



HUMAN  
RESOURCES

# UNM at Work

YOUR MONTHLY HUMAN RESOURCE  
January 2024

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

2023 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 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 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, 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.

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 at 505-277-6947 or [wellness@unm.edu](mailto:wellness@unm.edu).

### What is the 1095-C anyway?

Most of us know why we need a W-2 for filing our taxes. But why do we need the 1095-C?

The Affordable Care Act (ACA) requires UNM to provide the Form 1095-C to all full-time employees, as defined by the ACA, whether or not they were eligible for medical coverage, as well as all employees who were enrolled in UNM's medical plans. The Form 1095-C is not required for you to file your taxes, but is for record purposes and lists the months you were a full-time employee, if you were eligible for UNM medical coverage, and what months you were enrolled.

You now have the option to receive an electronic copy of your 1095-C as well as an electronic copy of your Form W-2.

If you opt in for electronic delivery, you will be able to access your 1095-C on Jan. 31.

Eligible employees who do not opt in will receive the 2023 paper form in February.

Questions? Contact [Payroll](#) or Benefits & Employee Wellness at 505-277-6947 or [HRBenefits@unm.edu](mailto:HRBenefits@unm.edu).



## UNM recognized for family friendly policies and educational support for employees



The University of New Mexico (UNM) has once again earned the platinum-level distinction for its workplace policies by Family Friendly New Mexico, a statewide initiative developed to recognize employers that have adopted policies that give New Mexico businesses an advantage in recruiting and retaining the best employees.

Organizations are judged on policy categories such as paid leave, health support, flexible work schedules, and economic support for their employees. To achieve platinum status, an organization's policies must also address pay equity, diversity and inclusion, and community investment.

In addition to platinum-level distinction, UNM has also earned the newly established Education Support Special Designation. This designation was developed in partnership with United Way of Central New Mexico to elevate the importance of employer subsidized educational assistance.

UNM has long-standing Tuition Remission and Dependent Education programs to support and encourage employees and their families to further their education. Programs include financial assistance with graduate and undergraduate coursework, as well as for continuing education classes.

"While we're always proud of our family-friendly policies, we're particularly excited that this year UNM is being recognized for our educational support for employees," said Kevin Stevenson, vice president for Human Resources. "In 2023, we revised our Education Benefits policy to expand eligibility for employees, their partners and dependents. The impact of a UNM education on the state and the economy is clear, and those impacts begin with a well-skilled and educated UNM workforce."

Recent revision to UAP 3700: Education Benefits include:

- Alignment in eligibility between Employee Tuition Remission and Dependent Education
- Eliminates the requirement of 1-year of prior employment for Dependent Education eligibility
- Expands eligibility to include post-doctoral fellows with a minimum 3-month contract and 0.50 FTE
- Removal of benefit ineligibility based on having a hold on their Bursar's account
- Expands professional development opportunities

In addition to its annual recognitions, the Family Friendly New Mexico initiative offers training, support, and resources to businesses on how to implement family friendly policies

## HR CALENDAR

### **January 15**

Martin Luther King Jr. Holiday

### **January 15**

W-2/1095-C Electronic Consent Deadline

### **January 17**

EOD Hungry Minds Café: Goal Setting for Success

### **January 23 - April 9**

Working With Positivity

### **January 25**

EOD Course of the Month: 5 Choices of Extraordinary Productivity

### **February 5 - Apr. 12**

LifeSteps Weight Management Program Begins

### **February 15 - May 9**

HealthyWage Jackpot Challenge

### **March 29**

PEP Evaluations Due

### **April 13**

Stadium Stair Challenge

# YOUR PROFESSIONAL DEVELOPMENT

## EOD Spotlight: Goal Setting

**Theresa L. Sherman, EOD Consultant**

According to [a Gallup, Inc. poll](#), 33% of adults are very likely to set goals for themselves at the start of the new year, and another 38% say they are somewhat likely to set goals. For many employees, however, goal setting is not just a “New Year’s Resolution” but a critical role in setting the groundwork for our annual Performance Evaluation and Planning (PEP). Here are some fun facts about goal setting:



- You are 42% more likely to reach your goals if you [write them down](#).
- Regular check-ins with your goals via progress reports increases your [success rate by 40%](#).
- Challenging and specific goals result in better performance than [easy goals](#).

