



HUMAN  
RESOURCES

# UNM at Work

YOUR MONTHLY HUMAN RESOURCE

January 2022

## In This Issue:

- Opt In to Receive Your Electronic W-2/1095-C [P. 2]
- Mandatory Training Deadline Extended [P. 3]
- Food for Thought: Successful Resolutions Start with Small Changes [P. 3]
- Feeling Sick? Stay at Home. [P. 4]
- Compensation Corner: Updates to Staff Salary Structure [P. 4]
- Annual Workers Compensation Training for Supervisors [P. 5]
- Adobe Creative Commons Grand Opening at Zimmerman [P. 5]
- Gerald W. May Outstanding Staff Award Winners [P. 5]
- Financial Wellness: Why You Need an Emergency Fund and How to Create One [P. 6]
- Take the Jackpot Challenge! [P. 6]
- LifeSteps Weight Management Program for Spring [P. 7]
- Join the LoboWell Listserv, Enter to Win a Fitbit Aspire [P. 7]
- Positivity 101: Create a Morning Routine for Positivity [P. 8]
- Working with Positivity Course [P. 8]



## Opt In to Receive Your Electronic W-2/1095-C

2021 has ended, and tax season is just 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 or retiree, 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 has been extended to midnight, **Monday, Jan. 17.**

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 forms 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 encourage you to review your preferences in LoboWeb to confirm you opted in for electronic delivery.

After opting in, both tax forms will be available through LoboWeb on Jan. 31.

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.

Complete the "Electronic Regulatory Consent" election by logging into LoboWeb via MyUNM. [Watch Lucy Lobo's video](#) for step-by-step instructions on opting in for your electronic W-2 and 1095-C.

### 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 the steps in [Lucy Lobo's Video](#) to 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 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](#).

## Mandatory Training Deadline Extended

Leadership has extended the deadline for UNM's 2021 mandatory annual training to Jan. 31. This deadline is being extended from the original date of Dec. 1.

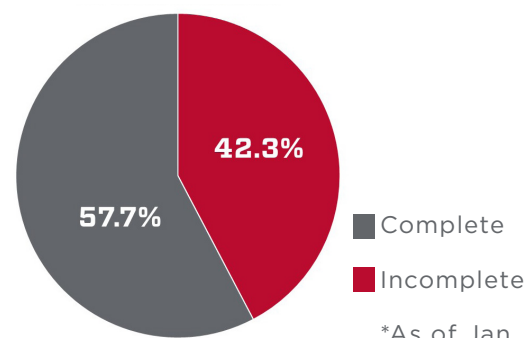
With the many competing priorities and unexpected demands of the past year, this extension will allow employees extra time to complete the training after the fall semester is complete.

As a reminder, all regular faculty and staff, temporary faculty and staff, on call staff, graduate students on assistantships, and student employees are required to complete the designated University-wide mandatory training.

University-wide mandatory training is available through Learning Central. All applicable training plans were loaded into your Learning Central learning plan.

Questions? Contact Employee & Organizational Development at [eod@unm.edu](mailto:eod@unm.edu).

