



HUMAN  
RESOURCES

# **UNM at Work**

YOUR MONTHLY HUMAN RESOURCE  
February 2024

## **In This Issue:**

- **UNM Big Give [P.2]**
- **Payroll Corner [P.3]**
- **Hungry Minds Cafe [P.4]**
- **EOD Course(s) of the Month [P.4]**
- **PEP Prep [P.5]**
- **Jackpot Weightloss Challenge [P.6]**
- **Signup for LoboWell [P.6]**
- **Stadium Stair Challenge [P.7]**
- **UNM Tech Days Call for Presentations [P.8]**
- **Ombuds Courses for Spring [P.9]**

## UNM Big Give

**UNM Big Give** is back and better than ever. For year two, we decided to enhance the way our Lobos support and celebrate.

In case you missed it, UNM Big Give is 24-hours bringing together alumni, friends, students, faculty, and staff to support a variety of academic, health care, athletic, cultural, and student programs that make up The University of New Mexico's diverse community.

Check it out! **New To-Do's for UNM Big Give:**

- Sign up as a **[Champion](#)** and join us for a Champion social on February 14.
- From February 12 through UNM Big Give, February 21, give a dollar or more benefiting the Lobo Food Pantry when dining at the Student Union Building. Not close to campus? Share a message of your favorite SUB memory on social media!
- Join UNM Athletics for breakfast at Frontier on February 21 in celebration of Lobos Give Day & UNM Big Give.
- Celebrate Lobos Give Day & UNM Big Give at the **[UNM Men's Basketball game](#)** on February 21. Not in ABQ? Set a reminder for 8pm MST to watch.
- Find the UNM Young Alumni Association at the Pit during the basketball games on February 14 and 21 or check out your local chapter events!

Don't miss these events! They are great ways to support UNM and receive some enjoyment for yourself.

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The top five units or departments with the highest participation rate\* will receive a \$2,500 grant designated to a University of New Mexico fundraising account of your choice from President Stokes' Office.

We need UNM faculty and staff to lead the pack by becoming UNM Big Give Champions.

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### UNM Big Give Sponsors:

**BANK OF AMERICA** 

**DESERT ROSE**  
TRADING  
Factory Outlet

**[BECOME AN EARLY SUPPORTER OF UNM BIG GIVE](#)**



## 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

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### 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](mailto:pay@unm.edu).

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### Electronic W-2 available in LoboWeb

Did you opt in to receive your 2023 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 2023 W-2 by February 15th, please [contact the Payroll Office](#).

You can use the 2023 W-2 calculation worksheet located within "Employee Toolbox" on the [Payroll website](#) to better understand the calculations used for your 2023 Form W-2. Please refer to your final paystub from 2023 when using this worksheet.

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### 2024 Payroll Calculator

Are you wondering how the 2024 Federal and New Mexico tax rates may impact your paycheck in the coming year? Use the [2024 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.

# YOUR PROFESSIONAL DEVELOPMENT

## EOD Spotlight: Title

**Theresa L. Sherman, EOD Consultant**



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.

**Foundations for a Happy Hybrid Workplace**  
**Wednesday, Feb. 28**  
**Noon - 12:45 (Via Zoom)**

[Register Here](#)

For some workplaces, the hybrid workforce is here to stay. Flexibility, recruitment, and retention are all benefits of this new normal. But how do we effectively conduct business with team members in different locations or with different schedules? EOD will share foundations to maintaining and managing your hybrid environment.



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, we are offering TWO open enrollment courses.

**Emotional Intelligence**  
**Wednesday, Feb. 14**  
**10 a.m. - 11:30 a.m. (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 lives. You can't do much to raise your IQ, but your EQ can and does increase with age, especially if you work at it.

This course will introduce the 5 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.

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**Mastering the Art of Communication**  
**Thursday, Feb. 22**  
**1 p.m. - 3 p.m. (Via Zoom)**

[Register Here](#)

This course is designed to empower individuals with the essential skills needed to communicate effectively in diverse personal and professional settings. Participants will explore various communication styles, techniques, and strategies to enhance their ability to convey ideas, build relationships, and navigate challenging situations.



# YOUR PROFESSIONAL DEVELOPMENT

## PEP Prep



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

### Your Timeline

It's February! Where are you on your PEP timeline?

By now you should have completed the following steps:

- ✓ Employee: Entered your 2024 PEP Goals.
- ✓ Employee: Completed your self-evaluation.

Your next steps on the timeline will be:

- **Manager:** Complete the employee evaluation for all your direct reports.
- **Manager/Employee:** Schedule and conduct your PEP Review and Discussion.
- **Manager/Employee:** Electronically sign your evaluation.

If you have questions about [the timeline](#) or need technical assistance, EOD has [drop-in help hours via Zoom](#), numerous [FAQs](#), and [training videos](#) available on our [PEP website](#). Questions? Contact us at [PEP@unm.edu](mailto:PEP@unm.edu).

