



HUMAN
RESOURCES

UNM at Work

YOUR MONTHLY HUMAN RESOURCE
July 2022

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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. Staff are reminded to schedule and use hours exceeding 252 prior to the expiration date.

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 needewd 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 pay period will have their leave balances reset to 252 hours on September 20.

Monthly Employees (Exempt)

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

Monthly Post-Doc Employees

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

Open Enrollment benefit election changes effective July 1

Important reminder! Your new medical insurance rates go into effect on July 1. Check your July pay stub in LoboWeb to make sure deductions are accurate.

If you made new benefit elections or changes during Open Enrollment for the 2022-2023 Plan Year, we highly recommend that you take a moment to review your Benefits Statement in LoboWeb to verify your new elections have been applied.

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)
7. Biweekly employees: Your new deductions will begin on July 8, 2022.
8. Monthly employees: Your new deductions will begin on July 31, 2022.

If you have questions or need assistance, contact Benefits & Employee Wellness at HRBenefits@unm.edu.

HR CALENDAR

July 1

Open Enrollment Changes Become Effective

July 1 and July 4

Independence Day Observed Holiday

July 12 - September 27

Working with Positivity Course

July 12 - 15

International ACAC Conference

July 27

WIT Event - Tech Careers, What Does the Industry Look Like?

August 18

WIT Event - Azure AD and Data Factory

August 31

Temporary Annual Leave Policy Expires

Contact us!

HRInfo@unm.edu



TECH BYTES

UNM Women in Technology events

Join us for the Summer WIT Speaker and Training sessions. On July 27, 3 – 5 p.m., speaker Renay Moya will discuss, “Tech Careers, What Does the Industry Look Like?” 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!](#)

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!

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. For questions about the paid leave policy, contact hrinfo@unm.edu or your HR consultant.

YOUR BENEFITS & WELLNESS

Qualifying change in status events

Have you just experienced a major life event, but Open Enrollment for the 2022-2023 Plan Year has ended? You can still make changes to your health benefits if you act quickly!

Some life changes (like marriage or the birth or adoption of a child) allow you to make changes to your benefit elections (medical, dental, vision, flexible spending accounts) outside of an Open Enrollment period. IRS regulations permit you to make changes to your benefits only if you experience a [Qualifying Change in Status Event](#) (also referred to as a qualifying life event or QLE). Changes to your benefits must be made within 60 calendar days of the Qualifying Change in Status Event and must be consistent with the qualifying event.

If you do not make changes within 60 calendar days, you will have to wait until the next Open Enrollment.

Some examples of Qualifying Change in Status Events and the documents that you are required to submit for each event are:

- Marriage (copy of marriage certificate)
- Divorce/Legal Separation (copy of divorce agreement or legal separation)
- Birth or Adoption of Child (birth: copy of birth certificate or hospital document; adoption: copy of legal adoption agreement)
- Death of your spouse or dependent child (copy of death certificate)
- Gain or loss of other health coverage (letter from other employer or entity documenting loss or gain of coverage; must include name(s) of individuals impacted [including dependents], type of coverage gained or lost, and effective date of start/end of coverage)



If you've experienced a Qualifying Change in Status Event, don't hesitate to get in touch with Benefits & Employee Wellness at the earliest opportunity. Call 505.277.6947 or email HRBenefits@unm.edu for further information about making any benefits changes under the following categories:

Health Plans (Medical, Dental, Vision)

- Enroll in coverage
- Cancel existing coverage
- Make a tier change to elections (example: change from single to family coverage)

Flexible Spending Accounts (FSA)

- Enroll in an FSA
- Increase annual FSA election
- Decrease annual FSA election

Don't wait for proof documents to submit your Enrollment/Change Form(s)!

All benefits election changes are effective the first day of the month after they have been received and approved by Benefits & Employee Wellness.

For more details about allowable changes outside of Open Enrollment, designated Enrollment/Change Forms, and other information related to Qualifying Change in Status Events, visit our [Qualifying Change in Status webpage](#).

If you have questions, please contact us by calling 505.277.6947 or email us at HRBenefits@unm.edu.

YOUR BENEFITS & WELLNESS

Don't worry, be happy

Tracey L. Briggs, MA, Supervisor
Employee Wellness

Like the song lyric says, “Don’t worry, be happy,” but you know it isn’t always that simple! We all worry or get scared at times. It’s human nature. But if you feel extremely afraid an inordinate amount of the time, or if you repeatedly feel panicky, you may need to seek assistance. Anxiety disorders, which include panic attacks, post-traumatic stress disorder, and obsessive-compulsive disorder, are among the most common behavioral health issues, affecting roughly 40 million American adults each year. Thankfully, there are numerous therapies to help with anxiety and stress disorders.