### UNM Mandatory Training Completion



## HR CALENDAR

**Jan. 17**

Deadline for  
W-2/1095-C  
Electronic Consent

**Jan. 17**

MLK Holiday  
Offices Closed

**Jan. 26**

Adobe Creative Commons  
Grand Opening

**Jan. 28**

Jackpot Challenge  
Begins

**Jan. 31**

Mandatory Training Due

**Feb. 14 - May 6**

LifeSteps Weight  
Management Program

**March 9- May 25**

Working with Positivity  
Course

**March 31**

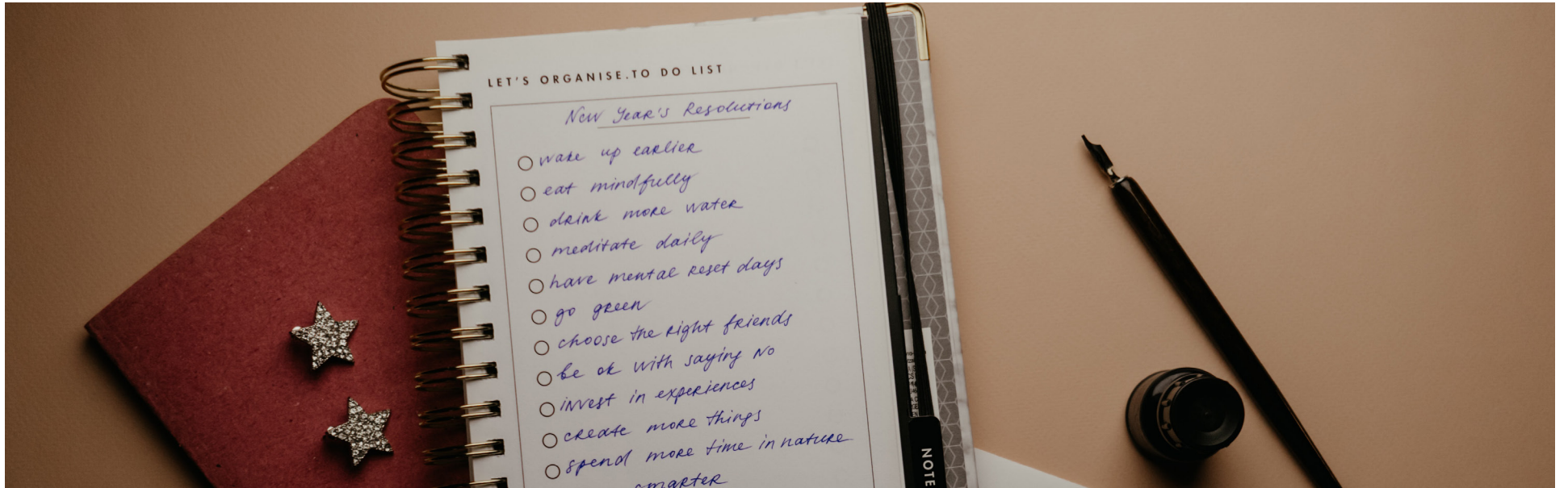
PEP Due

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

**Contact us!**

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

## Food for Thought: Successful Resolutions Start with Small Changes



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

When the calendar turns over to January 1, many of us start thinking about New Year's resolutions. Resolutions can be a great way to jump-start some positive personal changes. But at the same time, it's easy to make overly ambitious goals, which will only set us up for failure.

A better approach is to make resolutions focused on small changes. [Smaller resolutions are more manageable](#) and increase our chances for success. And their real power is that you can chain several small resolutions together to make those bigger changes you might want to see.

Here are some examples of “small change” resolutions to help you get started.

### **Drink More Water**

Identify one caloric drink (soda, flavored coffees, alcohol, etc.) per week that you can swap for water. Changing all at once is hard – but I bet you can do one drink a week! Slowly [swap more drinks to water](#) over time until you reach your desired balance.

### **Eat More Vegetables**

Identify a small, sustainable way to [add one more serving of vegetables](#) to your week. Eat a handful of carrots with lunch, add some green chile to your scrambled eggs, or switch to cauliflower rice. Once that becomes a regular habit, add another serving. Repeat until you are happy with the balance.

(If healthy eating goals are on your list and you want extra support, be sure to check out our [LifeSteps Weight Management](#) class starting in February!)

### **Exercise More**

The best exercise is the one you do consistently. Identify something you enjoy, and that feels good. Set a goal to do it for 10-15 minutes on three to four days each week. It can be as simple as walking around your neighborhood, a [15-minute workout](#), or [chair yoga](#). Give this a few weeks and then increase by a few minutes or add a day. And over time, you'll reap all the benefits of exercise without having to sign up for an early morning boot camp.

### **Do More Good**

Try volunteering more often – it'll make you happier in the process! Visit [VolunteerMatch](#) to find opportunities. Start with something that is low commitment to build up your confidence.

Each month, pick a new volunteer opportunity. Even a few hours per month will make a difference in your community, and you can add more hours over time if it fits your schedule.

### **Save More \$\$\$**

As prices increase, saving more might seem difficult – but you can start small. Use [direct deposit](#) to automatically send even just \$5 a month to your savings account and let it build over time. Or use a [supplemental retirement plan](#) to help that money grow for future use.

