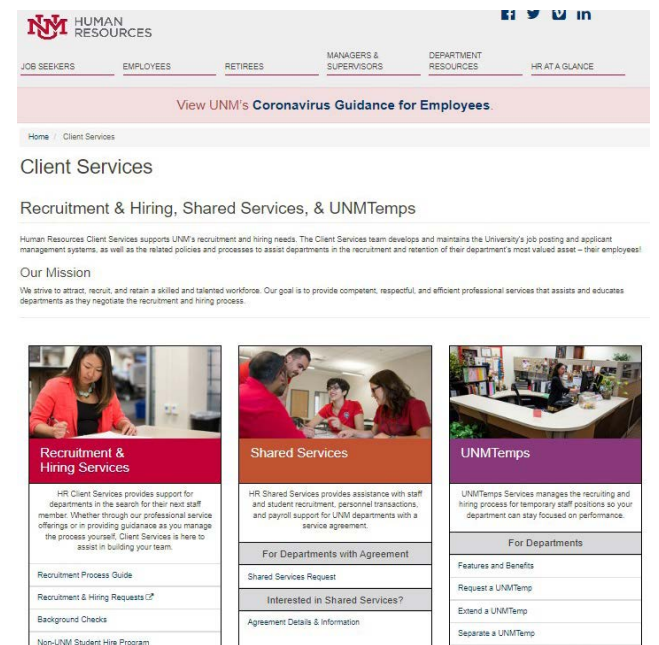
## HR rolls out new Client Services webpages

UNM Human Resources is excited to announce a new Client Services webpage which offers departments improved access to online resources for the recruitment and hiring of new staff members. The new page is accessed from a link on the [hr.unm.edu](http://hr.unm.edu) homepage, titled “[Client Services – Recruitment and Hiring](#)” and combines the previously independent webpages for Staffing Services and UNMTemps into one Client Services landing page.

### New Features

While the new landing page consolidates links to existing resources that departments may already be familiar with, it also provides access to a new features:

- We’ve developed a new [Recruitment Process Guide](#) to help hiring managers better navigate the complex hiring process. The guide provides key information and resources for each step from establishing a search committee, screening applicants, making the offer, onboarding, and more.
- Also accessible from the new landing page is a new interactive form ([Recruitment & Hiring Requests](#)) which has been developed for departments to easily request HR fee-based assistance with Recruitment and Hiring Services (posting positions, screening applicants, interviewing applicants, etc.), Advertising Services, and Background Checks.



## ISS Update: 2022-2023 parking permits



Current parking permits for Academic Year 2021-2022 are valid through Sunday, Aug. 21. Effective Monday, Aug. 22 (start of the fall semester),

your new Academic Year 2022-2023 (AY22-23) parking permit will need to be displayed in your vehicle.

### Automatic Renewals

- Automatic renewals for AY22-23 parking permits, paid for through automatic payroll deduction, will be processed the weekend of July 30.
- Parking permits automatically renewed for AY22-23 will be mailed starting on Monday, Aug. 8. Please expect your permit to arrive at your mailing address within 3-7 business days after that date.
- If you are signed up for automatic payroll deduction and do not receive your AY22-23 parking permit by Thursday, Aug. 18 please contact the PATS Business Office at 505.277.1938 (7:30 a.m. - 5 p.m., M-F).
- If you did not want your current permit to renew and you did not complete a Permit Return Request form (July 27 deadline), you will need to wait until

your new permit arrives in the mail then bring it to the PATS Business Office for deactivation.

### In-Person Purchases

UNM Employees who pay for UNM parking permits with a credit card will need to visit the UNM PATS Business Office to renew permits in-person, beginning on Aug. 2. The deadline to renew permit is Sept. 2.

### Parking Rates

Parking rates for AY22-23 have been adjusted to account for increases in operational costs and will be reviewed and modified accordingly on an annual basis. A table of the new faculty and staff rates can be found on the [UNM Parking & Transportation \(PATS\) website](#).

### How to Enroll in Payroll Deduction for your UNM Parking Permit

PATS staff are available to help you through the payroll deduction process. Please call 505.277.1938 or e-mail [parktran@unm.edu](mailto:parktran@unm.edu) to get started. A PATS staff member will verify your eligibility and review the available parking lot options. Afterwards you will receive Faculty/Staff Parking Application to complete and return to [parktran@unm.edu](mailto:parktran@unm.edu), which is needed to authorize payroll deduction for your UNM Parking Permit.

