



HUMAN
RESOURCES

UNM at Work

YOUR MONTHLY HUMAN RESOURCE

February 2022

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Jump-Start Your PEP Process

By now, you should have started your PEP process, due March 31, including reviewing your goals and completing your self-evaluation. Your supervisor will then need to complete the manager evaluation. Your final step will be the performance discussion.

The Performance Discussion

The performance discussion is an important process that sets mutual expectations and clear goals. But this shouldn't be the only time you meet with your employee.

Having regular one-on-ones on a consistent schedule will ensure that you are keeping your team members engaged and providing an open line of communication and accountability. One-on-ones are not just to catch up on projects. Use this time to:

- Gauge how team members are responding to change
- Recognize the level of engagement on the team
- Discuss the employee's interests and concerns in a dedicated space and time

If there are concerns, one-on-ones are the best time to discuss these because your employee can prepare and feel comfortable and they will be open to coaching BEFORE the performance evaluation process.

PEP Frequently Asked Questions

We understand the PEP can be an intricate process, so here are answers to some of the most commonly asked questions:

How do I access the system?

Go to unmjobs.unm.edu and click on the turquoise box for current UNM Employees. In the UNMJobs dashboard, use the Performance drop-down menu to access your goals, performance reviews and PEP resources.

Where is my review? I submitted it but my Supervisor does not have it.

Make sure the employee clicked on the "Submit" button. We can always reopen to add goals or make changes. There can also be the chance the Supervisor is incorrect. In that case you can email us at PEP@unm.edu.

My employee has someone else who manages them day-to-day that is not their Supervisor on record. How can I get that person to do the review since UNMJobs now uses the Supervisor record?

We can add a co-planner so that the person who manages them day-to-day can complete the review. We cannot add the co-planner, though, until the employee submits their self-evaluation.

Have more questions? Review our [PEP FAQ](#) or attend a PEP Working Session. We are able to help you with any issues and can walk you through the process.

The February working session dates are:

Feb. 1 10-11 a.m.	Feb. 14 1-2 p.m.
Feb. 4 1-2 p.m.	Feb. 17 10-11 a.m.
Feb. 7 1-2 p.m.	Feb. 21 10-11 a.m.
Feb. 11 10-11 a.m.	Feb. 24 1-2 p.m.

The Zoom Link for all sessions is: unm.zoom.us/j/6013679969

If you need any assistance with your PEP or are new to the process, do not hesitate to reach out to us at PEP@unm.edu.

HR CALENDAR

Jan. 31

W-2s Available

Feb. 14 - May 6

LifeSteps Weight Management Program

Feb. 14-18

BeKind Week

Feb. 23

Financial Wellness Workshop:
Public Service Loan Forgiveness Program

March 9- May 25

Working with Positivity Course

March 31

PEP Due

April 20- May 6

(TENTATIVE)

Benefits Open Enrollment

Feedback for the UNM at Work Newsletter?

Contact us!

HRInfo@unm.edu

Updated Mask Requirements Amid Omicron Surge



While vaccines are our most powerful tool against COVID-19, masks remain an important form of protection from airborne diseases so wearing a good quality mask is critical.

To further protect students, staff, and faculty in UNM learning and research environments, cloth masks will no longer comply with the existing masking requirements.

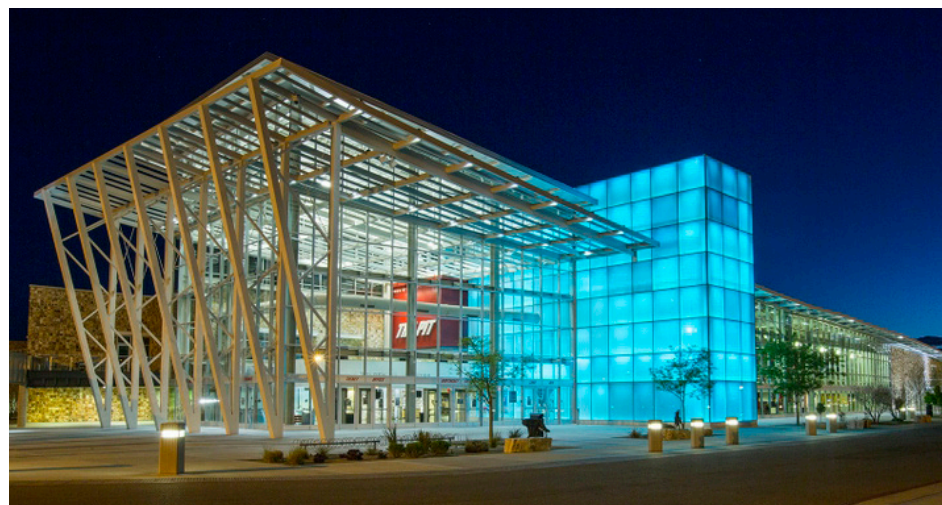
Effective Jan. 18, UNM is requiring that medical or health grade masks be worn. UNM students, staff, and faculty must wear three-ply or better medical/health procedure masks (ASTM Type 1, 2 or 3 or better).