Whatever resolutions you choose, remember that all significant changes are made up of small steps along the way.

So, keep your goals simple and achievable at first, and let the momentum of these successes carry you to where you want to be.

*Enjoying Reed's wellness tips? Be sure to give Reed your feedback or ask a question at [reedv@unm.edu](mailto:reedv@unm.edu).*



## Feeling Sick? Stay at Home.

Not feeling well? UNM encourages you to please stay at home. Symptoms aren't always from the flu or COVID-19, but with cases on the rise in New Mexico, it's important we are careful when feeling any symptoms that could potentially put others at risk.

### What Can Employees Do?

Whether your symptoms may be "just allergies" or a common cold, as an employee it is important to stay at home.

Employees who aren't feeling well may be able to utilize "situational telecommuting", allowing them to work from home rather than coming to campus or taking leave.

Employees who aren't able to telework may be eligible for additional paid time off via UNM's [Additional COVID Paid Leave program](#) – staying home when you're feeling sick is a foundational COVID Safe Practice! Social distancing and isolation are still the best ways to reduce the spread of COVID-19.

Employees with flu-like symptoms should contact the UNM COVID Call Center at 505-515-8212 for guidance on testing and isolation.

### The CDC recommends

staying home at least 24 hours after your fever (100° or higher) is gone without the use of fever-reducing medicines.

But not everyone with the flu will have a fever, so it is important to be cautious.

### What Can Supervisors Do?

- Communicate sick leave policies and be flexible and mindful of the importance of staying home when sick.
- Be supportive of employees when managing their health and their family's needs.
- Help maintain continuity in operations by having work-from-home and essential business function plans for times when employees need to be absent.
- Cross-train staff to perform essential functions so business can continue operating.



## Compensation Corner: Updates to Staff Salary Structure



The University's [Staff Salary Structure](#) is designed to equip managers with a clear framework for paying employees competitively within the labor market.

HR Compensation conducts periodic reviews of the structure to ensure alignment with industry-leading practices and compliance with federal and state regulations.

The Staff Salary Structure will be revised for the upcoming calendar year in order to align more closely with market and to ensure compliance with increases to the [New Mexico Minimum Wage](#).

Per [University Policy 3500: Wage and Salary Administration](#), staff employees must be paid at a rate no less than the minimum of their grade. Therefore, employees falling below the adjusted

range for their grade will receive salary increases up to the new minimum. Employees paid within the adjusted ranges will not receive salary increases as a result of this change.

Salary adjustments for affected staff will occur on Jan. 1 (2R02 and 5R01 pay periods). Notifications were distributed in early December to Level 3 organizations (Schools/Colleges/Divisions) to share with impacted employees and their supervisors.

To ensure job candidates view the most up-to-date salary ranges on job postings, departments are encouraged to re-post any long-standing job postings in UNM Jobs. When posting a job, it is important to create a new requisition, rather than copy an old one. If an old requisition is copied, it will not publish the most up-to-date data regarding salary ranges.

For questions regarding UNM Jobs processes, contact HR Client Services at [clientsv@unm.edu](mailto:clientsv@unm.edu).



## Annual Workers Compensation Training for Supervisors



Starting January 2022, Risk Services will offer “Work Comp 101” twice each week to accommodate the needs of various UNM departments.

This training focuses on providing all supervisory

staff with an explanation of their responsibilities to employees, returning injured employees to work, regulations on completing paperwork, and resources for support when reporting an injury.

To schedule a WC101 training for your department, contact Risk Services at [risksvcs@unm.edu](mailto:risksvcs@unm.edu).

## Adobe Creative Commons Grand Opening at Zimmerman

Join College of University Libraries & Learning Sciences for the grand opening of the Adobe Creative Commons in Zimmerman Library on Wednesday, Jan. 26, tentatively from 3 to 5 p.m.

