



HUMAN
RESOURCES

UNM at Work

YOUR MONTHLY HUMAN RESOURCE
January 2023

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STAFF APPRECIATION BREAKFAST



JANUARY 5, 2023
7:00 AM-10:00 AM
LA POSADA

All the green and red chile you could want! And, stop in at the HR tables for information about how to access your key benefits as staff from HR experts:

- Tuition Remission
(for you & your dependents)
- Health Care
(& dependent care)
- Retirement

Enter our raffle to win an insulated lunch tote with re-usable utensil kit when you visit the HR tables!



Opt-in to receive your electronic W-2/1095-C

2022 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, **Tuesday, 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 2022 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 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 verifying 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](#).

UNM will
be closed
Jan. 16 in
observance
of Martin
Luther
King, Jr.
Day



OMBUDS SERVICES FOR STAFF

CONFIDENTIAL, INDEPENDENT, INFORMAL & NEUTRAL

OMBUDS SERVICES SUPPORTS UNM EMPLOYEES NAVIGATING CHALLENGES

Ombuds Services for Staff provides an informal and private first-stop for staff, faculty supervising staff, and their coworkers who seek information, insight and support from a trusted neutral.

Ombuds Services can help individuals or groups by:

- Listening and reflecting to give you perspective
- Assisting in constructive problem solving and conflict handling
- Analyzing a problem and identifying options towards resolution
- Identifying useful resources, policies, and procedures
- Facilitating conversations between co-workers
- Providing workshops, trainings and presentations on effective communication, constructive conflict management, and collaboration.

A SOURCE OF SUPPORT FOR YOU

Ombuds supports you to reach your full potential and goals by providing confidential help and assistance if you:

- Have any workplace concerns or goals to explore
- Need a confidential space for information and resources for problem solving
- Experience or witness workplace misconduct that might be bullying or harassment
- Want a private place to vent and discuss a workplace conflict

Ombuds services help build a culture of engagement and inclusion in the workplace.

SCHEDULE A VISIT

We serve staff, faculty supervising staff and their co-workers by phone or Zoom Monday-Friday from 8 a.m. - 5 p.m. To schedule a confidential visit with an ombuds, please email us at ombuds@unm.edu.

For more information, please, visit our website: <http://ombudsforstaff.unm.edu/>

HR CALENDAR

Jan. 5

Staff Appreciation Breakfast

Jan. 12

EOD Course of the Month
Five Choices to
Extraordinary Productivity

Jan. 16

UNM Closed - MLK Day
Observance

Jan. 17

Electronic W-2 Opt in
Deadline

Jan. 18

Lunchtime Learning Series
Goal Setting for Success

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

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

EOD Spotlight: Setting professional goals to achieve success

Developing your PEP goals can sometimes feel overwhelming. You may feel your job consists of a list of tasks that play on repeat, or setting goals is daunting because you fear not being able to meet them. This month, EOD will focus on goal setting, reaching beyond your PEP to give your work purpose. Be sure to sign up for our new lunchtime learning series and our EOD course of the month!

Why do you need professional goals?

Professional goals are not just a requirement for completing your PEP. Career goals are concrete objectives you want to achieve in your career. These goals give your work direction and purpose- leading you to more feelings of satisfaction from your career. Here are some tips from [Asana](#) for setting meaningful goals.

How to set goals you care about

- 1. Identify your values:** What helps you feel more fulfilled on a day-to-day basis? Aligning what you value and what your goals are help you stay motivated and less likely to burn out. Write down the accomplishments you are most proud of and pair them with values they embody.
- 2. Picture your ideal work role:** What do you want more of? What do you want less of? Where do you excel? After identifying your core values, think more about how they could manifest in your career.
- 3. Write down your goals:** With this introspective work done, start planning both short-term and long-term goals. Create reasonable goals that are achievable in a healthy, allotted time frame. We hear this in abundance but be sure to use [SMART goals!](#)



Check out Asana's [25 examples of professional goals](#) to help you identify the goals you need for your PEP and beyond. EOD is also available to help you with your PEP through [working sessions](#) and [resources](#), as well as a variety of other 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. [Visit EOD](#) for our services and course offerings. Be sure to check out our Lunchtime Learning Series on page 5 to learn more about goal setting!

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: Five Choices to Extraordinary Productivity

Date: Thursday, Jan. 12 | 10 a.m. - 2 p.m. (1-hour lunch break)

About: The Five Choices of Extraordinary Productivity will inspire you to increase your ability to achieve your most important outcomes. In this course, you will learn to make more selective, high-impact choices about where to invest valuable time, attention, and energy, resulting in increased productivity and a renewed sense of accomplishment.

[Register Here](#)

YOUR PROFESSIONAL DEVELOPMENT

EOD Lunchtime Learning Series

Eat. Share. Learn.

