



**HUMAN  
RESOURCES**

# **UNM at Work**

**YOUR MONTHLY HUMAN RESOURCE**  
**December 2022**

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## Remote Work Policy Public Comment Period

After extensive review of current remote work practices, a draft policy to formalize remote work arrangements at UNM is being readied for public review and comment. In addition to the new, overarching policy, Remote Work will require updates to several existing policies, including but not limited to those addressing computer use and security, compensation, University property, and recruitment and hiring.

The draft bundle, including all impacted policies, will be available for public review and comment for a minimum of 30 days. The exact review period will be listed at the [“Under Review” page of the Policy Office website](#).

## Inaugural ACE Award celebrates ethics and compliance at UNM

The University of New Mexico hosted a series of Compliance Week events in November to highlight key compliance areas for the University, promote campus-wide ethical culture, and remind us that we are all partners in ensuring a healthy workplace. The center piece to the week’s events was the Compliance, Ethics & Equal Opportunity Office’s (CEEEO) first-ever ACE Award presentation.

The CEEEO recognized individuals across campus that dedicate their work to Advancing Compliance and Ethics (ACE) and promoting a better UNM. The following four awardees were chosen for their contributions which enhance and promote a healthy, ethical, and compliant working and learning environment at UNM.

- Dr. Barbara Rodriguez, Senior Vice Provost for Academic Affairs
- Amy Beggin, Associate Athletic Director for Compliance/Athletics Deputy Title IX Coordinator
- Dr. Angela Catena, UNM Title IX Coordinator
- Jeff Gassaway, Information Security and Privacy Officer

The recipients were recognized at a ceremony on Nov. 18.

To read more about the award winners, [click here](#).

You can learn more about Compliance Week and CEEEO at the [Compliance, Ethics & Equal Opportunity Office website](#).

## PEP is almost here!

The Performance Evaluation Process (PEP) will open on December 5th. EOD staff will be providing resources as well as working sessions to help make this a smooth process. They are also able to provide departmental PEP 101 sessions for managers and staff.

**To schedule a session, reach out at [EOD@unm.edu](mailto:EOD@unm.edu).**

### PEP Tips:

- Make sure you are evaluating the most current goals for yourself and your direct reports. Due to COVID, many people had shifting priorities and goals may have changed. You can edit your goals at any time throughout the year. [Here’s a video to show you how](#).
- If you or a direct report were not able to complete a goal due to unforeseen circumstances, consider deferring that goal to the future.

## December PEP Working Sessions *(via Zoom)*

Dec. 5	11 a.m. – Noon
Dec. 7	2 p.m. – 3 p.m.
Dec. 12	10 a.m. – 11 a.m.
Dec. 15	11 a.m. – Noon
Dec. 19	10 a.m. – 11 a.m.
Dec. 21	11 a.m. – Noon

Zoom links will be available on the [EOD Website](#)

## UNM earns Family Friendly Business Award

The University of New Mexico has earned the platinum-level distinction for its workplace policies by Family Friendly New Mexico, a statewide initiative developed to recognize employers that have adopted policies that give New Mexico businesses an advantage in recruiting and retaining the best employees.

“We are happy to recognize The University of New Mexico as a committed leader in implementing family friendly policies,” said Giovanna Rossi, founder and Director of Family Friendly New Mexico. “Implementing family friendly policies can be a simple, concrete investment a company can make to ensure it can compete for highly qualified employees.”

UNM has been recognized for its family friendly policies each year since 2016, first achieving platinum status in 2020. Organizations are judged on policy categories such as paid leave, health support, flexible work schedules, and economic support for their employees. To achieve platinum status, an organization’s policies must also address pay equity, diversity and inclusion, and community investment.

“UNM strives to be a leader in supporting work-life balance for employees,” said Kevin Stevenson, assistant vice president for Human Resources. “Earning this designation validates the hard work of so many across campus as we continue to pursue more competitive wages and workplace flexibility, including the expansion of remote and hybrid work arrangements. We don’t feel you have to choose between the needs of employees and running a successful organization. UNM continues to show it is because of employee well-being that we are successful.”

Rossi added, “Studies have shown that costs associated with creating family friendly benefits are more than made up for in improved productivity, employee morale and employee retention.”

In addition to its annual recognitions, the Family Friendly New Mexico initiative offers training, support and resources to businesses on how to implement family friendly policies.



