



UNM at Work

YOUR MONTHLY HUMAN RESOURCE
December 2023

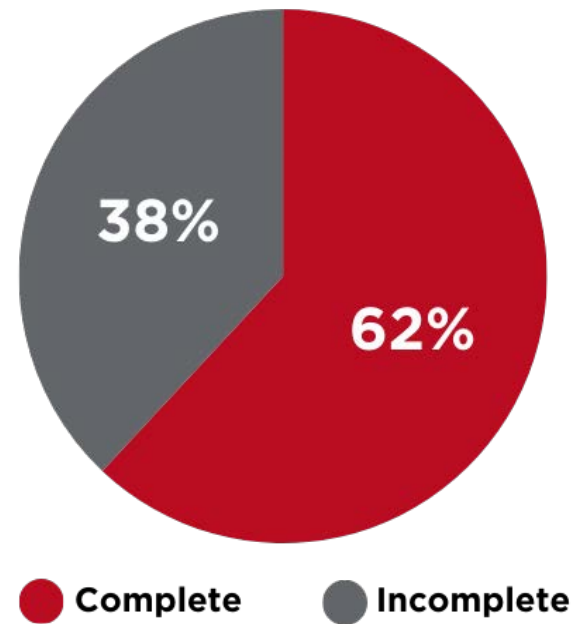
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Mandatory Training deadline is December 1!



Mandatory Training Completion



62% of UNM Employees have completed their 2023 mandatory trainings! Have you?

Three Reasons to Complete Your Mandatory Training

1. It's mandatory.
2. You get to spend approximately two hours NOT in a meeting or thinking about all the other items on your "To Do" list.
3. Annual mandatory trainings empower us with awareness to create a safe, harassment-free environment.

Go to the "My Learning" section in [Learning Central](#) to review your mandatory training learning assignments.

The University-wide mandatory trainings are:

- **Active Shooter on Campus: Run, Hide, Fight - 2023**
- **Basic Annual Safety Training - 2023**
- **Prevention of Sexual Harassment and Discrimination Gateway 2023**

UNM Main IT HELP Desk, 505-277-5757, is the first point of contact for Mandatory Training technical issues.

New Online Tuition Remission Application for Spring 2024

Human Resources and Financial Services are pleased to announce a new online Tuition Remission form has been created and will be available to utilize for the Spring 2024 semester. You can access the form directly [here](#) or by visiting the Benefits & Employee Wellness [Tuition Remission webpage](#).

To avoid late fees, the Tuition Remission application must be submitted for payment prior to the published payment deadline date for the applicable term or course.

For more information about Tuition Remission, please visit the Benefits & Employee Wellness [Tuition Remission webpage](#) and review [University Administrative Policy #3700](#).

Should you have any questions, please contact Benefits & Employee Wellness via email at hrbenefits@unm.edu or phone 505-277-6947

CAMPUS NEWS

Level Up Expo Recordings Now Available

Did you miss last month's [Level Up Expo](#)? We had some amazing topics presented by subject matter experts from our UNM community, with a focus on restoring your resiliency.

Recordings are available at the [Level Up Expo page](#) and include:

Exploring the Construct of Resiliency and Women in the Higher Education Space

Dr. Amber Trujillo McClure, UNM Associate Registrar

Just the Basics: Financial Capability

Arturo Lozoya, Nusenda Credit Union

Level Up Your Self-Care

Paige Kinucan & Ana Hernandez, The Solutions Group

The 3 Foundations of a Happy Hybrid Workforce

Kate Williams & Theresa Sherman, UNM EOD

Pandemic Impact at UNM and Beyond: Recovery Continues

Lisa Marchiondo, Ph.D., ADVANCE UNM , Julia Fulghum, Ph.D., Associate Dean for Faculty Development, College of Arts and Sciences, Shannon Sanchez-Youngman, Ph.D., Associate

How to Move Beyond Coping

Maralie Waterman, UNM Continuing Education & Jessica Jaramillo, Certified Personal Trainer