### FROM X TO Y BY WHEN

Need help setting your goals? Trying using the following formula FROM **X** TO **Y** BY **WHEN**. Examples:

- Increase our patient-satisfaction score from **45** to **65** by **Dec. 31**.
- Launch a **mentoring program** to **improve employee engagement** by **July 1**.

Learn more about goal setting at our Hungry Minds Café and Open Enrollment course for the month of January! Questions? Contact EOD at [eod@unm.edu](mailto:eod@unm.edu).



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.

**Goal Setting for Success**  
**Wednesday, Jan. 17**  
**Noon - 12:45 (Via Zoom)**

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



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.

**5 Choices of Extraordinary Productivity**  
**Thursday, Jan. 25**  
**9 a.m. - Noon (Via Zoom)**

[Register Here](#)

The 5 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.



# 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 process, whether you are a supervisor or employee. The 2023 PEP began on Dec. 4, 2023. All evaluations are due by March 29, 2024.*

By now, you should have completed the first step in the PEP process of entering or revising your 2023 goals. Take a look at last month's [PEP Prep article](#) on how to do this if you need help.

### Self-evaluation

During this step of the performance evaluation, the employee completes a self-evaluation by rating the performance of job responsibilities and achievement of the 2023 goals, including supporting comments as necessary.

Once your self-evaluation is complete, your next step is to enter your 2024 calendar year goals. We recommend that these goals be developed in advance by the employee and manager.

By beginning this process early, you will have plenty of time to finalize these goals before the March 29 deadline!

Questions about your PEP? Attend one of our PEP Working Sessions available throughout January and February via Zoom. For dates and times visit the [PEP website](#).

**Next steps:** Step 3 is your manager evaluation and one-on-one meetings. Watch for our February 2024 PEP Prep for tips and information on a smooth one-on-one meeting, and be sure to visit the [PEP website](#).

Questions? Contact EOD at [pep@unm.edu](mailto:pep@unm.edu).

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

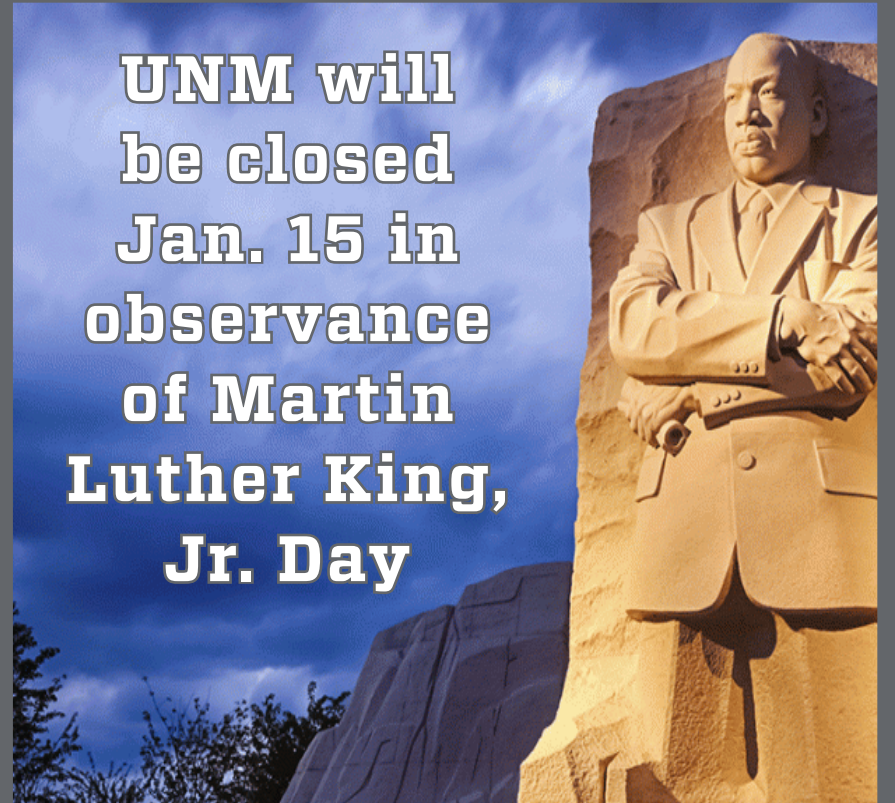
## New schedule for New Employee Experience sessions

Employee & Organizational Development (EOD) will be moving the New Employee Experience (NEE) Information Session from every Monday to Wednesday beginning Jan. 10.