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

# YOUR BENEFITS & WELLNESS

## Join the Jackpot Weight Loss Challenge - Keep Those New Year's Resolutions Going



You're already off to a great start with your healthy-eating resolutions in 2024! Now, turbo-charge your progress with the Jackpot Weight Loss Challenge!

Benefits & Employee Wellness has teamed up with HealthyWage to offer you the chance to win cash for losing weight in a fun, simple weight loss challenge. The Jackpot challenge is 12 weeks long and starts on Feb 15.

### How it works:

- **Compete in teams of 3 to 5.** Don't have a team? No problem – HealthyWage will match you up with one!
- **Registration costs \$75 or 3 payments of \$25.** The more participants... the bigger the pot!
- **Get active on the app.** Connect with your teammates, gain healthy tips, and check your personal and team stats and standings! Your weight is never shared!
- **Every team that averages 6% weight loss WINS!**
- **Invite your friends and family.** They can join you and you can support each other as you all become healthier!
- Register at <https://www.healthywage.com/jackpot/unm/>

We can all work in a fun and supportive environment to get healthier together in 2024! Learn more about the Jackpot challenge [on our website](#) and register at <http://www.healthywage.com/jackpot/unm>.

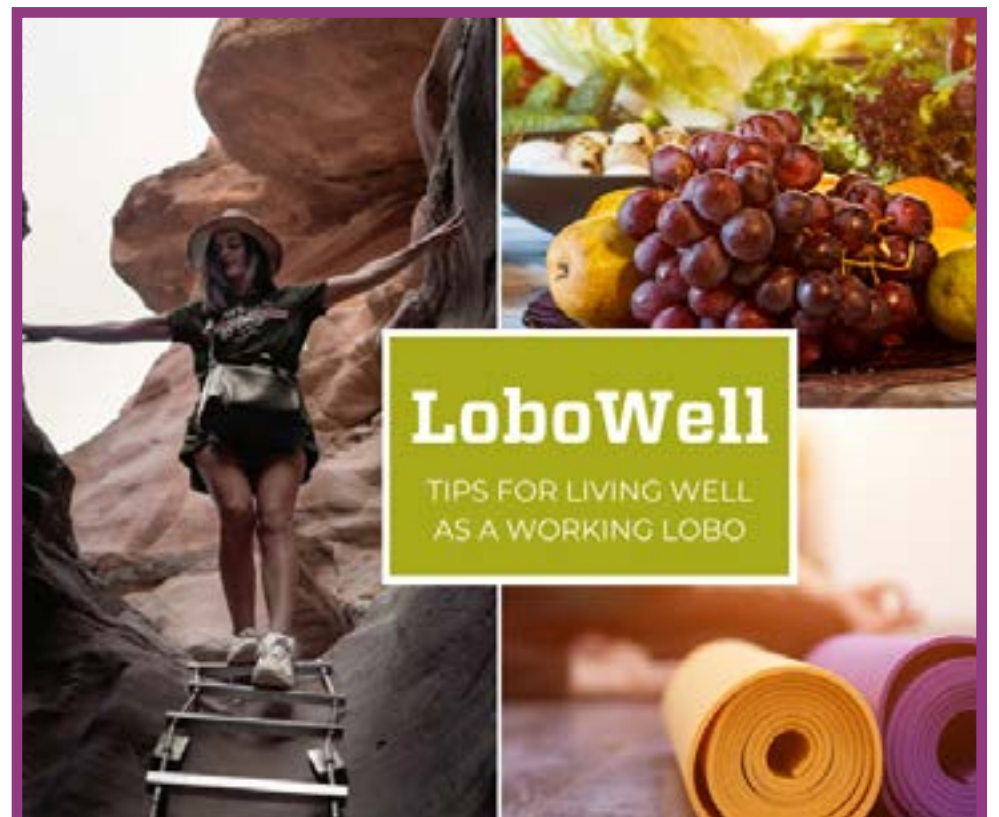
## Unlock Your Best Self: Subscribe to LoboWell Listserv for Monthly Wellness Wisdom!

Want to receive a wealth of health-improving information right in your inbox once a month?

The LoboWell listserv is created by our Benefits & Employee Wellness team and assembles the best educational information on nutrition, fitness, and emotional and financial well-being, all in one place. Our tips are designed to complement the educational articles you also receive in the HR newsletter, all to help you create your best work-life balance.

### How to Subscribe:

- Compose an email message to [listserv@list.unm.edu](mailto:listserv@list.unm.edu)
- Leave the subject line blank
- Enter only the following "subscribe" command in the body of the message: **subscribe LOBOWELL-L Firstname Lastname** (replace with your first and last name)





# YOUR BENEFITS & WELLNESS

## What will you do to challenge yourself in 2024?

HSC Wellness and Benefits & Employee Wellness is hosting the 7th Annual [Stadium Stair Challenge](#) on April 13, along with offering a six-week training course in March and April to help you reach your max fitness potential on race day.

During the training courses, Health Education Consultant and NASM Certified Personal Trainer, Leah Adent and Health Educator and NASM Certified Personal Trainer, Adrienne Tenorio will instruct on how to properly climb the stairs, offer tips on preventing injury, and provide a program for you to follow on the other days of the week to help motivate you to perform your best!

