



HUMAN
RESOURCES

UNM at Work

YOUR MONTHLY HUMAN RESOURCE

March 2022

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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! Volunteer registration ends June 1.

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.

HR CALENDAR

Feb. 24

EOD High Performing Teams Tips Series: Holding Regular 1:1s

Feb. 25

Creating a Culture of Feedback

March 9- May 25

Working with Positivity Course

March 10

Crucial Conversations Course Kick-off

March 22

Green Zone Training

March 28-May 6

Spring ULead Online

March 31

PEP Due

April 20- May 6

(TENTATIVE)

Benefits

Open Enrollment

April 30

Stadium Stair Challenge

Feedback for the

UNM at Work

Newsletter?

Contact us!

HRInfo@unm.edu

**PEP DEADLINE:
March 31**

Temporary Annual Leave Policy Expires June 30

Faculty and staff at main, branch, and HSC campuses with high Annual Leave balances should consider utilizing annual leave hours for time off before June 30. Employees with hours above 252 will forfeit their extra hours earned when the Temporary Annual Leave Policy (put in place during the pandemic) expires.

Please work with your supervisor and colleagues to coordinate time off of work as necessary.

The amount of Annual Leave hours that UNM provides is one of the many benefits that makes UNM a highly sought-after employer.

Human Resources is grateful to UNM's leadership for allowing eligible employees the possibility of an

additional 56 hours during a time when employees had to strategize and be creative in ways we've never considered before.

Read the temporary policy, [Temporary Increase to Maximum Annual Leave Accruals for Faculty and Staff: Main, Branch and HSC Campuses \(Non-UNMH\)](#). View your Annual Leave balance in [MyUNM](#).



CAT Leave Program FY 2023



The Catastrophic Leave Program provides financial assistance to eligible employees when they (or an immediate family member) experience an approved catastrophic illness or injury.

Learn more about annual leave deductions coming in May and other details about the program including what qualifies as a catastrophic illness or injury at the [Catastrophic Leave Program website](#).

Questions? Contact HR Client Services at clientsv@unm.edu.

Beware of Tax Scams This Season

Tax season is a prime time for scammers and UNM IT would like to remind you of the many ways fraud can occur during tax season, whether in-person, over the telephone, through regular mail and even via email.

UNM IT is also seeing an increase in phishing email targeting people for personal tax information. Some of these phishing emails may seem to be from the IRS, a bank, and even someone from UNM.

Here are a few things you should be aware of so you can avoid tax-season scams:

1. The IRS will never email or call you. Do not give out your social security number and personal information over the telephone or through email. The IRS contacts taxpayers via registered mail.
2. Never click on links in an email from an unknown sender. If you open such a link don't enter your private information or bank account. Copy the link, then go to the website from a browser and paste the URL.
3. Use your UNM email for UNM business only. It is easier to spot a phishing email if you separate your personal



business from UNM. For example, if you registered your PayPal account with your personal email, then any PayPal related email you see in your UNM mailbox is probably a phishing email.

4. Do not use an unknown hotspot or public Wi-Fi network to file your tax return or to do your banking. Anyone can harvest your data over a public Wi-Fi network.

5. Always use a virtual private network, or VPN, if you have to work while traveling.

For more information about tax season scams, go to the [IRS website](#) for the latest scam alerts, or visit [UNM Payroll](#) for helpful tax resources and information.

Green Zone Training Prepares Staff and Faculty

President Garnett S. Stokes and the Veteran and Military Resource Center invite UNM faculty and staff to attend Green Zone Training, Tuesday, March 22 from 1 to 2:30 p.m. in the Student Union Building, Lobo A & B.

Green Zone Training prepares University faculty, staff and students to better understand the experience of veterans, service members and their families.

Participants will be able to recognize the strengths, challenges and unique needs of our military student population and the services available to them.

The training will cover:

- Demographics of active military, veterans, and their family members on campus
- VA education benefits

- Service-connected disabilities and health concerns
- Services provided by the VMRC

The event is free, but register in advance [here](#). Light refreshments will be served.

Please check current [Covid-19 Safe Practices](#).

Should Covid-19 health restrictions prohibit an in-person training, it will be conducted via ZOOM.

Questions? Contact Lori Peterkin, Office of the President at lpeterkin@unm.edu.



Ombuds Crucial Conversations for Mastering Dialogue®

Online, Self-Paced with Tailored 1:1 Support and Coaching



Put your best foot forward this Spring by preparing for hard decisions or difficult conversations with **Crucial Conversations®**. Crucial Conversations is an online, self-paced course that focuses on the skills that foster open dialog around high stakes, emotional, or risky topics. You will learn how to speak persuasively, foster teamwork and make better decisions.