Questions? Contact the PATS Business Office at 505.277.1938 or via email at [parktran@unm.edu](mailto:parktran@unm.edu).



## TECH BYTES

### UNM Women in Technology events

Join us for the Summer WIT Speaker and Training sessions. On August 18, 3 - 5 p.m., Leslie Andrews will present a training on “Azure AD and Data Factory.” WIT’s Speaker and Training Series is your opportunity to network and learn best practices with your peers, gain insights into what others are doing in the technology field, and much more! [Click here to learn more and register for our upcoming WIT events!](#)

### Temporary Annual Leave Policy expiration reminder

The [Temporary Annual Leave Policy](#) increasing accrued annual leave maximums from 252 hours to 308 hours will expire on August 31, 2022. Staff are reminded to schedule and use hours exceeding 252 prior to August 31.

Employees scheduling leave to reduce their hours to the 252 maximum should take into consideration the ongoing, normal accruals of leave each pay period when calculating the amount of leave needed to be taken to get at or below the 252 max by August 31.

Because of the natural lag in reporting of leave time (i.e., August leave is reported in September), the leave balance reset will occur once all leave taken through August 31 is processed. Following are the reset timelines for the different employee pay categories:

#### Biweekly-Paid Employees (Non-Exempt)

Biweekly paid employees with leave balances exceeding 252 hours after the August 27 – September 9, 2022 pay period will have their leave balances reset to 252 hours on September 20, 2022.

#### Monthly Employees (Exempt)

Monthly paid employees with leave balances exceeding 252 hours after completion of the August 31, 2022 pay period will have their leave balances reset to 252 hours on October 5, 2022.

#### Monthly Post-Doc Employees

Monthly post-doc employees with leave balances exceeding 180 hours after completion of the August 31, 2022 pay period will have their leave balances reset to 180 hours on October 5, 2022.

## HR CALENDAR

**July 12 - September 27**

Working with Positivity Course

**August 17**

Financial Wellness Workshop - Getting Started with Medicare

**August 18**

WIT Event - Azure AD and Data Factory

**August 31**

Temporary Annual Leave Policy Expires

**September 10-16**

Suicide Awareness Week

**Sept. 12 - Dec. 2**

LifeSteps Weight Management Program

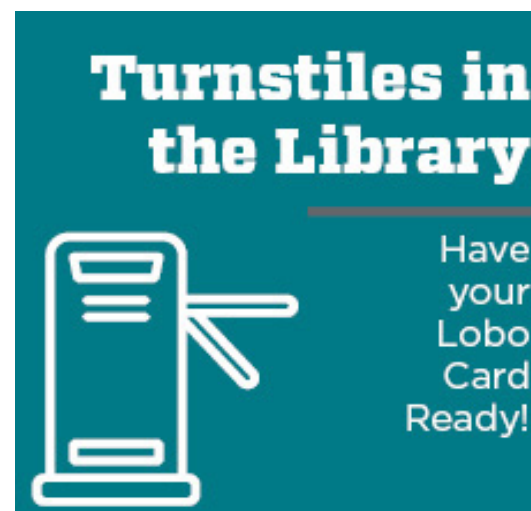
**December 1**

Mandatory Training Due

**Contact us!**

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

### University Libraries adding turnstiles at entry



The University Libraries (UL) is excited to welcome new and returning patrons into its innovative and historic spaces this fall. One of the newest features is the installation of ID-tap turnstile systems at the entrances of all main campus libraries

– Centennial Science & Engineering Library, Fine Arts & Design Library, and Zimmerman Library.

Beginning this fall semester, staff, faculty, and students will need their Lobo Cards to enter the libraries. Community members without a Lobo Card will be able to enter by checking in with staff at the entrance and providing a government-issued photo ID. More information about the project can be found at [library.unm.edu](https://library.unm.edu).



# YOUR BENEFITS & WELLNESS



## FINANCIAL WELLNESS WORKSHOP

### Getting Started with Medicare

**Wednesday, August 17 | 12 - 1 p.m.**

Do you want to learn how Medicare will impact you and your loved ones now or in the future? This workshop, hosted by Benefits & Employee Wellness, is coming in August via Zoom. “Getting Started with Medicare” will be presented by representatives of UNM’s Retiree Medicare insurance plan providers.