## UNM Integrated Campus Plan - your input requested!

An Integrated Campus Plan (ICP) is a top-level plan that guides the physical development needed to support the mission and strategic plan of an institution of higher education. Integrated planning engages every part of the University to work together toward a common vision. UNM has initiated its ICP that will replace the 2009 Master Plan; it will address all UNM properties and guide the University’s decisions on the physical environment, including the character of each campus, safety, access, mobility, and sustainability.

[Plan facilitators want to hear from you!](#)

Please visit the [ICP website](#) to get a detailed look at the vision and process, and you can view the ICP [fact sheet here](#).

## Family Medical Leave Act centralization coming soon!

The Absence Management team within UNM's Benefits & Employee Wellness department has been working towards centralizing Family Medical Leave Act (FMLA) administration for staff employees, and creating new processes to better facilitate the transition. The transition to the new FMLA centralization processes will begin to roll out in January 2023 with the intent of completing the transition by the end of March.

An online [FMLA Inquiry Form](#) has already been created for employees needing to inquire about how to request FMLA or for general questions regarding FMLA. Employees and departments can submit any FMLA documentation via the Secure Document Upload at <https://hr.unm.edu/upload> or fax to 505.277.2278.

In January 2023, a new Banner FMLA tracking process will begin to roll out, ultimately replacing the current tracking process of using spreadsheets or logs. The Absence Management team will create job aids to assist supervisors and time keepers with the necessary steps to accurately report FMLA use.

Employee and supervisor training and guides will also be made available in January to assist with understanding employee rights and responsibilities and supervisor responsibilities related to FMLA requirements.

Additional information will be provided as the process is rolled out. Stay tuned!

## HR CALENDAR

**Dec. 1**

Annual Training Due

**Dec. 5 - Dec. 21**

PEP Working Sessions

**Dec. 12**

December Time Entry  
Deadline for Monthly Staff

**Dec. 19**

December Time Entry  
Deadline for Weekly Staff

**Dec. 23 - Jan. 2**

Winter Break

**Jan. 17**

Electronic W-2 Opt in  
Deadline

**Jan. 18 - Apr 5**

Working With Positivity  
Course

**Jan. 23 - May 17**

Spring Lunchtime Zoom  
Fitness Classes

## Payroll Corner

### December Time Entry Deadlines

Due to the winter break holiday, biweekly time entry AND approvals for 2R26 are due early. All time must be submitted and approved by 4 p.m. on the dates below. Failure to meet these deadlines may result in employees not being paid in a timely manner.

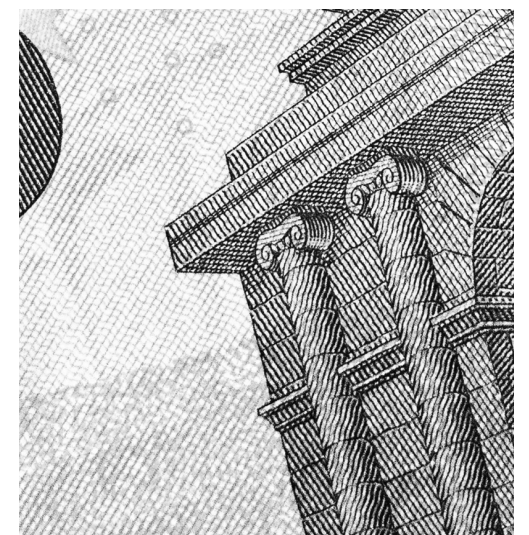
Pay Period	Time Entry Deadline	Pay Date
Monthly (5R12) Dec. 1 - 31	Dec. 12	Dec. 22
Biweekly (2R26) Dec. 3 - 16	Dec. 19	Dec. 23

### Reminders for biweekly payroll:

- Time entry hours for Winter Break should be entered as 010 Regular Base Pay.
- Please DO NOT estimate overtime hours.

### 2023 Payroll Timekeeper and Approver Schedule is now available!

The updated schedules are available on the [Pay Schedule page of the Payroll Office website](#).





## Opt in for electronic W-2/1095-C

We are rapidly reaching the end of 2022, and with a new tax season around the corner, it's time to start planning. Take a helpful step toward making tax time stress free by opting in to receive your W-2 and 1095-C forms electronically!

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 midnight, **Tuesday, Jan. 17, 2023.**

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 2022 form(s) electronically, it's important to remember that you will not receive paper copies.

**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.

### 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, 2023.**

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, 2023.