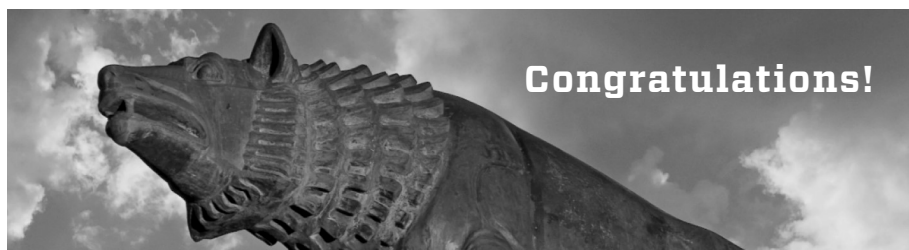
Attendees will receive free giveaways and a chance to enter raffles for Adobe swag. The grand opening will include the official ribbon cutting of the area followed by an open house with equipment demonstrations and a multimedia gallery featuring student work.

The Adobe Creative Commons – a collaborative project between UNM University Libraries, UNM Information Technologies, and Adobe Creative Campus – is a digital media workspace and resource center for all creative

pursuits on campus.

Located on the first floor of the historic Zimmerman Library, the space will provide resources including high-powered computers loaded with the Adobe Creative Cloud suite, several secluded editing bays, two fully equipped audio booths, and a wide variety of audio-visual equipment available for check out.

Questions? Contact [Sara Velasquez, CULLS Marketing](mailto:Sara.Velasquez@unm.edu).



## Gerald W. May Outstanding Staff Award Winners

Congratulations to the 2021 Gerald W. May Outstanding Staff Award Winners!

This [Staff Council](#) award recognizes outstanding staff members who have made significant contributions to the University. Nominations are solicited from faculty, staff, and students each fall. A minimum of three awards are presented each year and each recipient receives a monetary award and a plaque.

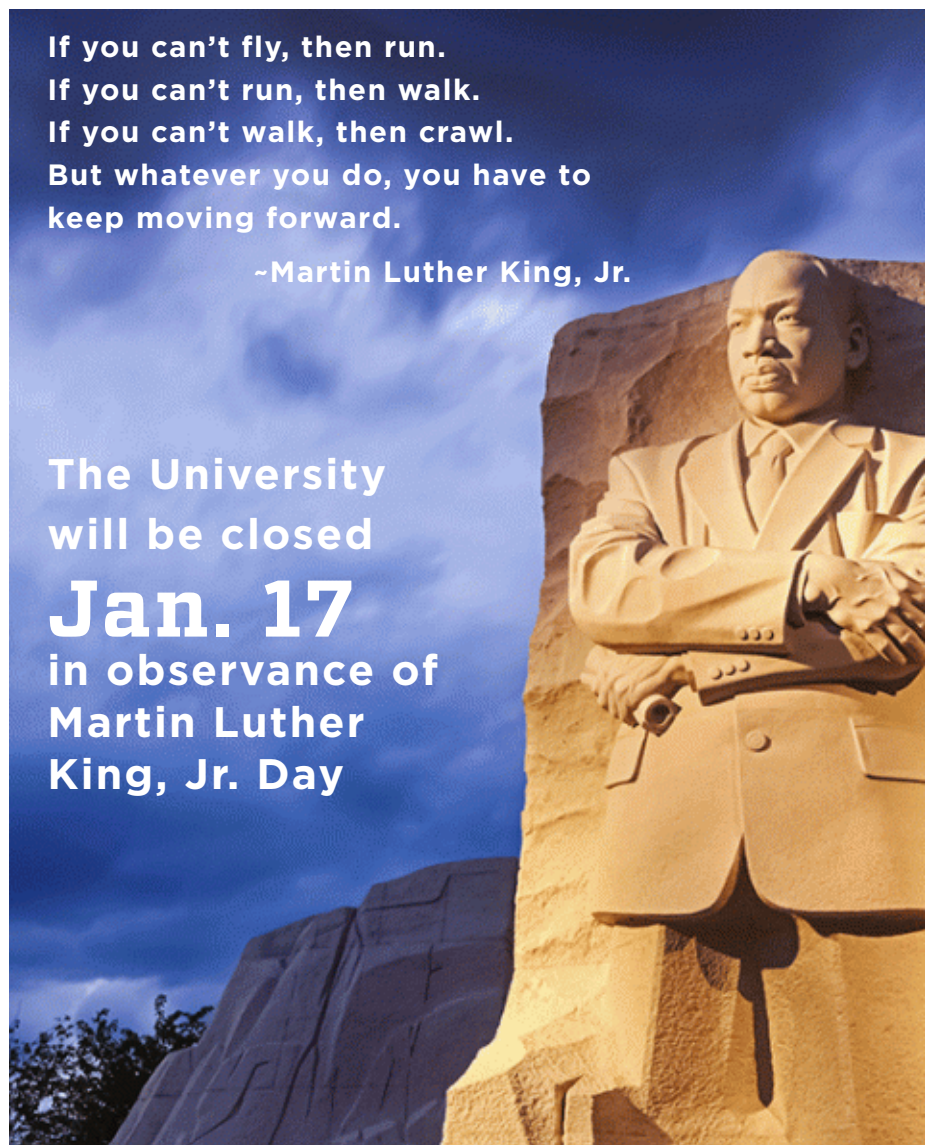
Please help us congratulate the following outstanding staff award winners:

- **Diana Martinez**, HSC Learning Environment Office
- **Julie Morrison**, Physics and Astronomy
- **Dr. Stephanie McIver**, Student Health and Counseling
- **Katie Williams**, Alumni Relations
- **Winton Wood**, Pediatrics Center for Development
- **Dr. James Wilterding**, Student Health and Counseling

If you can't fly, then run.  
If you can't run, then walk.  
If you can't walk, then crawl.  
But whatever you do, you have to  
keep moving forward.

~Martin Luther King, Jr.

The University  
will be closed  
**Jan. 17**  
in observance of  
**Martin Luther  
King, Jr. Day**





# YOUR BENEFITS & WELLNESS

## Why You Need an Emergency Fund and How to Create One

**Cherie Knight, MA, ChFC**  
**HR Projects Specialist**  
**Financial Wellness**

Anyone who has been through unexpected financial emergencies like a job loss, major car repair, or water heater replacement knows it can feel very challenging without an [emergency fund](#) as a safety net.

Most financial experts recommend having up to three to six months of living expenses saved and replenishing the fund after using it for an unexpected expense.

But there are [reasons you may want to set aside even more](#).

What if you don't have a fund yet, or it's not big enough? You're not alone. A recent [Bankrate survey](#) indicates more than half of us living in the U.S. need to save more.

Even in tough times like a pandemic, it's essential to take good financial care of yourself and your family.

An important first step in determining how big your fund should be is to add up all your living expenses and multiply this times three or up to six months.

Track your spending with a [budget app or tool](#) and

decide what extras you can do without to create a monthly contribution to your emergency fund.

Automatic transfers from your paycheck to a separate account that cannot be accessed with your debit card can make it easier to stick with your goal and avoid using the fund for non-emergency expenses.

Do you normally get a tax refund? Consider putting it aside instead of planning to spend it. Even if you are [paying off debt](#), and many of us are, include your emergency fund savings in your strategy.

Start with a monthly savings goal you can achieve. Even a small amount will grow over time.

For more ideas on how to build your emergency fund, see [an essential guide to building an emergency fund](#).

**Financial**



**Wellness**

## Win Big for Getting Healthy! Take the Jackpot Challenge!

Benefits & Employee Wellness invites you to join the New Mexico Educators HealthyWage Jackpot Challenge and compete against other New Mexico colleges and schools to lose some weight, win some money, and have some fun! The Jackpot is a 12-week weight loss challenge starting Jan. 28.

- **Everyone's registration fee goes into the pot!** The more participants, the bigger the pot! [SIGN UP](#) online or on HealthyWage's mobile app for \$70.
- **Compete in teams of four to nine.** After you sign up, you can create/join a team with your coworkers and family members. Don't have a team? No problem. HealthyWage will match you up with one!
- **Get active on the app.** Connect with your teammates, gain healthy tips, and check your personal and team stats and standings! Your weight is never shared.
- **EVERY TEAM THAT HITS THE 6% WEIGHT LOSS GOAL WINS!** Typically, winners win twice their entry fee.

And as an awesome bonus this year, if all the schools combined get over 500 participants, HealthyWage



will donate \$5 per player (over 500) to charity. The organization with the most pounds lost will get to choose the charity to receive this donation.

Learn more about the New Mexico Educators Jackpot challenge [on our website](#) or register [here](#)!