This change will allow new employees time to complete key tasks on their first couple of days on the job, such as obtaining their NetID, completing the Lobo Journey new employee modules and to dedicate time to their department's onboarding tasks. The change will also help avoid most federal holidays which typically fall on a Monday.

For more information about the New Employee Experience visit the [NEE website](#) or contact EOD for more information at [eod@unm.edu](mailto:eod@unm.edu).

**UNM will  
be closed  
Jan. 15 in  
observance  
of Martin  
Luther King,  
Jr. Day**



# YOUR BENEFITS & WELLNESS

## Financial Wellness Workshops coming in 2024



Becoming a little more financially savvy is always a good goal in the new year and there is no better way to start off 2024 than to tune into a financial wellness workshop brought to you

by Human Resources Benefits & Employee Wellness. You will learn from our financial partners who are the experts to help you improve your fiscal wellbeing. Please bring your questions to the workshop. After each Zoom presentation, there will be time set aside for Q&A.

The Financial Wellness Workshops will be offered quarterly, and you can attend one or as many as you would like. The website will be updated with current workshop information and a zoom registration link when presenters are reserved so check back often.

[REGISTER HERE](#)

## REGISTRATION IS OPEN! Stadium Stair Challenge 2024



UNM and HSC are hosting the 7th Annual Stadium Stair Challenge on Saturday, April 13.

You and your family can join in the excitement of walking, jogging, or running the University Stadium Stairs, plus children 13 and under can participate in the Kids K Fun Run around the football field.

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

[REGISTER HERE](#)

## Achieve Physical & Financial Wellness in 2024

## Win money for losing weight - Join the HealthyWage Jackpot Challenge

Human Resources Benefits & Employee Wellness invites you to join the Jackpot Challenge to win cash prizes just for getting healthier! The Jackpot is a 12-week weight loss challenge starting Feb 15.

### How it works:

- [SIGN UP online](#) or on HealthyWage's mobile app ([iOS](#) or [Android](#)).
- The more participants, the bigger the pot of money to win!
- Compete in teams of 3 to 5. After you sign up, you can create/join a team with your coworkers and family members. Don't have a team? No problem - HealthyWage will match you up with one!
- The Jackpot is all about teams striving to lose 6% of their body weight. **EVERY TEAM THAT HITS THE 6% WEIGHT LOSS GOAL WINS!** Winners split the pot. Part of the fun is that you don't know exactly how much money you will win (winnings are dependent on the number of successful teams). In previous years, winners typically won about \$175!

Registration is only \$25/month for 3 months (\$75). And 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](#).

[REGISTER HERE](#)

Questions? Contact Benefits & Employee Wellness at 505-277-6947 or [wellness@unm.edu](mailto:wellness@unm.edu).



# YOUR BENEFITS & WELLNESS

## Achieve Physical & Financial Wellness in 2024

### LifeSteps Weight Management Program registration is open for spring

The [LifeSteps Weight Management Program](#), offered by Benefits & Employee Wellness, provides a safe and supportive environment to take charge of your weight and healthy eating goals. Participants will work with a registered dietitian nutritionist to develop their own personal action plan to maximize success.

LifeSteps focuses on small changes that add up to big results. This is not a “one size fits all” program and there is no “diet” to follow. Each week, we will focus on a different area of healthy eating, physical activity, and stress management to find the approach that works best for you!

#### Program details:

- Class runs between Feb. 5 and Apr. 26 (12 weeks)
- Meet online as a group every Wednesday at noon (recorded for those who are unable to attend)
- Daily tips, inspiration, and discussion in a private group in Microsoft Teams
- Weekly food log review
- Individual coaching sessions
- Available at no cost to benefits-eligible faculty and staff, as well as HSC, UNMH, UNMMG, and SRMC employees.

[Visit our website](#) for full program details, including how to register via Learning Central.