Review these tips from UNM HSC for guidance on the difference among types of masks and their effectiveness.

For more information on mask, vaccine, and booster mandates, visit the [Bringing Back the Pack website](#).

Protect the Pack.

Lighting The Pit for NED Awareness



The Pit will be one of over a hundred iconic buildings throughout the U.S. lit up in blue and green (or in our case Lobo Turquoise!) to raise awareness for National Eating Disorders Awareness Week, Feb. 21-27.

30 million people in the U.S. will struggle with a life-threatening eating disorder in their lifetime.

The NED Awareness Association (NEDA) supports individuals and families affected by eating disorders, and serves as a catalyst for prevention, cures and access to quality care.

To contact NEDA for treatment and support, call their helpline at (800) 931-2237, chat online at myneda.org, or text NEDA to 741741.

Celebrate KINDNESS

February 14-18, 2022

BE KIND. GIVE BACK. WIN PRIZES.

Men's Lobo Basketball Game

Tuesday, Feb. 15
7 p.m.

Dreamstyle Arena (a.k.a. The Pit)

Teddy Bear Toss at Half Time

Bring a new stuffed animal to toss at half-time to benefit APD and AFR

Kindness Carnival

Thursday, Feb. 17
11 a.m. to 1 p.m.

SUB Ballroom A

Games, music, grand prize drawing

Bring a food or toiletry donation for the Lobo Food Pantry for your chance to win one of our grand prizes

You could win one of our Grand Prizes at the carnival:

- UNM Bookstore \$25 Giftcard
- 1 month UNM Parking Permit
- 1 LoboTune-Up at the Lobo Bike Shop
- 1 Free W.O.W Fitness Semester Schedule Pass
- UNM SWAG

and more prizes are being added!

studentaffairs.unm.edu/about-us/BeKind @bekindunm

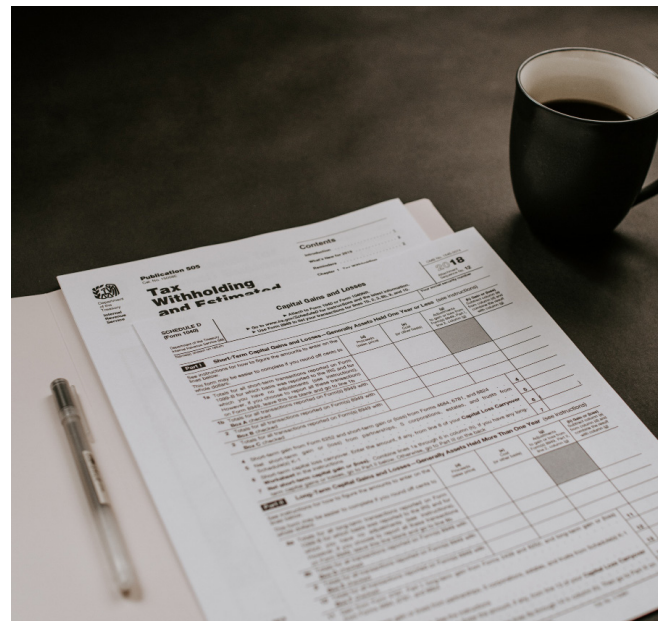
Payroll Corner

Tax Prep Resources

Did you know the Payroll Department has resources for your tax preparation and planning? Though Payroll cannot provide investment or tax advice to employees, you are encouraged to visit the [Payroll website](#) for links to trusted resources including NM Taxation & Revenue and the IRS Tax Scam Alert webpage.

Questions about some of your other tax forms? Below are the departments to contact for each:

- Form 1095C - Contact Human Resources- Phone: 505-277-6947
- Form 1098T - Contact Bursars - Phone: 505-277-5363
- Form 1099-Misc - Contact Accounts Payable - Phone: 505-277-2014
- Form 1099R - Contact your Retirement Provider



Electronic W-2/1095-C Available in LoboWeb

Did you opt in to receive your 2021 tax forms electronically? If so, your electronic W-2 and 1095-C will be available Jan. 31. You can access your tax forms in [LoboWeb](#).