### 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”

If you want access to your 2022 forms electronically going forward, click on the “My Choice” check boxes for both W-2 and 1095-C and “Submit.” You will receive an email notification in 2023 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” checkboxes, 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 verifying 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](#).

# YOUR BENEFITS & WELLNESS

## Enjoy the holidays and preview of 2023 wellness programs

Feelings about the holidays are unique to our individual experiences. They can cause feelings of happiness, unhappiness, or ambivalence. One thing is almost certain – the holidays can cause stress due to many factors, including overscheduling, overindulging, and overspending.

Lack of time management can lend stress. Spending too much or not enough time with family and handling expectations of what we should do versus what we want to do with our winter break time can create stress. Seasonal affective disorder or depression can add a different twist to our holidays, as well.

No matter how you feel about the holidays, the following tips can help you get the most out of them as possible.



1. Reflect on what is important to you during the holidays. It's hard to have a meaningful holiday if you don't determine what will give it meaning ahead of time. This may change over time, but thinking about what you want for this holiday season will help you choose more intentionally about who you would like to spend time with and how.
2. Make a plan as early as possible about what you will do during the holidays. Try to plan at least one activity that is important to you for each holiday that you celebrate. Feel free to initiate activities with family and friends. Consider volunteer activities. Making a plan well in advance can give you something to look forward to and help you feel a greater sense of control.
3. Realize the holiday season is a marathon, not a sprint. In other words, pace yourself. While extra social gatherings can be exciting, you don't want to compromise your physical or mental health by doing too much. Acknowledge that you cannot do everything for everyone. Practice saying "no" without guilt.
4. Manage your spending. It's easy to feel the pressure of consumerism during the holidays. Decrease financial stress by making and sticking to a budget. Thoughtfulness need not come with a hefty price tag. Gift solutions include reducing the number of gifts you give by initiating a gift exchange, giving to a favorite charity in family members' names, and providing gift cards for small amounts. The receiver will enjoy thinking of you as they enjoy a cup of coffee or music download "on you."
5. Manage your expectations for family gatherings. When multiple generations and multiple families celebrate together, it can be challenging to feel heard and understood. Be clear about what you need the most and be flexible about the rest.

Above all, try maintaining a healthy lifestyle during the holidays and into the New Year. Try to make good food choices, purposefully move as much as possible, and relax to restore your energy during the winter break. And once 2023 arrives, make it the best year yet by engaging with the Employee Wellness programs that will help you to take care of you! Keep an eye on future HR newsletters for more information on how to sign up for these early 2023 wellness programs:

- [Working with Positivity Course](#) (see page 8)
- Lifesteps Weight Management Course
- Zoom Fitness Classes (see page 7)
- Financial Wellness Workshops
- NM [Burnalong](#) Challenge
- QPR GateKeeper Training
- And the [LoboWell listserv](#), just to name a few.

**Happy Holidays from the Benefits & Employee Wellness Team!**

# YOUR BENEFITS & WELLNESS

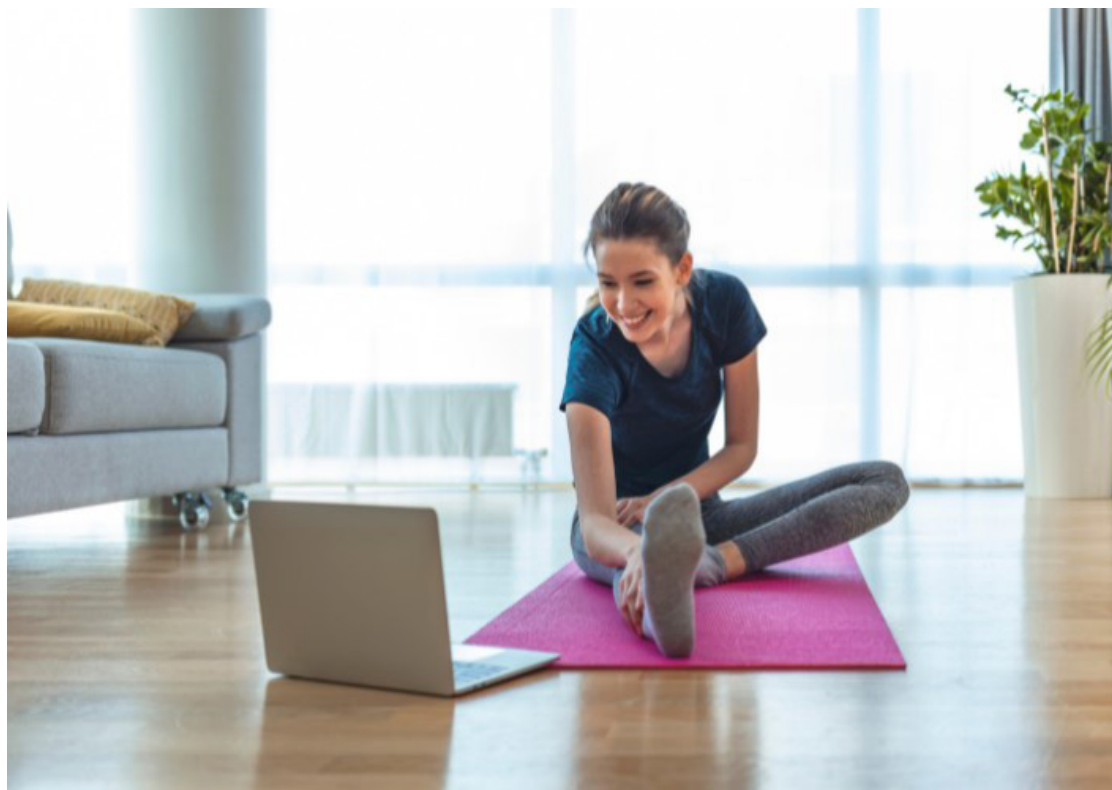
## Spring exercise classes and stretch breaks via Zoom