**Space is limited, so sign up early to reserve your spot!**

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### Working With Positivity course starting in January

Resilience, Self-Efficacy, Humor, Kindness... do you want to bring more of these into your life? You have an opportunity to start off the New Year on the right foot and incorporate more positivity into your daily life. Human Resources 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.

The Working With Positivity course is a collaborative and integrative learning experience. Positive psychology helps you to be your best in many situations. 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 Tuesday at 11:05 a.m. - noon from January 23 through April 9.

Give back to yourself by dedicating one hour a week to increasing your [happiness quotient](#).

**[Sign Up Today!](#)**

**Questions? Contact Benefits & Employee Wellness at 505-277-6947 or [wellness@unm.edu](mailto:wellness@unm.edu).**

# YOUR BENEFITS & WELLNESS

## 2024 UNM fitness resources

Want to add more exercise to your current routine or start a new routine this new year? UNM has many wellness benefits across departments. Below are the many fitness resources available to staff and faculty. Please check out the links for more information:

[Johnson Center](#): Free access to strength, cardio, fitness, indoor track, aquatics – 3 pools, bike shop, getaway adventures, and equipment checkout.

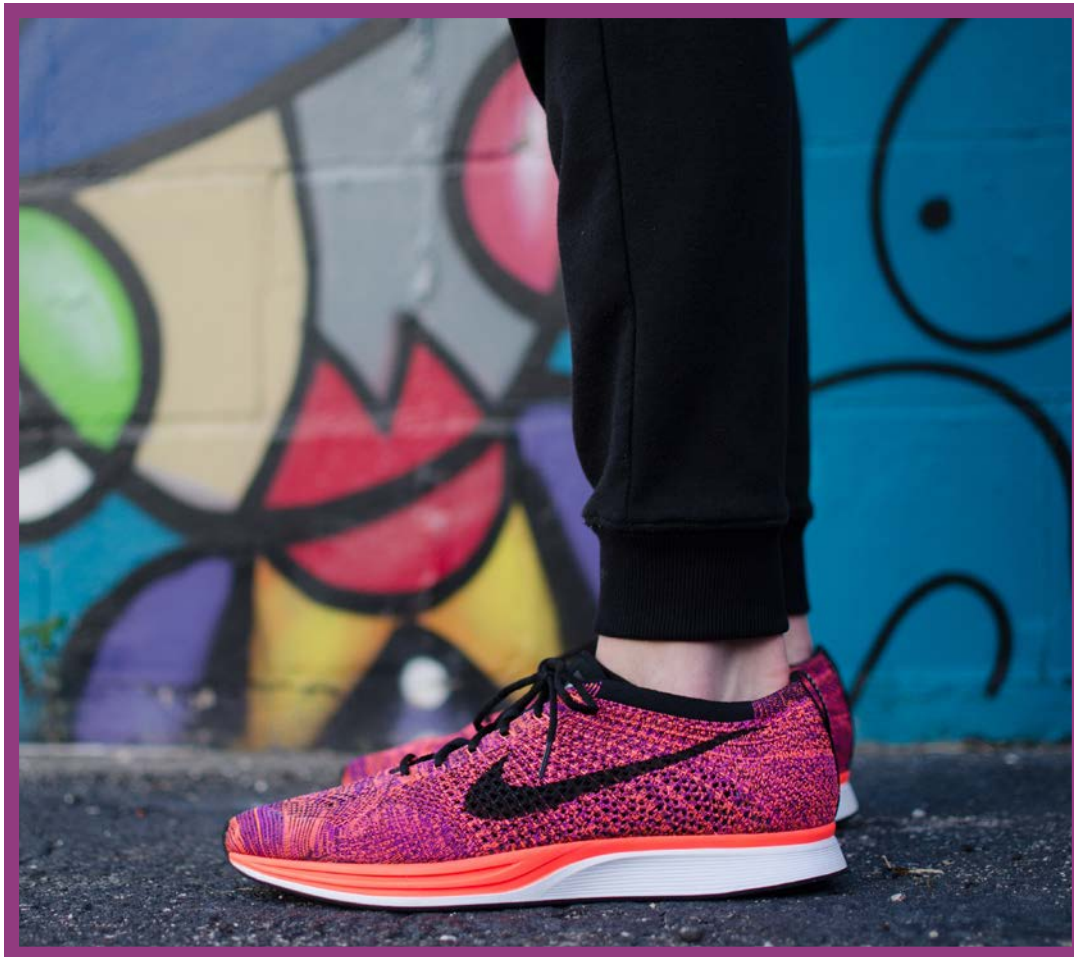
[WOW Fitness Classes](#): Circuit training, yoga, Pilates, stretching, aqua jogging & eligible for tuition remission.