If you did not complete the eConsent for electronic receipt, please be on the lookout for your tax forms in the mail. Paper Form W-2s are scheduled to be mailed out no later than Jan. 31, and Form 1095-Cs will be mailed no later than the first week in February.

If you have questions about these forms, contact Payroll at pay@unm.edu or Benefits & Employee Wellness at HRBenefits@unm.edu.

Help for Your Direct Deposit?

Do you need to make changes to your existing direct deposit account, or need to set your direct deposit up for the first time? Visit the [Payroll Direct Deposit Resource Page](#) for step-by-step instructions. You'll also find the direct deposit deadlines, which tells you what dates you need to enter your changes for each pay date.

Questions? Contact Payroll at pay@unm.edu.

Has Your Address Changed?

Make sure your mailing address is up-to-date in [LoboWeb](#). This is critical to ensure your current mailing address is on your future tax forms, such as your W-2, especially if you chose to have it mailed to you rather than accessing it electronically.

Log into [MyUNM](#), enter LoboWeb, and select "Addresses and Directory Information" to view, confirm, or change your mailing address.

For more detailed instructions and additional information visit the [Payroll website](#).

YOUR BENEFITS & WELLNESS



FINANCIAL WELLNESS WORKSHOP

The Public Service Loan Forgiveness Program

Wednesday, Feb. 23 | Noon to 1 p.m.

Employees of federal, state, local, and tribal governments as well as non-profit employers may be eligible for the Public Service Loan Forgiveness Program (PSLF).

PSLF forgives the remaining balance of your Direct Loans after you have made 120 qualifying monthly payments via a qualifying repayment program during a period of time that you are working full time for a qualifying employer.

You are invited to join Benefits & Employee Wellness as we host presenter Janell Valdez, Associate Director of Financial Aid at HSC Wednesday, Feb. 23, noon to 1 p.m.

Janell will share hints and tips about qualifying and

applying for PSLF, followed by a question and answer session with workshop participants.

Questions? Email Cherie Knight at cheriejean56@unm.edu or visit the [Financial Wellness Workshop page](#) for updates.

UNM Financial Wellness Workshops are a part of your UNM benefits and are offered monthly to help you improve your overall financial wellness and retirement security.

Register Here

Beware of Unsolicited Offers for Retirement or Financial Planning

Beware of emails from an unknown source stating you are eligible for a phone call, teleconference, or other meeting with a licensed representative to discuss your state, federal, and individual retirement benefit questions.

Solicitations like these from third party financial companies have not been reviewed nor approved by UNM or New Mexico Educational Retirement Board (NMERB). This should be treated as SPAM. Visit [FastInfo 3708](#) for instructions on how to forward spam to UNM IT.

UNM currently partners with five financial companies who have agreed to provide complimentary financial planning, including retirement projections and recommendations, to UNM employees, retirees, and their families.

Local representatives from the five companies, all licensed in New Mexico, can be reached through our

[Complimentary Financial & Retirement Planning webpage](#).

These companies also provide educational workshops through the Benefits & Employee Wellness [Financial Wellness Program](#).

New Mexico Educational Retirement Board (NMERB) also offers pre-retirement planning consultations and rollover/refund services at [NMERB Online Appointments](#).

For more information about UNM's financial services partners, contact HRBenefits@unm.edu.



Medicare & Social Security Workshops Now on Learning Central



Do you want to know more about how Social Security and Medicare will impact you and your loved ones now or in the future? These topics, hosted by UNM's Financial Wellness Program, will be offered this year in [Learning Central](#).

"Social Security: With You Through Life's Journey" will be offered virtually in February, June, October, and on-demand. Presenter Rhonda Romero, New Mexico's Public

Affairs Specialist with Social Security Administration, will help you answer important questions about Social Security Benefits.

"Getting Started with Medicare" will be presented by representatives of UNM's Retiree Medicare insurance plan providers to explain and compare Medicare and coverage options. Virtual classes in February, May, August, and December will also be offered on-demand.

For more details, visit Learning Central or contact Cherie Knight at cheriejean56@unm.edu.

YOUR BENEFITS & WELLNESS

Food for Thought: Healthy Eating Takes Practice

5 drills to improve what's on your plate



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

If you want to be a better piano player, you'll have to practice playing. If you want to be a better swimmer, you'll have to practice swimming. If you want to learn a new language, you'll have to practice speaking it.