EOD is kicking off 2023 with a new monthly Lunchtime Learning Series! Enjoy your lunch and learn at the same time over Zoom!

Topic: Goal Setting for Success

Date: Wednesday, Jan. 18 | Noon - 12:45 p.m.

[Register Here](#)

Does setting your PEP goals feel like a struggle? Do you feel a disconnect between your PEP goals and what you realistically achieve? Do you find yourself unable to complete goals that you've set each year?

Join EOD as we discuss what good goals look like, how they differ from tasks, and how you can use these goals to go beyond your PEP to give your work purpose. EOD consultants will be on hand to answer any questions about your PEP goals.

Need help with your PEP?

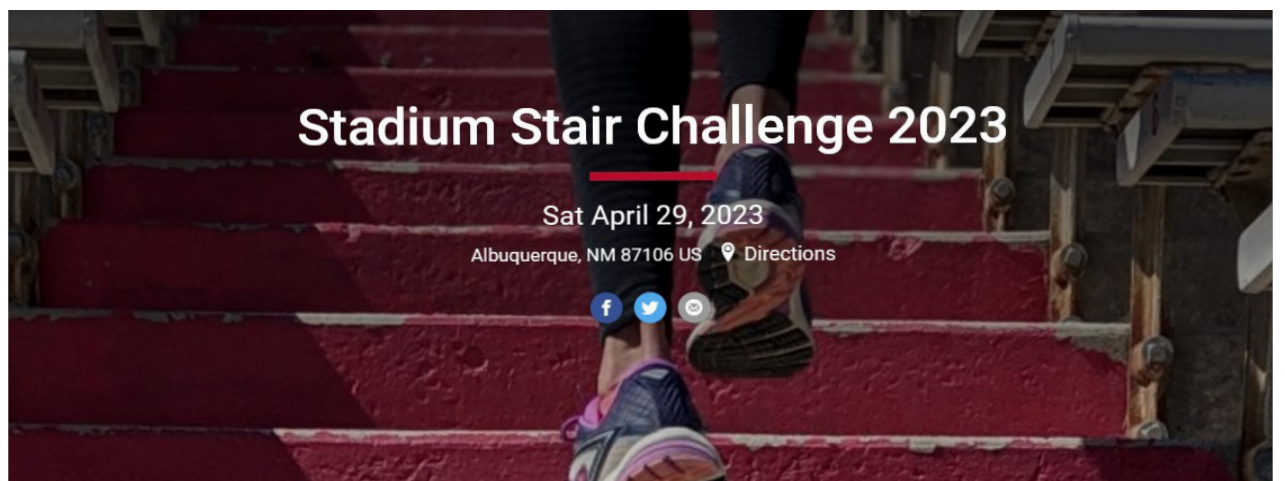
EOD is offering working sessions to assist managers and employees with questions about the process, including developing goals and troubleshooting the PEP.

No appointment needed. For dates, times, and zoom links visit the [EOD PEP website](#).

YOUR BENEFITS & WELLNESS

Get ready for the 6th Annual Stadium Stair Challenge on Saturday, April 29, 2023! Join in the excitement of walking, jogging, or running the University Stadium stairs.

Training classes are available for the UNM community! Employee Wellness Health Education Consultant Leah Adent will lead training classes on Tuesdays for six weeks beginning March 21.



Each Tuesday, the training will be in person at the University Stadium from 12:15 p.m. – 1 p.m.

On Thursdays, training will be virtual from noon – 12:30 p.m. with Leah's Lunch Crunch session. And on Fridays, you will have access to an exclusive video that will include exercises to strengthen the knees, core workouts, and more! These sessions will help you reach your personal fitness potential on event day!

Six weeks of training and race entry is \$160. Tuition remission is available for UNM benefits eligible employees.

For more information, visit the [Stadium Stair Challenge website](#).

[Register TODAY!](#)

YOUR BENEFITS & WELLNESS



Working With Positivity course offered in 2023

Do you feel like you could use more positivity in your daily life? You have an opportunity to start the new year on the right foot. Benefits & Employee Wellness is offering a self-paced positivity 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 best 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 12 sessions to facilitate a research-based self-development workbook. The unique course content can help you overcome obstacles and achieve your best life! The weekly class, taught by Leah Adent and Tracey L. Briggs, is scheduled to meet every Wednesday from 12:05 p.m. – 1 p.m. from Jan. 18 through Apr. 5.