[Personal Training](#): Individual and partner training, tailored to your goals. They have a 10-session package that is eligible for tuition remission.

[Lunchtime Zoom Workouts](#): Virtual workouts and stretch breaks led by Employee Wellness. The schedule varies by semester, but currently: Wednesday & Friday workout at noon, Tuesday stretch break at 10 a.m., and Thursday stretch break at 2 p.m.

[Domenici Wellness Center](#): Fitness facility on north campus, open 24/7, requires a hospital ID, must complete Wellness Center Agreement before use.

**Achieve  
Physical  
& Financial  
Wellness  
in 2024**



[Lobo Trails](#): Exercise outside, walking paths on every campus & and fully marked on main campus and north campus.

[Exercise Physiology Lab](#): State-of-the-art testing at discounted prices. Like exercise testing, body composition, metabolic analysis, strength and power, physiologic assessment, and blood tests. Conveniently located in Johnson Center.

[Continuing Education Fitness](#): Many classes are available like yoga, golf, tennis, self-defense, dancing, personal trainer certification, and the Sports and Wellness Health & Fitness class just to name a few. Most classes are tuition remission eligible.

[Stadium Stair Challenge](#): Sign up for the Benefits & Employee Wellness six-week course to help you reach your personal fitness potential. Classes will be held in March and April. The 6-week training will include two in-person workouts a week, virtual workouts, and bonus training.

**Questions? Contact Benefits & Employee Wellness at 505-277-6947 or [wellness@unm.edu](mailto:wellness@unm.edu).**



## Academic Support Scholarship

### About the scholarship

The Provost Committee for Staff (PCS) offers a scholarship designed to help support staff in their academic goals. UNM employees now have an opportunity to apply for a financial support scholarship to help cover the costs of academic books, course fee(s) and other related course supplies.



The scholarships are for UNM Employees who are currently pursuing a degree or professional certificate as well as professional development classes. This scholarship will be awarded each semester and recipients of this award will be selected by members of the PCS. To increase the number of staff receiving this assistance, this scholarship will not be made to the same student in successive semesters.

**Spring 2024 Applications are due by January 31, 2024.**

### Applicant criteria:

Recipients of the award must:

- Be in non-probationary employment status
- Provide descriptions of their academic path and how this scholarship opportunity will benefit them
- Be at least a .50 FTE UNM employee
- Be enrolled in courses to be used in a degree/certificate granting program or for professional development
- Your overall performance evaluation must be Successful (job responsibilities and goals)

***Note: You do not have to send a copy of your review***

### Eligibility requirements:

- Course(s) must be used towards a degree or certificate completion or professional development
- Passed UNM Employment Probationary Period
- Be at least a .50 FTE UNM employee
- Your overall performance evaluation must be Successful (job responsibilities and goals).

***You do not have to send a copy of your review.***

- Complete the online application
- Preference will be given to those who have not been awarded the scholarship in prior semesters

***Past recipients of the scholarship may be eligible again 5 years from the time they received the scholarship***

**[APPLY NOW](#)**

A poster for 'Tech Days' event. At the top left is the UNM logo and 'OFFICE OF THE CHIEF INFORMATION OFFICER'. The main title is 'Call for Presentations' with the subtitle 'Accepting presentations now through 3-1-24'. Below this is a graphic with 'TECH DAYS' in large letters, surrounded by tags: 'STAFF FACULTY STUDENTS', 'DISCUSSION', 'INNOVATION', 'EXCLUSIVE', 'FUTURE', 'CURRENT', and 'NO-COST SESSIONS AND LIVE DEMOS'. The dates 'April 25th and 26th, 2024' and the website 'techdays.unm.edu' are at the bottom. Logos for Adobe and Workday are in the bottom right corner.

## 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](#)



# UNM at Work

YOUR MONTHLY HUMAN RESOURCE

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## Questions? Contact Us!

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