Bring Wellness to Your Desk

Reed Vawter, UNM Employee Wellness Programs

The Wayfinder Website: Helping Staff and Faculty to Address Discrimination, Harassment, Violence, Bullying, and Retaliation in the Workplace

Dr. Elizabeth Quay Hutchison, Associate Vice President, Equity and Inclusion

Menopause 101

Dr. Bethany Kolb, Presbyterian Hospital

Better Brain Health thru OLLI

Maralie Waterman, UNM Continuing Education & Dr. Jon Nimitz, OLLI Instructor

Anger in Resiliency

Jessi Irick, UNM Neurology

Use Your Strengths to Make or Break Habits

Leah Adent, UNM Employee Wellness

HR CALENDAR

December 1

Mandatory Training Due

December 1

QPR Gatekeeper Training

December 5

EOD Hungry Minds Cafe:
Crafting Your Career

December 14

EOD Course of the Month:
Emotional Intelligence

December 22 - January 1

Winter Break

January 23 - April 9

Working With Positivity

February 15 - May 9

Jackpot Weight-Loss Challenge

QPR Gatekeeper training offered monthly

Employee Wellness offers QPR Gatekeeper training on the first Friday of every month from 2:30 – 3:30 p.m. QPR stands for Question, Persuade, Refer. Like CPR, QPR is an emergency response protocol to help someone in crisis and considering taking their own life. QPR is the most widely taught suicide prevention training in the world and is proven effective.

Learn how you can save a life from suicide. Visit the [Employee Wellness website](#) to learn more about the trainings and register for a class.

Electronic W-2/1095-C Opt In

We are rapidly reaching the end of 2023, 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, Monday, Jan. 15, 2024.

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 2023 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, 2024.

If you do not provide your eConsent, paper W-2 forms will be mailed via U.S. Postal Service to your home address on record no later than Jan. 31, 2024 and the 1095-C forms will be mailed in early February.

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 2023 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 2024 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” check boxes and click “Submit.” If you have not yet opted in and want to receive your forms via mail, you do not need 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](#).

Payroll Corner

December Time Entry Deadlines

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 2023) Dec. 1 - 31	Dec. 12	Dec. 21
Biweekly (2R26 2023) Dec. 2 - 15	Dec. 18	Dec. 22
Biweekly (2R01 2024) Dec. 16 - 29	Jan. 2	Jan. 5

Reminders for biweekly payroll:

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

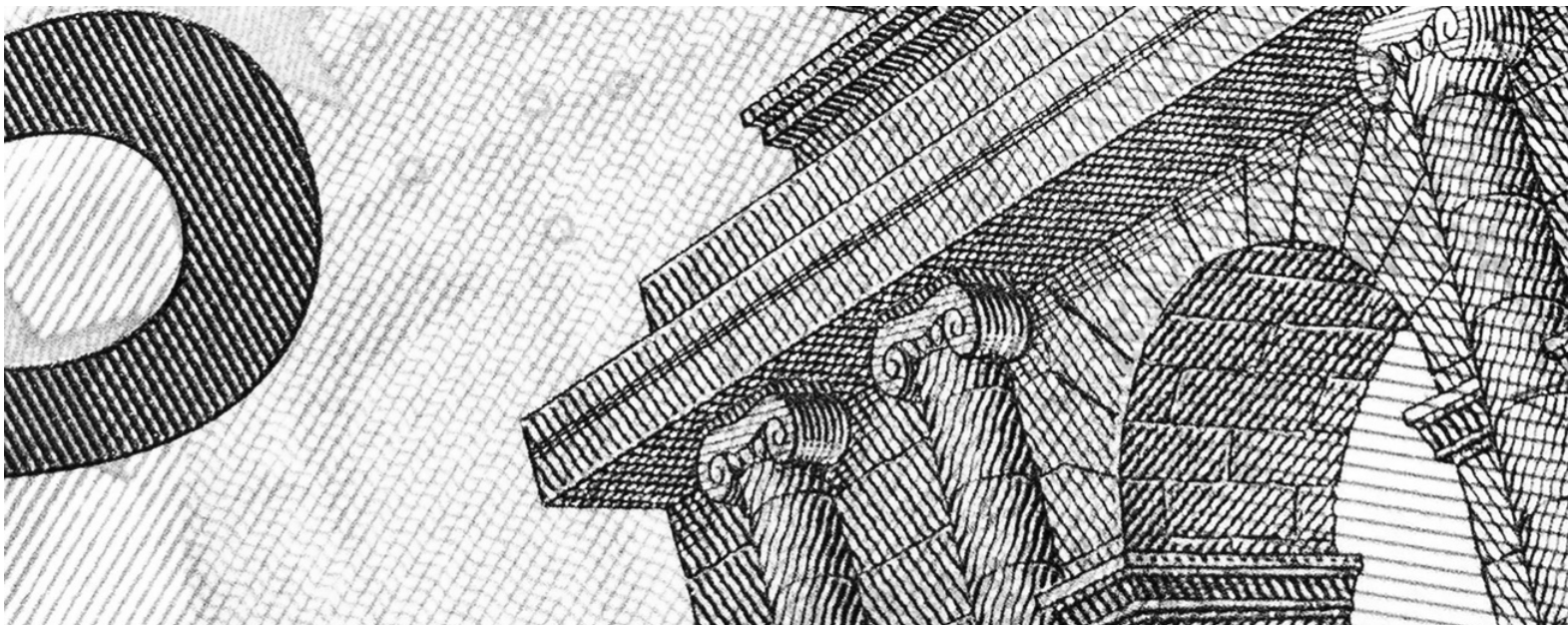
Minor Sick Leave Sell-Back

2023 minor sick leave sell-back begins November 28 and ends December 3. Only eligible employees will receive an email with instructions on how to complete the process. Please refer to [UNM Policy 3410](#). Section 12.11 for eligibility on the sick leave sell-back process.

Mailing Address and Direct Deposit

Please verify and/or update your mailing address in LoboWeb. This is critical to ensure your current mailing address is on your 2023 Form W-2, especially if you choose to have it mailed to you at the end of January 2024. Log into MyUNM, enter LoboWeb, and select “Addresses and Directory Information” to view, confirm, or change your mailing address.

To enroll or update your direct deposit using Payroll’s secure multi-factor authentication system, visit [Payroll’s Direct Deposit page](#). Here you’ll find instructions on how to enroll or make changes to your direct deposit.



YOUR BENEFITS & WELLNESS

Holiday Wishes and Preview of 2024 Wellness Programs

As we all head into the winter break, Benefits & Employee Wellness wants to encourage you to maintain a healthy lifestyle during the holidays and into the New Year. We hope you can use the resources and education provided in the [Human Resources newsletter](#) to find balance between your celebrations and health goals. And above all, enjoy the chance to relax and restore your energy during the time away from work.

Once 2024 arrives, make it the best year yet by engaging with our wellness programs which can help you to take care of yourself! Keep an eye on future Human Resources and [LoboWell](#) newsletters for more information on how to sign up for these early 2024 wellness programs:

- [Working with Positivity Course](#)
- [Jackpot Weight Loss Challenge](#)
- [Stadium Stair Challenge](#)
- Zoom Fitness Classes
- [Financial Wellness](#)
- [QPR Gatekeeper Training](#)



The Benefits & Employee Wellness Team wishes you a Safe & Happy Holiday!



HEALTH SCIENCES
WELLNESS

Make your health and wellness a priority for 2024!

ROAD TO WELLNESS

This online workshop will help you set achievable wellness goals and maintain healthier habits as you continue on your road to wellness. The workshop will also share and discuss several self-care techniques that you can start practicing in your daily life!