The course includes:

- Online self-paced class with 1:1 coaching and support from UNM Ombuds
- Downloadable Toolkit (a reference guide to the online Crucial Conversations® content)
- Crucial Conversations® e-book
- 1:1 Ombuds coaching, support, and check-ins

Upcoming Spring Kick-off dates are from noon to 1 p.m. on the following dates:

March 10 | April 20 | June 2

Choose the kick-off date that works for you and then complete your course within 90 days of your kick-off date. More dates scheduled for summer and fall!

Cost

This class is free, but materials cost \$250 per person. There are two options for paying the cost:

1. Your department may pay the \$250 materials fee via an index number transfer, processed through Ombuds Services.
2. An individual may use tuition remission. This option is processed through UNM Continuing Education and with their administrative fee, the total, including the \$250 materials fee, is \$385. [Register here](#) for the UNM CE option.

Learn more about the program or register through [Ombuds](#).

YOUR PROFESSIONAL DEVELOPMENT

ULead Online Spring 2022



The Employee & Organizational Development (EOD) team is pleased to extend this invitation to our campus community to join our online version of the [ULead program](#).

If you or someone in your team is interested in developing leadership skills for your career path, ULead Online is for you! ULead will help you uncover your innate leadership abilities and positively impact the world around you, no matter your job level or function.

ULead Online is a six-week leadership program that is offered for free to all UNM employees.

We are offering one cohort this spring, from March 28 to

May 6 and are excited to announce that we have made several changes to enhance leadership development activities and include an emphasis on inclusive leadership for all learners.

We will meet virtually every Tuesday and Wednesday from 10 a.m. to noon and from 1 p.m. to 3 p.m.

Deadline to apply is March 14 and applications received after the deadline will be accommodated based on program capacity.

[Apply Now](#)

Announcing High Performing Teams Series

Join EOD facilitators for two upcoming 90-minute sessions focused on topics to support your team's development in 2022.

Holding Regular 1:1s

First up in our High Performing Teams Tips Series is **Holding Regular 1:1s** on Feb. 24 10 to 11:30 a.m. Designed for any audience, but with particular relevance for anyone who supervises others or provides regular feedback, this training will provide practical training and techniques for one of the most important elements of employee engagement.

We will cover how to prepare for these meetings, how to get the most of the time you spend meeting, and how to conduct follow up that has an impact. Participants will have an opportunity to practice their new skills during the session.

[Register for the session here.](#)

Creating a Culture of Feedback

Next, join us for **Creating a Culture of Feedback** on Feb. 25 from 10 to 11:30 a.m. Giving and receiving feedback is essential for high performing teams, but many of us feel



unsure about the best way to approach this important skill. During this training, which is open to all staff regardless of serving in a supervisory role, learners will discover the different types of feedback and practical tips for handling tough situations with ease.

[Register for this session here.](#)

Need help with other topics? EOD has resources to support you and your department, ranging from open enrollment courses, department facilitations, one-on-one consulting and retreat activities as well as interactive, web-based training courses. [EOD Website](#) for our services and course offerings.

YOUR BENEFITS & WELLNESS

Benefit Tip: New Retirement Inquiry Form



Retirement isn't just an event; it's a process that gradually unfolds over time for most people. Retirement decisions are among the most important you'll ever make, and the key to success includes a well-thought-out plan.

If you are considering retirement and are approaching your target retirement date, or are 5 to 10 years from retiring, or you just have general questions about retirement, we have made it easier and more efficient for you to get started by using

the new Retirement Inquiry Form found on the [Benefits & Employee Wellness homepage](#).

Once you submit your inquiry form, a Benefits Representative best suited to assist you with your retirement journey will get back to you within 24 hours.

At Benefits & Employee Wellness, we are dedicated to providing the information and resources you need to begin your path to retirement or answer your general retirement questions.

[Retirement Inquiry Form](#)

Financial Wellness: IRS Tips for Filing Your 2021 Tax Return

More than 10 million electronically-filed 2020 tax returns contained errors, requiring manual review by IRS. As of December 4, 2021, 9.3 million returns remained to be processed. IRS is understaffed and working hard to get through the backlog.

IRS says these strategies will help you file a complete and accurate 2021 tax return:

- **Gather** all 2021 records like W-2s, 1099s, 1095s, receipts, canceled checks, and documents that support proof of income, deduction, and credits for your tax return.
- **Store** important tax documents together in a labeled electronic or paper file for easy access later if you are audited.
- **Wait** until you have all 2021 tax information in hand before you file to avoid delaying your tax refund.
- **Consider** a tax-deductible IRA contribution for 2021 by April 18, 2022, if your income qualifies. Consult with your tax advisor, bank, or financial advisor for details.