There are three components to any stress reaction, affect, behavior, and cognition, commonly called the ABCs. Affect is how you feel; it refers to your emotional response to a particular situation. Behavior is what you do; for example, it can include tensing your jaw, tapping your foot, pacing, or overeating. Cognition refers to the thoughts you have when you are stressed; for example, while stuck in a traffic jam on the way to work and thinking, “I’m going to miss my work deadline and get fired.”

If you are experiencing these feelings, you are not alone. You have access to an array of [mental health resources at UNM](#), including the Employee Assistance Program, Counseling, Assistance, and Referral Services ([CARS](#)). Their licensed professional staff promotes a healthy work-life balance by providing on-site services to assist UNM employees with concerns, including relationship difficulties, anxiety, stress and job burnout, depression, eldercare, coworker conflicts, alcohol or other drug abuse, managing change, grief and loss issues and preparing for retirement to name just a few. [Schedule an appointment](#) to meet with a licensed counselor, and services are always complimentary.

Therapy Assistance Online ([TAO](#)) is a self-paced, self-help online program available on your smartphone, tablet, and desktop for managing stress, anxiety, and depression. ALL campus students, staff, and faculty have access to self-help assessments and modules that can improve mental health in a variety of areas. Mood,

anxiety, interpersonal relationships, substance abuse, and stress can all be addressed by providing skills in mindfulness, communication, problem solving, and much more!

Beginning July 1, UNM medical plan participants will see reduced co-pay costs for mental health and substance abuse services. Each visit will incur a co-pay equivalent to a PCP visit, ensuring that cost is not a deterrent to plan participants seeking and receiving services.

Benefits & Employee Wellness is offering you a way to increase resilience to live your best life by facilitating the Working with Positivity course. In acknowledging your personal strengths and uncovering what is good in yourself and others, you can build skills to help you manage negative thoughts and behaviors that surface when

you are under stress. You can [register](#) for the 12-week summer course which begins on Tuesday, July 12.

Above all, you have skills and resources to help you when you are experiencing pressure that impacts your well-being. Be sure you acknowledge and seek care for what you are experiencing. Tap into the numerous UNM resources that are just a click away.



Want More Tips?
Join the
LoboWell Listserv
LOBOWELL-L@LIST.UNM.EDU
Learn how to [subscribe](#).

Or follow us on Facebook!
[@UNMEmployeeWellness](#)

YOUR BENEFITS & WELLNESS

Helping people, changing lives: the benefits of volunteering!

Tracey L. Briggs, MA, Supervisor
Employee Wellness



Volunteers make an immeasurable difference and often serve with other-oriented intent. Sharing valuable gifts of compassion, an open mind, a willingness to pitch in wherever needed, and a positive attitude are what can be shared while bringing fun and fulfillment into the life of the volunteer. Did you know that volunteering can benefit your health as well?

Good for your mind and body

Volunteering counteracts the effects of stress, anxiety, and anger similar to what [interacting with a pet](#) can provide. It increases positive, relaxed feelings by releasing dopamine; in essence, it increases your happiness. By spending time in service to others, volunteers report feeling a sense of meaning and appreciation, both given and received, which can have a stress-reducing effect.

Provides a sense of purpose

The work that volunteers provide is essential to everyday activities, which gives a sense of purpose, especially when volunteering in the areas they find meaningful. Volunteers experience greater increases in life satisfaction and self-esteem. Many volunteers use their skills to perform clerical duties or to transport meals for the shut-in.

Offers increased social opportunities

Volunteering increases social interaction and helps nurture new and existing relationships by building a support system based on common interests. Dedicating time as a volunteer helps expand your social network and embellishes interpersonal skills.

If you are considering becoming a volunteer, check out [UNM Policy 3300 - 3.2 Community Engagement](#), have a discussion with your supervisor, and look into all of the ways you can serve. At UNM, there is a wide variety of opportunities. Consider [volunteering as a UNM Wellness Ambassador](#) to become a liaison for wellness in your department. It is good for you and those around you!