Spring back into the semester with Lunch Crunch fitness classes and Stretch Breaks with Leah. Mark your calendars – starting on Jan. 23, 2023, join Leah for two workouts and two stretch breaks a week via Zoom.

- On Mondays and Thursdays from noon – 12:30 p.m., join a quick and upbeat 30-minute workout featuring circuit training, HIIT, or Tabata.
- The morning stretch break is on Tuesday from 10 – 10:15 a.m.
- The afternoon stretch break is on Friday from 2 – 2:15 p.m.

All sessions are FREE for benefits-eligible employees. Just click on the links below to register. Once you have registered, you can join all the classes via Zoom for the whole semester.

Questions? Email [wellness@unm.edu](mailto:wellness@unm.edu).



**Topic: Lunch Crunch with Leah**  
**Time: Noon MT**  
**Every Monday & Thursday**  
**from Jan. 23 - May 9**

Register in advance at:  
[Lunch Crunch Registration](#)

After registering, you will receive a confirmation email containing information about joining the meeting.

**Topic: Tuesday Stretch Break**  
**Time: 10 a.m. MT**  
**Every Tuesday**  
**from Jan. 27 - May 11**

Register in advance at:  
[Tuesday Stretch Registration](#)

After registering, you will receive a confirmation email containing information about joining the meeting.

**Topic: Friday Stretch Break**  
**Time: 2 p.m. MT**  
**Every Friday**  
**from Jan. 27 - May 12**

Register in advance at:  
[Friday Stretch Registration](#)

After registering, you will receive a confirmation email containing information about joining the meeting.

## Refresh your knowledge of COVID protocols

UNM continues to recommend mask usage in indoor spaces, particularly now that COVID-19 cases have begun to increase. Bernalillo County has recently entered the “high community risk” level and we want everyone to be safe and well to fully enjoy the holidays with loved ones.

Please take a moment to review the protocols on the [Bring Back the Pack website](#) to understand what to do if you or your staff are sick or test positive.



# YOUR BENEFITS & WELLNESS

## Working With Positivity course coming in 2023

Do you want to start the new year with some self-care and self-improvement? In January, Benefits & Employee Wellness will offer a program that facilitates the workbook: *Move from Surviving to Thriving: A Positive Psychology Workbook for Challenging Times*,” authored by UNM Professor, Bruce W. Smith, PhD.

Positive psychology helps you to be your finest in many situations. The Working With Positivity course is a collaborative learning experience. There is no predetermined outcome; instead, you chart the course and implement skills to help you live well.

The course offers you the opportunity to utilize a research-based, self-development workbook to overcome obstacles and achieve your best life!



The 12-week class is scheduled to meet every Wednesday at 12:05-1 p.m. from January 18 through April 5.

**[Sign Up Today!](#)**

## HAVE A RELAXING WINTER BREAK!



UNM will observe Winter Break Dec. 23 - Jan. 2.

For more info on approved holidays, visit

**[UAP 3405: Holidays.](#)**





# UNM at Work

YOUR MONTHLY HUMAN RESOURCE

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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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