An [IRS resource](#) helps you set up an [Online Account](#). Use [IRS Secure Access Digital Identity \(SADI\)](#) to verify your information, have enough tax withheld, and set up or change your bank account for direct deposit.

What's New for 2022 Filing

Even if you don't have to file, doing so could result in a refund. Qualifying for certain tax credits or having federal income tax withheld from a paycheck may generate a refund.

Submitting an electronic return is the best way to expedite your refund, with software like Turbo Tax, your

tax preparer's filing system, or [Free File](#) on IRS.gov. If there are no errors or missing information in your return, the IRS expects to deposit most refunds within 21 days of when you file electronically and choose [direct deposit](#).



If you received advance Child

Tax Credit payments, you need to file a 2021 tax return to compare the advance payments you received with the Child Tax Credit you qualify to claim on your 2021 tax return, even if you used the Non-Filer tool in 2021.

In January 2022, IRS sent you Letter 6419 with your total 2021 advance Child Tax Credit payments. You will need the total for your 2021 return, or you can view the amount on your [IRS Online Account](#). For details, see [Reconciling Your Advance Child Tax Credit Payments](#) on Your 2021 Tax Return.

You May Qualify for a Recovery Rebate Credit (stimulus payment). If you didn't qualify for the third Economic Impact Payment or did not receive the full amount, you may be eligible for the Recovery Rebate Credit based on your 2021 tax situation. For more details, see [Recovery Rebate Credit](#).

If your 2020 tax return hasn't been processed, you can still file a 2021 return. To file electronically, you'll need your 2020 Adjusted Gross Income (AGI). IRS states if you are waiting for your 2020 return to be processed, enter \$0 (zero dollars) for last year's AGI on the 2021 tax return.

Continued on Page 7...

YOUR BENEFITS & WELLNESS

Use Your Flexible Spending Account Money or Lose it!

If you were enrolled in a Flexible Spending Account during the previous Fiscal Year (FY21), July 1, 2020 – June 30, 2021, you may know that you have an extended time frame to incur and submit claims for your unused FSA funds.

In May 2020, UNM's Benefits & Employee Wellness implemented a one-time grace period the Internal Revenue Service (IRS) allowed to the FY21 Plan Year, extending the period to incur and submit FSA claims to June 30, 2022.

UNM employees who were enrolled in the Health Care FSA and/or the Dependent Care FSA on June 30, 2021, and have a balance remaining, may continue using those funds to file for claims incurred from July 1, 2020 – June 30, 2021. All claims must be submitted by June 30, 2022, in order to be eligible for reimbursement under the grace period.

Please remember that after June 30, 2022, you'll no longer be able to use your FY21 Plan Year funds. So please start thinking of ways to use those funds and make sure to both spend the money AND submit claims by June 30, at 11:59 p.m.!

For employees enrolled in an FSA in the current FY22 Plan Year (July 1, 2021 – June 30, 2022), please note the important [deadlines to incur and submit claims](#). These do not include deadline extensions.

As a reminder, the Health Care FSA is now more flexible. In addition+ to the traditional things that your FSA money can be used to buy – like eyeglasses, contact lenses, therapy, acupuncture, first aid kits, smoking cessation programs – your FSA funds can be used for:

- Over-the-counter medications, including allergy and cold medicines
- Feminine hygiene products
- Ordering online and shipping to your door via [FSA Store](#)

- [My Health Shopper](#)
- [Walmart](#) and [CVS](#)

Check out the [FSA | HSA Health Shopper](#) for even more eligible expenses!

Don't wait! There are many things you can use your remaining FSA money for! Not enrolled in an FSA? Be sure to sign up during Open Enrollment, coming this spring!

Visit the [FSA website](#) for more information.

For questions, contact Benefits & Employee Wellness at 505.277.6947 or hrbenefits@unm.edu.

Benefit Tip: Free Mobile App for your Flexible Spending Account



If you are enrolled in a UNM Flexible Spending Account (FSA), you can easily and securely access your FSA information with an App on your phone!

With the McGriff Insurance Services Benefit Access Mobile App, you can conveniently access your FSA account balance, submit receipts, file claims, and review your transactions activity in real-time directly from your smartphone. While you may also do this by logging into (or registering for) your [McGriff account online](#), the app is easy and handy to use!

Download the McGriff Insurance Services Benefit Access App from your Apple or Android device, and log in with the same information you use to access the McGriff online account. [Learn more about the mobile app here.](#)

Financial Wellness: IRS Tips for Filing Your 2021 Tax Return

Continued from Page 6

Unemployment compensation received in 2021 is taxable. For more, see [Tax Topic 418, Unemployment Compensation and Publication 525](#), and [Publication 525, Taxable and Nontaxable Income](#) on IRS.gov.

