



**HUMAN
RESOURCES**

UNM at Work

YOUR MONTHLY HUMAN RESOURCE
February 2023

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Virtual town hall & survey on the University's future development & planning

UNM Planning, Design & Construction (PDC) seeks your input on UNM's Integrated Campus Plan (ICP). Please join a virtual town hall on **Monday, Jan. 30, from 6 to 7 p.m.**

Build the future of UNM

The University of New Mexico campuses are more than an assortment of buildings with classrooms, labs, office spaces, and housing halls. UNM's properties encompass over 2,000 acres, including branch campuses in Gallup, Los Alamos, Los Lunas, Rio Rancho, and Taos.

PDC invites you to participate in crafting the "road map" for the future development of UNM's campus and landholdings. The outcome of this 16-month-long process will be a guide to facilitate decision-making about UNM's physical assets, safety, access, mobility, and sustainability.

Join a Virtual Town Hall and Take the Survey!

Hear about plan updates, ask questions, and provide input on topics like:

- Campus and Learning Environments
- Buildings
- Safety
- Access/Mobility
- Sustainability

Sasaki Associates, a planning and design firm, will help lead this conversation and several campus leaders will be available to answer your questions.

Accessing a Town Hall

- [Register in advance](#) to attend the Jan. 30 at 6 p.m. town hall

Unable to attend? The meetings will be recorded and made available for viewing on the pdc.unm.edu website.

Take the Survey

As PDC considers what the future looks like across UNM's campuses, we want to hear from you! This survey should take between 5-10 minutes depending on how much you'd like to share. Click the link below or copy/paste the url into your browser to get started. UNM students will be eligible to enter a random drawing to win an Apple iPad, Nintendo Switch, or a \$100 gift card upon completing the survey. **Survey Link:** <https://comap.sasaki.com/unm/>

Learn more about the ICP Plan and sign up to get updates [here](#).

Not only is feedback from our community important to us, but it's also integral to our planning process. Thank you very much for your time and participation.



President Garnett S. Stokes and Veterans and Military Resource Center invite you to attend Green Zone Training

Friday, February 3, 10:30 a.m.-Noon

Student Union Building, Spirit/Trailblazer Room (3rd Floor)

Light refreshments provided

**Facilitator: Matt McDonald, Student Success Specialist,
USMC Veteran, UNM VMRC**

[Register HERE](#)



Green Zone trainings prepare 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
- Services provided by the VMRC

For more information, please contact Terri at tjohnson15@unm.edu

Please check current Covid-19 Safe Practices. Should Covid-19 health restrictions prohibit an in-person training, it will be conducted via ZOOM.

UNM Campus Climate Survey for Staff Now Open

The University of New Mexico's Division for Equity and Inclusion (DEI) recently launched its [second of three online surveys designed to gather information about the campus climate](#) at UNM's Albuquerque and branch campuses. Faculty were surveyed in late 2022, and now through February 28, it's time to hear from staff, who should have recently found [the survey](#) arriving in their inboxes. Students will receive a similar survey in March, and UNM Health Sciences will participate during Fall 2023. This survey will help us understand the attitudes, behaviors, and standards of faculty, staff, administrators, and students; gauge the respect for individual needs, abilities, and potential across units; examine the allocation of research assets and the community wealth of the peoples of New Mexico and beyond; and explore the valuing of diverse voices at UNM. Results of the surveys will be shared with the UNM community during the Fall 2023 semester.

Demographic Self-Service Updates for Remote Workers

UNM IT has updated the Demographic Self-Service site to include an address section for an alternate/remote work location. Staff who perform **all duties from an alternative work location**, either in-state or out of state, are required to provide and maintain the address of their alternate/remote work location on the [Demographic Self-Service site](#). Even if the address is the same as the permanent address currently on file, this section must be updated and maintained separately.

Those staff who are working a hybrid remote schedule (duties are split between a UNM worksite and an in-state alternate work location) **do not** need to provide an alternate/remote work location address. Again, this is for staff with either in-state or out-of-state full-time alternate/remote work locations.

To make the updates, go to [Demographic Self-Service site](#) and select the "Demographic" tab at the top, then go to the "Worksite Address" section.