Burnalong: UNM's newest wellness platform

Vanessa Roybal, MS
Employee Wellness

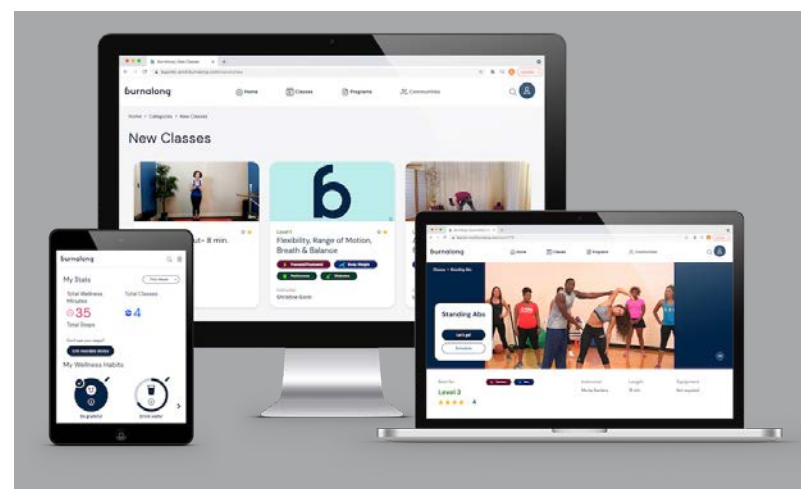
UNM HSC Wellness has partnered with Burnalong, an online health, wellness, and fitness platform. Burnalong is available to all UNM benefit-eligible employees and HSC community!

With 17,000+ live and on-demand classes taught by 2,500+ credentialed, local instructors in 50+ wellness categories, including fitness, nutrition, chronic condition management, financial wellness, and mental health, Burnalong offers something for everyone.

You will have access to diverse programming and support, and be offered motivation to thrive, no matter where you are in your wellness journey. You can even invite up to four additional family members or friends to participate in your membership at NO COST.

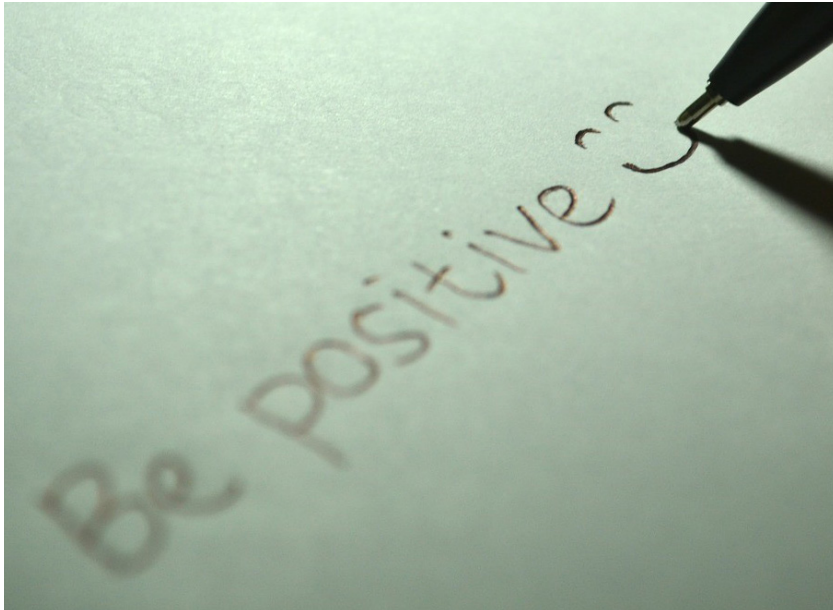
[Registration for Burnalong is now open!](#) You will need to use your @unm.edu, @salud.unm.edu, srmc.unm.edu, or unmmg.org email address to register.

Contact CustomerCare@Burnalong.com with any questions!



YOUR BENEFITS & WELLNESS

Benefits & Employee Wellness is offering a Working with Positivity course this summer



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 is scheduled to meet every Tuesday at 12:05-1 p.m. from July 12 through September 27.