IRS.gov tools and resources: [Get answers to tax questions](#), [pay taxes](#), or [check the status of your refund](#). Filing assistance is available for free, depending on your income and/or age, from [IRS's Free File](#). Beyond IRS, [VITA](#), and [AARP Foundation Tax-Aide](#) provide free help.

For more tips, see [Tax Season 2022: It's going to be another hectic year](#) and [Income tax guide for tax season 2022 | ZDNet](#).

YOUR BENEFITS & WELLNESS

How to Sleep Better and Feel More Rested Every Night



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

With Daylight Saving Time coming up (skip ahead one hour on [Sunday, March 13!](#)), it's the perfect opportunity to evaluate our sleep habits.

We often worry about how to cope with the lost hour, but it's more important to make sure our everyday sleep is on track. If we get good quality sleep on every other night, the daylight-saving switch won't be as hard.

Here are some strategies to help you get your best night's rest ever.

Bedroom Setup

Be sure your bedroom is [dark, cool, and quiet](#) according to your preferences. Experiment with blackout shades, thermostat settings, and even a fan or white noise machine to create the perfect environment. Also, assess your mattress – the [average lifespan is 7-10 years](#). If yours is older, you may not be getting the comfort and support you need.

Pre-sleep Routine

Create [nighttime habits](#) that help you ease into sleep as much as possible. Try [reading a book](#) or listening to soothing music. Journal to set aside your thoughts for the day. And shut off TV, computer, and phone screens several hours before bedtime.

Find a routine you can be consistent with.

Exercise

Daily exercise can [promote quality sleep](#). But you'll probably want to avoid strenuous exercise close to bedtime. If you want movement in the evening, try [gentle stretching](#) or [restorative yoga](#).

Stress Management

Anxiety and stress can impact sleep. Work on strategies that help you cope. [Regular meditation](#) can be very effective. If you need more help with stress management, schedule an [appointment for counseling with CARS](#).

Eating

Limit large meals 2-3 hours before bedtime and avoid drinking caffeine after noon. If you regularly drink alcohol at night, try cutting back since it can [cause disruptive sleep](#). If you need a pre-bedtime snack, try a warm drink, such as milk (non-dairy is okay) or herbal teas (especially chamomile or lavender), as these can help promote sleep.

There are so many things that can affect the quality of your sleep. If you are running into challenges, try some of these strategies. Experiment a bit and find the combination that works best for you.

Enjoying Reed's wellness tips? Be sure to give Reed your feedback or ask a question at reedv@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 Employee Wellness Team, designed to help you create your best work + life balance and will arrive in your inbox twice a month. Simply [join the LoboWell listserv](#) here.

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



YOUR BENEFITS & WELLNESS

Positivity 101: Spring Equinox and Its Effect on Our Well-being

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

The equinox. It is the finish line to the marathon we call winter. The shorter days, colder temperatures, and hibernation mindset come to an end, or do they?

Many of us cheer on spring for weeks as we watch for signs. So how do the seasonal changes affect your health, and what can you do to break free of winter's grip?

Spring has two official start dates, depending on your priorities. The daylight savings time start to spring is on March 13. But if you plot the seasons in line with our planetary activity, as humans have done for thousands of years, the "astronomical" seasons show spring starting at the vernal equinox, which falls on March 20.

The equinoxes (spring and autumn) lie halfway between the shortest and longest days of the year. These conditions of equal light vs. dark time may well best suit the [human circadian rhythm](#), the cycle that tells the body when to sleep, wake, eat and carry out various other biological processes.

One aspect of circadian rhythms that most folks are unfamiliar with is that our body will operate on a 24-hour cycle, even if we are in seclusion. This is because we have an internal biological clock that can tell the time. This inner clock runs slightly longer than our 24-hour

wall clock. The light in our environment adjusts the internal clock to the correct environmental time.

This adjustment is called entrainment, and it keeps our cycles from wandering. If we're well entrained, we're more likely to sleep solidly at night and feel good when the sun rises.

Research has shown that it is a very balanced, neutral middle ground and shifts with lightness and darkness. Longer nights or longer days can influence the circadian system.

So, with the advent of spring, here are some tips to help you greet the season and encourage a balanced rhythm:

Go Outside Often. Practice "social distancing" and take a walk where there is an [abundance of trees and nature](#).

Exercise outside whenever possible and observe the new life springing up all around you. Get fresh oxygen and vitamin D to help boost your immunity, improve your mood, and increase your feelings of joy. Going outdoors can help to revitalize your spirit and help you stay positive, especially if you're feeling anxious, cooped up, or restless.



[Read more tips here...](#)

Working with Positivity Course Starts March 9!



Have you ever heard of anyone having too much positivity in their life?

Benefits & Employee Wellness is hoping to help you utter those words by 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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