# YOUR BENEFITS & WELLNESS

## LifeSteps Weight Management Program for Spring

**Sign Up Now!**



Benefits & Employee Wellness is again offering our popular LifeSteps Weight Management Program this spring. And because the class is offered to employees at no cost, there has never been a better time to join and work toward your weight management goal.

LifeSteps is available to benefits-eligible UNM faculty and staff and HSC employees, including UNMMG and SRMC.

If you want to improve your nutrition and fitness to achieve a healthy weight, then LifeSteps is for you! Join our fully online class this spring semester:

**Feb 14 - May 6 (12 weeks)**

- Online class meets every Tuesday at noon (first class meeting: Feb 15)
- Daily tips, inspiration, and discussion in a private Microsoft Teams group
- Class led by the Employee Wellness team's registered dietitian nutritionist, [Reed Vawter, MS, RDN, CSOWM, LD](#)

LifeSteps offers a safe and supportive environment where participants take charge of their health. With the guidance of a trained leader, we work on small, sustainable changes that add up to big results.

This program is not “one size fits all,” and there is no “diet” to follow. Instead, LifeSteps recognizes that everyone is unique, with different exercise and eating habits, weight goals, and daily schedules.

Participants make a personal action plan to maximize their success. Each member gets a handle on their eating and activity, sets personal goals, and takes action to achieve a healthy weight. LifeSteps works because it is grounded in science and stresses personal choice, responsibility, and accountability.

Take the first steps for a healthier you. [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).

## Join the LoboWell Listserv, Enter to Win a Fitbit Aspire

Want to receive a wealth of health-improving information right to your inbox and get a chance to win a brand-new Fitbit?

Join the LoboWell listserv before March 31 and be entered to **win a Fitbit Aspire!**

The LoboWell listserv assembles the best educational information on nutrition, fitness, emotional and financial well-being, all approved by our experts in the field. Our tips are designed to help you create your best work + life balance and will arrive in your inbox twice a month.

Simply [join the LoboWell listserv](#) and remember that healthy doesn't have to be hard- it can be enjoyable. Live LoboWell.

**Already a subscriber?** You will also be included in the drawing.





# YOUR BENEFITS & WELLNESS

## Positivity 101: Create a Morning Routine for Positivity

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

Do you feel additional anxiety to your life this time of year in the wake of post-holiday stress? Having a routine can help create focus and a positive outlook, especially in the new year, giving us a sense of control and helping turn a new leaf on an aspirational goal.

Start simple by considering your morning routine. Select definitive actions to help you feel positive, recharged, and energized. Incorporating them into your early morning routine can help you find a rhythm and see the world with more optimism and energy!

What does this look like? Plan to focus on the things that will work best for you. Remember it's about not feeling overwhelmed, frustrated, or exhausted. Pick one or two things to incorporate and feel optimistic about those choices.

### Rise and Shine!

What about waking up 1-2 hours before you are obligated to something? Rather than getting up 10 minutes before and stumbling through your morning as a way to start the day, put a slower spin to it. Take the time for yourself to sit and sip, exercise, meditate or just soak up the fresh morning air on the patio. If you need to start work at 8 am, consider waking 30 to 60 minutes earlier.



Not a morning person? Gradually try to build in a buffer of time so you can glide into your workday with an easier start.

### Roll Out to a New Day!

Open the blinds, make your bed and welcome the day. When you expose your eyes to sunlight as soon as possible in the morning, it plays a role in setting your body's circadian rhythm to create optimal wake/sleep cycles.

[Continue reading...](#)

## Working with Positivity Course Returns this Spring



Would you like to flourish more in your daily life? Are you looking for a program that can offer positivity to you personally and professionally?

“Working with Positivity” is a course which facilitates the workbook *Move from Surviving to Thriving: A Positive Psychology Workbook for Challenging Times* by UNM Professor, Bruce W. Smith, PhD.

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

Working with Positivity isn't a one-way learning experience. Positive psychology helps you to be your finest in all circumstances.

There is no predetermined outcome. Instead, you chart the course and implement the skills to help you live well. The class is 50-minutes long for 12-weeks on Wednesdays at 12:10 p.m. The workshop will be held March 9 through May 25.

[Sign Up Today!](#)





# 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

 @UNMWellness