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

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.

Electronic W-2 available in LoboWeb

Did you opt in to receive your 2022 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 January 31, and Form 1095-Cs will be mailed no later than the first week in February. If you have not received your 2022 W-2 by February 15th, please [contact the Payroll Office](#).

You can use the 2022 W-2 calculation worksheet located within "Employee Toolbox" on the [Payroll website](#) to better understand the calculations used for your 2022 Form W-2. Please refer to your final paystub from 2022 when using this worksheet.

2023 Payroll Calculator

Are you wondering how the 2023 Federal and New Mexico tax rates may impact your paycheck in the coming year? Use the [2023 Payroll Calculator](#) to help determine the impact of payroll deduction changes. The calculator is meant to provide general estimates of changes and is not intended to be exact.



A new campus website designed to make it easier to find support for, or to report, instances of harm that staff and faculty experience will soon be available at The University of New Mexico. The website and mobile app, known as [Wayfinder](#), will help university employees learn about the supportive services and reporting options that they can access when they experience harm in the workplace.

The Wayfinder website, which can be found at <https://wayfinder.unm.edu/>, is an in-house, UNM-specific app co-produced by the Division for Equity and Inclusion (DEI) and IT Applications, with support from a variety of campus partners, from campus Ombuds and Advocates to the Office of Compliance, Equity, and Equal Opportunity (CEEEO) and the Committee on Academic Freedom & Tenure (AF&T). The site relies on research and best practices in conflict resolution and User Experience (UX) design, particularly trauma-informed design principles, to help users to learn about their options safely and privately. The project has increased communication and buy-in across university units, who perceive the site as a benefit to the campus community.

The Wayfinder site helps UNM employees learn about the nature and impact of choices available to those employees who have experienced or witnessed acts such as bullying, discrimination, harassment, violence or threat of violence, retaliation and threats to academic freedom.

More information on this site can be [found here](#).

HR CALENDAR

Jan. 18 - Apr. 5

Working With Positivity Course

Jan. 23 - May 17

Spring Lunchtime Zoom Fitness Classes

Feb. 6 - Apr. 28

LifeSteps Weight Management Program

Feb. 9

EOD Course of the Month Connect Through Conversation

Feb. 15

Lunchtime Learning Series Emotional Intelligence

Feb. 15

W2W Educational Series

Mar. 7

Financial Wellness Workshop Managing Income and Debt

Apr. 12

W2W Educational Series

Apr. 29

Stadium Stair Challenge

Ombuds courses for spring 2023

CRUCIAL CONVERSATIONS FOR MASTERING DIALOGUE

This course focuses on skills that foster open dialogue around high-stakes, emotional, or risky topics. Learn how to speak persuasively, foster teamwork, and make better decisions. Based on the best-selling book *Crucial Conversations*®.

Course kick-off dates: Feb. 8, Apr. 20, June 14 & July 18

[Course Details and Registration](#)

CRUCIAL CONVERSATIONS FOR ACCOUNTABILITY

The course teaches nine powerful skills for resolving performance problems, strengthening trust and reliability, and eliminating inconsistency. Learn a process and skills to help people get back on track when performance falters.

Course kick-off dates: Feb. 7, Apr. 19 & June 15

[Course Details and Registration](#)

YOUR PROFESSIONAL DEVELOPMENT

Performance Discussions: Creating Meaningful Conversation

Theresa L. Sherman, EOD Consultant

This month EOD is focusing on communication in the workplace. Read our tips below, attend our Lunchtime Learning Series, or sign up for our open enrollment course to active your best communications at work!

The PEP is a great time for managers and employees to check in on goals and expectations- a time for increasing growth and trust as part of the performance discussion portion of the PEP. But conversations about performance may happen at any time of the year.

These types of conversations, however, can sometimes cause anxiety. Engaging in constructive dialogue and eliciting feedback can feel uncomfortable. Skills in coaching, active listening and questioning are useful for both the supervisor and employee to achieve a meaningful performance review.

Here are some tips for maximizing your conversations:



BEFORE

Be prepared. Think about the meeting beforehand and what you are going to address. Remember to focus on behaviors- not the person. Establish meeting objectives and the basic format so they know what to expect.