This is a family friendly event!

Put your skills to the test! On Saturday, April 13, come walk/jog/run the University Stadium stairs! [Register](#) prior to March 22 to receive a dry fit t-shirt and a tote bag on race day! This is a timed event. Tuition remission is available for eligible UNM staff and faculty employees.

At the Kids K, youth 13 and under are eligible to participate in a fun run around the football field! Finisher's medals will be awarded.

All proceeds will benefit the [UNM Veterans & Military Resource Center](#). [DONATE HERE!](#)

**Who:** Open to all who are looking for a new challenge, at every fitness level!

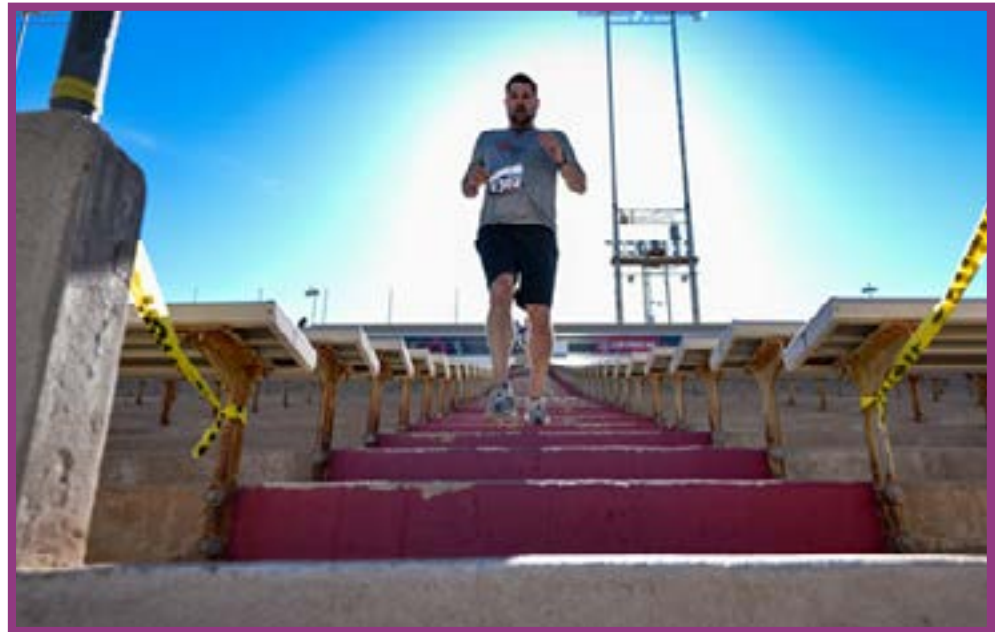
**Where:** University Stadium

**When:** April 13

**Time:** Kids Race starts at 8:15 a.m.  
Timed Race starts at 8:30 a.m.

**Cost:** Classes and Challenge - \$160 (tuition remission eligible)  
Challenge - (NOT tuition remission eligible)  
\$35 - Until Jan.31  
\$45 - Until April 12  
\$55 - Day of Event (until 8:30 a.m.)

[REGISTER HERE!](#)



### HR CALENDAR

**January 23 - April 9**

Working With Positivity

**February 5 - Apr. 12**

LifeSteps Weight Management Program Begins

**February 14**

EOD Course(s) of the Month:  
Emotional Intelligence

**February 15 - May 9**

HealthyWage Jackpot Challenge

**February 22**

EOD Course(s) of the Month:  
Mastering the Art of Communication

**February 28**

Hungry Minds Cafe:  
Foundations for a Happy Hybrid Workplace

**March 29**

PEP Evaluations Due

**April 13**

Stadium Stair Challenge



Call for Presentations

Accepting presentations now through 3-15-24

STAFF  
FACULTY  
STUDENTS

DISCUSSION

INNOVATION

**TECH DAYS**

EXCLUSIVE

FUTURE

CURRENT

NO-COST  
SESSIONS AND LIVE DEMOS

April 25th and 26th, 2024  
[techdays.unm.edu](http://techdays.unm.edu)





## Ombuds Services Confidential. Neutral. Informal. Independent.

### A SOURCE OF SUPPORT FOR YOU

Ombuds Services 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.

### OMBUDS SERVICES SUPPORTS UNM EMPLOYEES NAVIGATING CHALLENGES

Ombuds Services 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

### SCHEDULE A VISIT

We serve staff, faculty and graduate students, and their co-workers by phone, Zoom or in-person visits Monday-Friday from 8 a.m. - 5 p.m. To schedule a confidential visit with an ombuds, please email us at [ombuds@unm.edu](mailto:ombuds@unm.edu)

For more information, please, visit our website: <https://ombudsservices.unm.edu/>

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## Ombuds courses for 2024

### 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. 20, Apr. 17, June 13, Sept. 10 & Dec. 12**

[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. 21, Apr. 16, June 11, Sept. 12 & Dec. 11**

[Course Details and Registration](#)

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## Questions? Contact Us!

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