[Sign Up Today!](#)

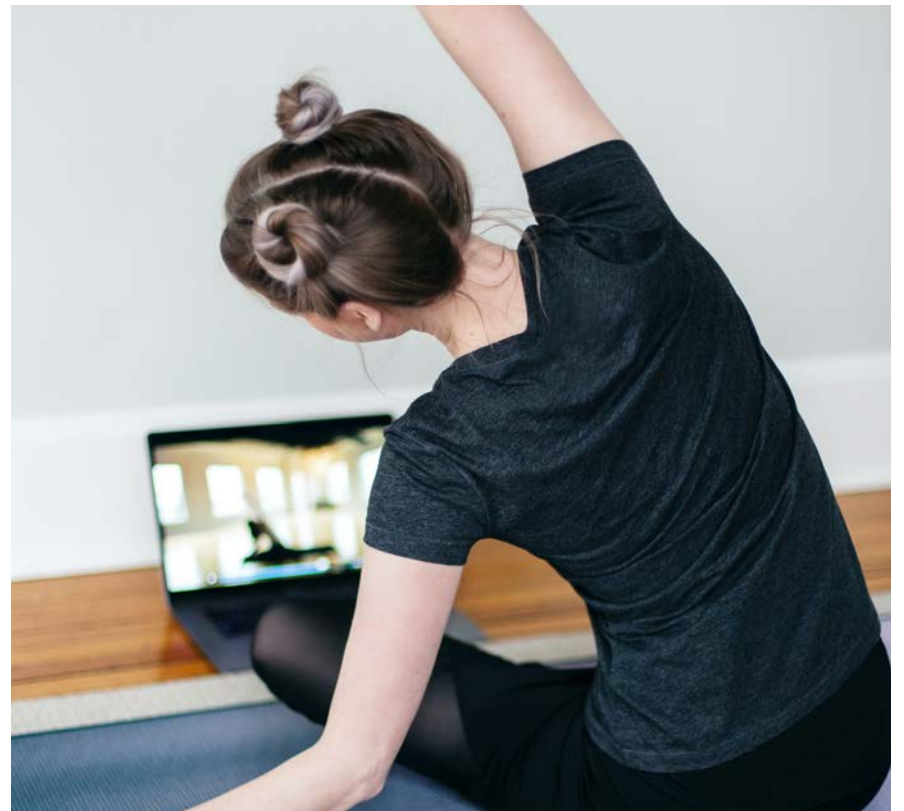
Workday stretching videos

Leah Adent, MPH, CHES, NASM-CPT
Health Education Consultant
Employee Wellness

Sitting or standing for extended periods of time can make your muscles feel stiff, contribute to low levels of energy, and even reduce productivity. Remaining in the same position for long periods of time can contribute to long-term health issues. Stretching throughout the day, for just a few minutes, can improve flexibility, increase blood flow and productivity, improve posture, and reduce your risk of injuries.

Need inspiration? Check out [Quick Stretch Breaks with Leah](#), a Microsoft Stream channel that includes videos for achievable stretches while at your desk or on your feet. These videos include audio and captions, and have been translated into Spanish to appeal to a broad UNM audience.

Looking for more? Try this [extensive stretching routine](#) during your workday, and if you want a workout to follow your stretch, this [mini 5-minute no-equipment workout](#) might be just the ticket. Whether you take a short walk on the [Lobo Trails](#), stretch at your desk, or go for a [workout](#), be sure to take a break and move.



YOUR BENEFITS & WELLNESS

Best outdoor spots to eat lunch (and de-stress) on campus

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

Sometimes, work can be a stressful place. But now that summer has arrived, it's the perfect opportunity to head outside for lunch, which can help you de-stress and refocus for the second half of your day.

Lunchtime is your personal time. It is also an opportunity to get away from the office. Simply changing your scenery and going for a walk before a nice, restful lunch can be a fantastic way to control work stress. If you need a new lunch spot, here are my top locations on main and north campus where you can enjoy a stress-free lunch.

- [Duck Pond](#) – the classic UNM lunch spot.
- [Anthropology courtyard](#) – best out-of-the-way spot for contemplation.
- [Zimmerman fountain](#) – nice shady spot for a hot day.
- [Law School back patio and lawn](#) – it almost feels like you've left campus entirely!
- [Smith Plaza](#) – the perfect place for people watching.
- [Fitz Plaza](#) – a north campus option for people watching.
- [Alumni Memorial Chapel Garden](#) – best place for flowers.
- [Helix Memorial Anatomy Garden](#) – a north campus oasis.



These are just a few of my favorite ideas. The key is to find a place where you can have a little “me” time and unwind for a bit. Explore and find your own spot. Then share with your friends... or don't. It's okay to keep it all to yourself, too!

Mindful eating is flexible and can be done anywhere and anytime – even in the middle of a busy workday. Try some of the above steps to change your lunch routine. It will help you relax, nourish your body, and set you up for an energetic and productive afternoon.

Independence Day Observed
July 1 and 4. UNM Offices Closed.





UNM at Work

YOUR MONTHLY HUMAN RESOURCE

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Questions? Contact Us!

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