Every Wednesday
November 1 - December 13 | 12 - 1 p.m.

What you will learn:

- Wellness Goal Setting
- Brainstorming and Problem Solving
- Healthy Eating
- Physical Activity
- Getting a Good Night Sleep
- Stress Management and Mental Health
- Meditation and Deep Breathing
- Additional Resources and Support

SIGN UP HERE Questions? Contact Vanessa Roybal at VaMRoybal@salud.unm.edu

YOUR PROFESSIONAL DEVELOPMENT

PEP Prep

In this series EOD will be offering tips and information to help you with a successful PEP, whether you are a supervisor or employee. The 2023 Performance Evaluation and Planning process begins on Dec. 4. All evaluations are due by March 29, 2024.

Checking Your Goals Before Self-Evaluation

Sometimes our goals change during the year or we were unable to complete them due to a variety of circumstances. When this happens, we can edit or even cancel the goal if necessary before we do our evaluation.

Keep in mind that you can edit and update goals throughout the year so that you are evaluating the most accurate and current goals. There is no way in the system to delete a goal, so canceled goals will still show up in the review – you just don't need to evaluate them. We recommend editing a goal over canceling it.

Editing a Goal

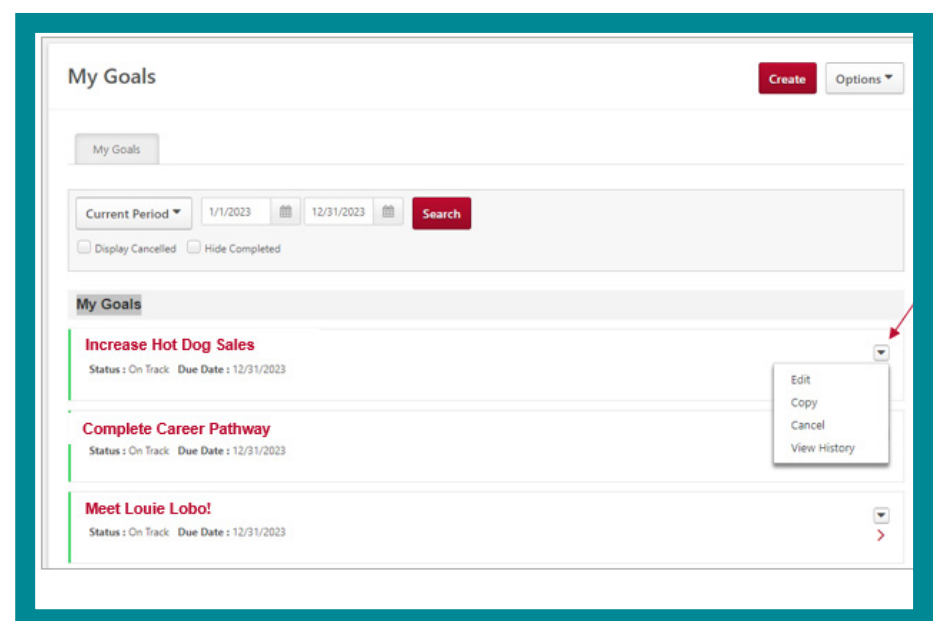
Look over your goals and make sure that they are current and accurate. Find your PEP by going to UNMJobs and click on the turquoise box that asks “Are you a current UNM Employee?” Once you are logged in, click on the drop-down labeled “Performance”, and select “Goals.” (Figure 1)

From there you will see the list of goals. Select the drop down arrow next to the goal you need to update and either “edit” or “cancel” the goal. (Figure 2)

Figure 1



Figure 2



You can also view the history for each goal from this drop down as well. Make any edits or cancel and click “Submit.”

Remember the canceled goal will still show up in the review- you just don't need to evaluate it.

Adding a Goal

You may need to add a goal if you worked on a goal that was not entered in the 2023 PEP. To add a goal, go to the same goals page and click on the red “create” button in the upper right corner. From there, you can create the goal. Make sure the date range is 1/1/2023-12/31/2023. Once you have entered in the information, click “Submit” and this new goal will show up in the PEP for you to evaluate.