#### **This session will help you to:**

- Compare the parts of Medicare and coverage options
- Explain the benefits and costs of Parts A, B, C, and D
- Compare Original Medicare and Medicare Advantage
- Discuss how Medicare Supplement Insurance (Medigap) policies and Medicare Advantage Plans differ
- Describe the Health Insurance Marketplace and what people nearing Medicare-eligibility need to know
- Recognize Medicare programs for people with limited income and resources



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

### Wellness Ambassadors is back!

Benefits & Employee Wellness is looking for volunteer Wellness Ambassadors who will share their enthusiasm and motivation to inspire others to be a part of a meaningful, University-wide program. In the spirit of work-life balance, we’ve designed the role of Wellness Ambassador to be easy and fun.

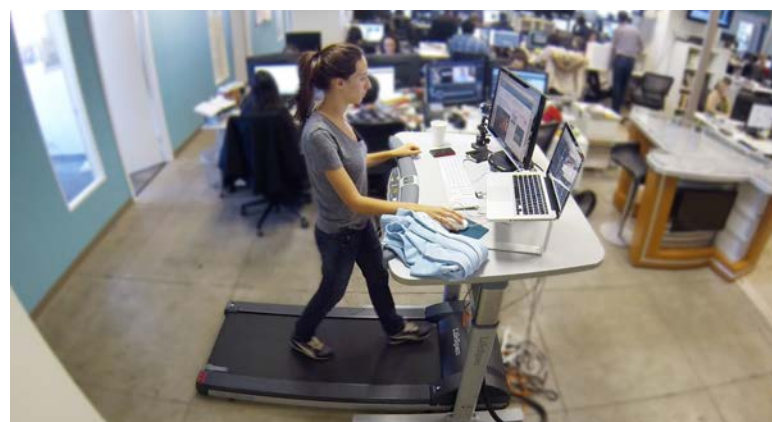
With Employee Wellness’s support and guidance, UNM Wellness Ambassadors communicate wellness information to their fellow employees and encourage healthy activities within their department.

#### **Criteria for becoming a UNM Wellness Ambassador**

- A UNM benefits-eligible employee in good standing, out of probation
- An FTE of 0.5 or greater
- Willing to obtain approval and support from his or her supervisor, as needed

#### **Being a UNM Wellness Ambassador has its rewards!**

- Exclusive presentations and trainings
- In-person activities
- One-on-one meetings with the Employee Wellness team
- Monthly newsletters for Wellness Ambassadors
- Bi-monthly Zoom meetings with a new topic and guest speakers
- Personalized action plans
- And more!



To become a Wellness Ambassador, first, fill out and submit your brief application [here](#). Next, the Employee Wellness team will review all applications and notify you once you have been selected. Lastly, once you have been notified, you will receive information about our UNM Wellness Ambassador Academy virtual training session where you will receive all the tools you need to be a successful Wellness Ambassador.

# YOUR BENEFITS & WELLNESS

**LifeSteps is the healthy eating and weight management program to help you reach your goals!**



Registration is open for the [LifeSteps Weight Management Program](#) offered by Benefits & Employee Wellness. Lifesteps is one of our most popular programs because it works! If you are looking to improve your eating, get more active, and achieve a healthy weight, [now is the time to join!](#)

LifeSteps is different than most other programs - there is no rigid diet to follow, no good/bad food lists, and no judgement. Instead, the focus is on helping you build an eating plan that fits your lifestyle and preferences. Some key features that make LifeSteps unique include:

- A focus on behavior change, not just the number on the scale
- Promoting sustainable habits that support health over the long-term
- An evidence-based approach proven to work

LifeSteps is available at NO COST to benefits-eligible UNM faculty and staff and HSC employees, including UNMMG and SRMC. Participants get a safe and supportive environment to take charge of their health. Each week, we work on small, sustainable changes that add up to big results. All participants receive:

- LifeSteps workbook
- Weekly online class sessions
- Online private group with additional resources and peer support
- Individual coaching sessions with a Registered Dietitian Nutritionist
- Optional fitness consultation and Exercise Physiology Lab testing

Join our fully online LifeSteps class this fall:

- Sep. 12 - Dec. 2
- Online group class meets every Wednesday from noon to 1 p.m.