DURING

Proper tone is key. At your meeting be sure to set the proper tone through the following:

- Demonstrate interest in what the other has to say.
- Establish rapport and create trust.
- Identify the needs by asking questions, including their goals and any obstacles that might be preventing them from achieving their goals.
- Be an active listener in the process- acknowledge, sympathize, paraphrase, and empathize. If needed, ask follow-up questions to gain clarification.
- When creating the plan of action start with a positive statement that establishes an open dialogue.
- State any concerns and involve each other in the process. Many times, the person closest to the problem has the solution. Use SMART goals to develop your solution.

AFTER

Commitment to action. Ensure future goals are being solidified or solutions you've developed together have a confirmation of commitment. Put this into writing and revisit it as needed. This ensures that both of you are on the same page. This should come from both parties ensuring there is accountability from both the manager and employee.

Though you may still feel anxious, referring to these steps and try to incorporate them into the performance review, it will become a more meaningful conversation that will produce greater results.

EOD's mission is to be a partner in designing and delivering customized professional development solutions. Contact us for training, coaching, and facilitation services for your organizational and personal growth at eod@unm.edu.

YOUR PROFESSIONAL DEVELOPMENT

Topic: Connect Through Conversation

Date: Thursday | Feb. 9 |

9 a.m. to 11 a.m. (Via Zoom)

[Register Here](#)



Much of our work is accomplished through daily conversations with team members and others. These interactions, especially the tough ones, often involve intense feelings (on both sides) that have an impact on the practical outcome of the conversation. In this course, you will recognize how to enhance your emotional intelligence by balancing “heart” and “head” to guide conversations toward the desired business outcome.

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!

Need help with your PEP?

The deadline for PEP is coming up quick! Do you have questions or need help with your goals or some technical troubleshooting?

EOD is offering working sessions to assist managers and employees with questions about the process, no appointment needed. EOD is offering both virtual and in-person drop in sessions.

For dates, times, and zoom links visit the [EOD PEP website](#).



Topic: Emotional Intelligence

Date: Wednesday | Feb. 15 |

Noon to 12:45 p.m. (Via Zoom)

[Register Here](#)

What is emotional intelligence (EQ) and how does it differ from intellectual intelligence (IQ)? We'll discuss how your EQ is a major indicator of success in your work and personal life and how you can use the power of emotions to create a productive work life.

Grab your lunch and settle in for some quick bites of professional development. EOD's Lunchtime Learning Series offers new and exciting topics each month and gives employees tools to make work and life more productive. EOD trainings are free as part of your UNM Benefits!

YOUR BENEFITS & WELLNESS

2023 Financial Wellness Workshops, including new W2W Series

Attaining a life well-lived can be a challenge at times. When you think about health and well-being, it's natural to consider the physical, mental, and emotional aspects. But there's one facet of well-being that wasn't associated with the topic a decade ago: financial wellness. According to [PwC's 2021 Financial Wellness Survey](#), stress continues to rise. With that knowledge in mind, Benefits & Employee Wellness is excited to help you manage your economic life. Our goal is to increase your financial wellness, and in turn, your quality of life. The 2023 UNM Financial Wellness line up is provided to help you learn and improve the relationship between your [mental health and money](#).

Inside Money: Managing Income and Debt - March 7

On Tuesday, March 7 at noon, the first of four UNM Financial Wellness Workshops will be presented by Cherie Knight, ChFC® TIAA Financial Consultant. The presentation is entitled Inside Money: Managing Income and Debt and the talk will focus on the big picture of budgeting. You will learn the importance of cash flow—and how to use it, shift how you look at saving and spending along with growing a greater understanding of debt and how to manage it.

[Sign Up Today!](#)

2023 TIAA Woman-to-Woman (W2W) Educational Series

Cherie Knight, ChFC® TIAA Financial Consultant, will be hosting a brand-new financial wellness series for UNM called "Women 2 Women." The 4-part series is focused on women's financial stability and education.