Questions? Contact EOD at pep@unm.edu.

**FIND YOUR PEP AT
UNMJOBS.UNM.EDU**

YOUR PROFESSIONAL DEVELOPMENT

EOD Spotlight: Finding Your Purpose

Theresa L. Sherman, EOD Consultant

This month, EOD is exploring how to find our purpose in our work.

Reality check: we spend more time working than we do with our families or our hobbies- the things we love. As much as those things give our life meaning and purpose, so does our work. With the approaching holiday season, performance evaluations, and the upcoming new year, we may find ourselves reflecting on the purpose in our work.

According to Gallup® research, meaning in your work helps you feel a connection between the work you do and your personal mission, and is a huge driver of your motivation. Purpose makes it more likely that you will feel like you are an integral part of something bigger than yourself. (Check out the [Gallup® Engagement Survey for UNM](#) to see how we scored on this topic.)

As we look forward to 2024, here are some thoughts to reflect on when seeking meaning in your work.

The Elements of Purpose: According to [BetterUp](#), there are three elements of purpose:

1. Feeling connected to something bigger than yourself
2. Knowing your work matters
3. Understanding how your work affects other people

If you are unclear about these, take some time to explore these elements and how your beliefs and values align to your unit or organization. Sometimes we aren't clear on what we are passionate about, so take some time to explore this through journaling and conversations with your supervisor or colleagues.



What Leaders Can Do: As a leader, you can help your employees find purpose by clearly defining your organization's mission, ensure your employees work aligns with that purpose, and support your employees' interest in furthering their talents and professional development.

Time for a Change: If your purpose no longer aligns with your current profession, it might be time for a change. Change doesn't mean leaving your employer or job. It can mean a performance discussion with your supervisor for a shift in duties. You may also want to seek out professional development, or even a modification to your work environment.

Burnout: Purpose in your work can be highly motivating but can also create crashing burnout. Pace yourself. Take time to step away from projects you are passionate about and schedule self-care. You will return to your work with a renewed perspective.

We encourage you to continue exploring your purpose with our Hungry Minds Café topic this month and our Course of the Month. Questions? Contact EOD at eod@unm.edu.

YOUR PROFESSIONAL DEVELOPMENT



Grab your lunch and settle in for some quick bites of professional development at EOD's Hungry Minds Café, where we'll give you tools to make work and life productive with exciting topics each month. EOD trainings are free as part of your UNM benefits.

Crafting Your Career
Tuesday, Dec. 5
Noon - 12:45 (Via Zoom)

[Register Here](#)

This topic will inspire you as we look ahead to 2024! Sometimes on our career path, performance isn't enough. Hard work is often essential, but to see meaningful advancement, you must project yourself in a way in which you'd like to be perceived and be bold in making your aspirations and goals known.

In this lunchtime session, we will learn about the P.I.E. formula for success and how to take your career to the next level.



Invest in You!
EOD Course of the Month

Each month EOD offers an interactive, instructor-led training course to help further your professional development. These courses are available to you as part of your UNM benefits. This month's course:

Emotional Intelligence
Thursday, Dec. 14
10 a.m. - Noon (Via Zoom)

[Register Here](#)

In the workplace of today, emotional intelligence is often more important than intellectual intelligence. Your Emotional Intelligence Quotient (or EQ) is a major indicator of success in your work and personal life. You can't do much to raise our IQ. But your EQ can, and does, increase with age, especially if you work at it.

This course will introduce the five skills involved in Emotional Intelligence and help you to: understand your feelings; manage your emotional response; and use the power of your emotions in productive ways.

HAVE A RELAXING WINTER BREAK!



UNM will observe Winter Break Dec. 22 - Jan. 1.
For more info on approved holidays, visit
[UAP 3405: Holidays.](#)

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