Now is the perfect time to take steps toward the healthier lifestyle you deserve. [Visit our website](#) for full program details including instructions on how to sign up via [Learning Central](#).

If you have questions, contact Benefits & Employee Wellness at [wellness@unm.edu](mailto:wellness@unm.edu).

**Want More Tips?  
Join the  
LoboWell Listserv**  
**LOBOWELL-L@LIST.UNM.EDU**  
Learn how to [subscribe](#).  
Or follow us on Facebook!  
[@UNMEmployeeWellness](#)

## UNM/HSC Suicide Awareness Week is September 10 - 16

The UNM/HSC Suicide Awareness Week will take place from September 10 through September 16. It is an annual campaign to educate and inform our community about suicide prevention and the warning signs of suicide. It also aims to reduce the stigma surrounding suicide and encourage the pursuit of mental health assistance because going to therapy should be as normalized as going to the gym. Mark your calendar and check back for the week of events coming soon. Join the UNM Suicide Awareness Walk on September 10 at Johnson Field and donate to the Transgender Resource Center to help further their work in helping support transgender, nonbinary, and gender nonconforming

communities through direct services, education, and advocacy. Other calendar events include a Physician's Moment of Silence, webinar presentations, and a candlelight vigil.





# YOUR BENEFITS & WELLNESS

## COVID-19 at-home test kits covered by CVS Caremark prescription drug plan

Active benefits eligible employees, pre-65 retirees, and their dependents enrolled in a UNM medical plan may be eligible for over-the-counter (OTC) COVID-19 tests at participating pharmacies, without involvement of a health care provider or at an additional cost:

- A maximum of eight (8) at-home COVID-19 tests without a prescription. For at-home COVID-19 test kits that contain two (2) tests per kit, a maximum of four (4) kits every 30 days are covered.
- There is a reimbursement process for members purchasing at-home tests (up to the limit), whether purchased online or in-person. Reimbursement for at-home tests purchased may be limited to \$12 per test.
- Members can purchase at-home tests through the plan's network of participating pharmacies and retailers.

For more information visit [caremark.com](https://www.caremark.com) or contact CVS Caremark Customer Care at 877-745-4394.

The Federal government is also offering free at-home COVID-19 tests through mail delivery. Every home in the U.S. is eligible to order a 3rd round of free at-home tests through USPS.

More information on this program can be found at [COVIDtests.gov](https://www.covidtests.gov) or by calling 1-800-232-0233 (TTY 1-888-720-7489).

---

## Sign up for BurnAlong – UNM's newest wellness platform

Have you tried [BurnAlong](#) yet?

BurnAlong is UNM's newest wellness platform and is available to all employees for free thanks to HSC Wellness. [Register](#) with your UNM email (@unm.edu, @salud.unm.edu, @srmc.unm.edu, or @unmmg.org) and you'll gain access to a rich catalog of wellness videos on topics including fitness, nutrition, stress management, financial wellness and more.

There is a lot to explore in BurnAlong – so much that it might seem overwhelming at first. But here are three great ways to get started:

- **Popular classes:** Narrow down the 17,000+ videos by starting with the [Most Popular category](#). As you watch videos, BurnAlong will learn what you like and start recommending videos that fit with your interests on your home page.
- **Share BurnAlong with family and friends:** Your account allows you to create up to four subaccounts. Use these to get your support team online with you! Then you can take classes together, create challenges, and build accountability. Subaccounts are tied directly to your account and [can be created under your Profile menu](#).
- **Programs:** BurnAlong isn't just standalone videos! Programs string together related videos over several days or weeks to help you build healthy habits. Try [7 Days to Reduced Stress & Tension](#) or [21 Day Financial Reboot](#) or [Diabetes Basics: Education and Exercise](#). You will need to create an account and be logged in to access these programs.

The most exciting thing is that BurnAlong is ready for you when you need it. Access it on your computer, phone, or smart TV and you'll build the healthy lifestyle you want faster than ever!

Register for BurnAlong at <http://join.burnalong.com/unmhsc>. Just be sure to sign up using your UNM, salud, SRMC, or UNMMG email.







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

---

## GET SOCIAL

UNMJobs

 @UNMSTAFFCAREERS

 @UNMJOB

Employee Wellness

 @UNMEmployeeWellness