Wednesday, February 15, noon - 1 p.m. MT - She's Got It: A woman's guide to saving and investing

Learn how to prepare for your future. Join us for a revealing trip through investing and saving strategies, developed especially with women in mind. Your money shouldn't be sitting around doing nothing. We'll show you the simple secrets to saving more:

- Learn the core concepts that guide all investing, get motivated, build a plan and take action
- Find ways to take on life's challenges without damaging future financial well-being
- Break down what your real goals are and learn how to reach them

Wednesday, April 12, noon - 1 p.m. MT - Postcards from the Future: A woman's guide to financially ever after

Fewer years in the workforce. Longer life spans. Women saving for retirement face unique challenges. Learn ways to help reach your retirement goals on schedule. TIAA's workshop leaders will share retirement strategies that can help you:

- Identify your retirement vision - how much you'll need and when
- Define the simple steps to getting your finances on track towards your ideal retirement
- Learn the unique characteristics of different retirement products - and which may work best for you

Wednesday, September 27, noon - 1 p.m. MT - Start to Finish: The early career woman's guide to financial wisdom

Financial knowledge to get started on the right foot. Start caring for your financial well-being now. It's never too early to begin saving, and the sooner you do, the more prepared you may be down the road. We'll share financial strategies:

- Understand your income and your outflow, and how to balance them to your advantage
- Discover how saving a little now can help you later on

Wednesday, November 15, noon - 1 p.m. MT - Attention to Detail: Financial finishing touches for women

What does your financial future hold? Financial success can often complicate your life, and we'd like to help. You'll learn some ways to stay in control of the portfolio you've accumulated. We'll share financial planning strategies to help you:

- Find ways to help stay in control of your wealth
- Financial planning strategies
- Learn about investment and allocation strategies
- Discover the right questions to ask a financial advisor

[Sign Up Today!](#)

YOUR BENEFITS & WELLNESS

What you have in your corner

As we start out this new year, it is always helpful to be reminded of all that we have in our personal and professional lives. For seven years running, UNM has been recognized as a [Family Friendly Workplace](#) and, as President Stokes stated in a recent President's Message, "it is a privilege to work with all of you as we continue to make New Mexico a wonderful place to live, work, and play." To that end, The University of New Mexico is a leader in paid leave, health support, and flexible work schedules and, as a UNM employee, you have access to a variety of resources, all either a [walk on campus](#) or click away.

[Employee Wellness](#) is here to show you that we support your health and wellbeing by sharing knowledge in the HR UNM at Work Newsletter and in the [LoboWell listserv](#), which you can request to participate in at any time. The LoboWell listserv includes unique information and targeted content on how to eat well, move more and take time to care for you and your state of mind.



The Employee Wellness Health Education Consultants have a wealth of knowledge with certifications that provide you with the most up-to-date strategies and educational information. You have access to [complimentary consultations](#) so you can start focusing on your wellness goals, one small step at a time.

There are classes to grow knowledge that will help you live better and thrive. The Lifesteps Weight Management course, the Working with Positivity class, [Lunch Crunch with Leah and Stretch Breaks](#) will enrich your quality of life.

Employee Wellness is in partnership with various wellness programs on campus to promote services available to you. At Student Health and Counseling, the [SHAC Pharmacy](#) is open and staff or faculty are welcome to use their full-service pharmacy, all at reasonable cost.

If you are thinking that in 2023 you want to join a gym, consider the one located right in the center of campus. [Johnson Center](#) is an amazing free gym membership. Access is granted with your Lobo ID card. You can rent a locker, take a [WOW Class](#) and even have your spouse or domestic partner and dependents ages 18-25 join you for a fee.

2023 can be your best year yet and we are here to help you. Tap into the many resources and programs on the Benefits and Employee Wellness [website](#) and across campus.

Increased contribution limits for Voluntary Retirement Plans

The annual contribution limit for 403(b) and 457(b) plans has increased to \$22,500 for 2023 (up from \$20,500 in 2022). Employees who are age 50 or over at the end of the calendar year can also contribute an additional \$7,500 in catch-up contributions (up from \$6,500 in 2022).

To open a new account, choose investment providers, change your contribution or investment providers, please visit <https://hr.unm.edu/retirement/supplemental-retirement-plans> and click Retirement@Work

For more information about Voluntary Retirement Plans, please visit: <https://hr.unm.edu/retirement/supplemental-retirement-plans>





UNM at Work

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