Your practice will need to be focused and deliberate. Take swimming, for example – if you want to improve, you can't just go splashing around in the water. Instead, you'll implement specific drills to improve your technique.

Eating isn't any different. If you want to be a healthier eater, it helps to practice. But practice isn't just mindlessly having another meal; that would be the same as splashing around in the water. Healthy eating improves by having a plan and practicing specific techniques to build new habits.

So, what could this practice look like? Just as there are many ways to eat, there are many ways to practice (which is partly what makes it so difficult!), but here are a few healthy eating “drills” to get you started:

Count the colors on your plate: Variety, especially with [fruits and vegetables](#), helps ensure we get all the nutrition we need. How many colors can you include? Practice adding one more than you typically have.

Practice your knife skills: One struggle with including more vegetables is that they often require chopping.

[Improving your knife skills](#) will make this less of a burden over time.

Make the same vegetable using three different preparation methods: Often, when people don't like a vegetable, they actually just don't like how it was prepared (think mushy boiled carrots vs. [cumin roasted carrots](#)). Experimenting with different cooking options will help you find what you like best.

Pre-portion snacks and treats: If you struggle with portions sizes, determine what you'll eat ahead of time by using single-serving packages. Over time, you'll retrain your brain to recognize [appropriate portions](#).

Use a food tracking app: Similarly, try using a food tracking app if you struggle with calories. It will help you recognize the calorie amounts of foods you commonly eat.

These are just a few ideas. If you change your mindset and view healthy eating as a skill that needs practice, it can make it easier to see your progress by focusing on the small steps you take every day. Keep practicing, and little by little you'll become the eater you want to be.

And if you'd like help building your practice routine, check out our [individual nutrition counseling](#), free for all faculty and staff.

Enjoying Reed's wellness tips? Be sure to give Reed your feedback or ask a question at reedv@unm.edu.

Benefit Tip: The Importance of Preventive Dental Checkups

Regular dental checkups are more important than ever, not only for oral health but for overall health. Did you know that preventive dental care has many advantages and can help reduce potentially painful and expensive treatments or reveal other [serious health issues](#)?

What is preventive dental care? Important check ups include regular oral exams every 6 months, teeth cleaning and routine x-rays. View our [Dental Quick Bites](#) for more information, or visit the [Delta Dental of New Mexico](#) for many great resources and tips for staying healthy.



YOUR BENEFITS & WELLNESS

Positivity 101: Resolving to Change Takes Determination

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

What topped your New Year's resolution list? Maybe it was to lose weight, start exercising or stop smoking. In addition to the post-holiday, back-to-work slump, not being able to keep your resolutions by February, March, or even late January may increase your anxiety.

The New Year isn't meant to serve as a stage for comprehensive character changes. Instead, it should be a time for you to reflect on the past year's actions and commit to making positive lifestyle changes. It is not the magnitude of the change that matters, but rather the significant act of recognizing that lifestyle change is important and working toward it, one small, achievable step at a time, will get you there.

Here are a few tips to make 2022 different.

How many resolutions?

Limit yourself to one or two resolutions that you are determined to sustain. For example, if you want to exercise more, set your sites on a gradual start. [Commit to a detailed plan](#). Jot down the amount of time, how often, and how long you will perform the activity. For example, you could walk for 30 minutes a day for 2 to 3 days per week for the entire month of February. In March, add another day to your weekly routine. When

the weather starts to warm up a bit in April, you can switch it up and garden for the time allotted and even add 10 to 15 minutes more time to your daily exercise routine.

Above all, make sure to do something you love. Enjoying the activity helps you to adhere to your commitment for longer.



Stay rooted in reality

By making your resolution or resolutions realistic, there is a greater chance that you will keep them throughout the year, thus incorporating healthy behavior into your life every day. If you would like to eat healthier, try replacing dessert with something else you enjoy, like fruit or yogurt, instead of eating only broccoli as a way to improve your diet.

Change one behavior at a time

Less-than-healthy behaviors develop over the course of a lifetime. Improving these behaviors also requires time. Try not to overwhelm yourself. You do not have to change everything all at once. Instead, work toward changing [one thing at a time](#).

[Continue Reading...](#)

Working with Positivity Course Returns this Spring



Do you feel like you could use more positivity in your daily life? Benefits & Employee Wellness is offering 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 meets every Wednesday from 12:05-1 p.m. from March 9 through May 25.

[Sign Up Today!](#)



UNM at Work

YOUR MONTHLY HUMAN RESOURCE

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Questions? Contact Us!

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