[Sign Up Today!](#)



Choosing a new year wellness goal

Setting a New Year's goal? On average, about 20% of us keep our New Year's resolutions. If you want to increase your success rate, consider these seven sensible tips:

- 1. Avoid choosing the same resolution** - If you are still tempted to stick with a past resolution, try altering it. For example, instead of stating that you are going to lose 30 pounds, try exercising for 30 minutes each day.
- 2. Create a game plan and break it down** - Writing down your plan increases success. Rather than one big goal, dissect it into smaller pieces to make it less intimidating. Set several smaller goals throughout the year that help you reach your ultimate goal.
- 3. Make contingency plans** - Do not assume sticking to your original plan will be easy. Plan on roadblocks and be prepared to find ways to overcome them.
- 4. Give it time** - It takes a minimum of eight weeks to make a new routine a habit and six months for your new habit to become part of your daily life. This includes exercise!
- 5. Reward yourself** - If you have stuck with your resolution for eight weeks, reward yourself. Choose your reward wisely. Treat yourself with a healthy reward, such as a massage or new shoes.
- 6. Don't do it alone** - Enlist a friend or family member. Research has shown that assistance from fitness professionals greatly improves success rates.
- 7. Keep a journal** - A journal helps you recognize your positive steps and makes it harder to revert back to the same old habits.

The Employee Wellness team offers fitness, nutrition, and wellness consulting sessions which can assist in setting and attaining your New Year's wellness goal. Please [click here](#) for more information on the complimentary consultations from Benefits & Employee Wellness.

YOUR BENEFITS & WELLNESS

LifeSteps Weight Management Program – 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 are looking 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. 6 – Apr. 28 (12 weeks)
- Online class meets every Tuesday at noon (first class meeting: Feb. 7)
- Daily tips, inspiration, and discussion in a private Microsoft Teams group
- Three individual coaching meetings
- Class led by Employee Wellness' 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 each week that add up to big results.

This is not a “one size fits all” program, 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.

LifeSteps works because it is grounded in science and stresses personal choice, responsibility, and accountability. Participants make their own 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.

Take the first steps for a healthier you. [Visit our website](#) for complete program details, including instructions on how to sign up via [Learning Central](#).

If you have questions, contact Benefits & Employee Wellness at wellness@unm.edu.



YOUR BENEFITS & WELLNESS

New Year's resolution: Financial fitness!

Financial stress can make us emotionally drained. For many people, the weight of finances exists even with only moderate debt and an OK credit score. After the holidays, the credit card bills begin rolling in. According to a recent study from the American Psychological Association, [72% of Americans](#) reported feeling stressed about money at some point during the last month. Finances are the number-one [cause of divorce](#) in America, and can lead to an [increased risk of heart disease](#) and reduced outcomes for other illnesses. What's hard is we don't always know it's the money eating away at us—or worse, we're so wired to avoid thinking about money that we tend to blame our feelings on other things.



The first step towards better financial health is examining your own behavior when it comes to money. Why not start off the new year by practicing self-care? Prioritizing your own mental and physical health is vital. For example, take a moment to assess how you feel after paying your monthly mortgage. Is your debt keeping you up at night? Are you arguing with a loved one over finances? Are you taking on money-induced stress?

[Financial trauma](#) is a real thing—and if avoidance is your coping mechanism, then it's time to tackle this issue head-on. Here are three steps you can take towards achieving a healthier financial future, starting today.

Step 1: Devise a plan

[Having a strategy](#) for your money is the best way to take care of yourself and to make progress financially. Acquiring knowledge about how much debt you have versus income can allow for a greater understanding of your monetary situation. You have resources at your fingertips to help you understand your cash flow better based on your debt-to-income ratio. Engage with financial care apps like [The Beans](#) to assist with your overall plan.

Step 2: Prioritize your savings

The conventional wisdom is that you must have three to six months of emergency savings in the bank to be OK. That target can be too far out of reach and, for many, too hard to achieve. The truth is, having just a couple hundred dollars in savings improves your financial decision-making ability; in fact, [the new rule of thumb](#) might just be one month's worth of costs. How to start saving is a matter of knowing what your budget looks like. A [budget calculator](#) can be the tool you need to see what you spend your money on and where you can save.

Step 3: Spend in alignment with your personality and values

This may resonate with you because it aligns with deep beliefs and convictions. Recent research shows that people [get more joy from dollars](#) spent on the things that line up with their psychological fit, in other words, their identity. Formerly, economists thought all dollars were worth the same, meaning a dollar spent on a bestseller is the same as a dollar spent on a concert ticket. Not so! If someone is an avid reader, they'll get more utility from buying the book. This means you can actually get more from your money than the materialistic object it provides. Some people express themselves by buying organic and ethically sourced foods and supporting locally-owned businesses versus big box chain stores. In contrast, others love music and will gain much more from that concert ticket.

These three steps are a good place to jumpstart your financial self-care along with utilizing resources like these [money management apps](#). Also, remember to lean on the [financial and retirement planning](#) experts who can help you in organizing your finances, available to you through UNM's Benefits & Employee Wellness.



UNM at Work

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