

# UNM at Work

YOUR MONTHLY HUMAN RESOURCE



## Prepare for Benefits Open Enrollment

New Home Mailer Coming Soon

It's almost that time of year again! UNM Benefits Open Enrollment for the 2017-2018 Plan Year (July 1, 2017 - June 30, 2018) is tentatively scheduled for the end of April / early May 2017. The exact dates will be announced as soon as they are confirmed. Be sure to keep an eye out for the April Mid-Month Reminder and check the [HR website](#) for updates.

As a benefits-eligible employee, Open Enrollment is your annual opportunity to make changes to your UNM medical, dental, vision, life, long-term disability, and accidental death and dismemberment (AD&D) insurance plans. Changes you make to these benefits during Open Enrollment are effective July 1, 2017.

Note: Certain benefits-eligible employees are not eligible for life and disability benefits, but may make enrollment changes to health benefits. See [Benefits Eligibility at a Glance](#).



### UNM Open Enrollment is Going Green!

Open Enrollment instructions and information to help you make decisions about your benefits for the coming year will be communicated primarily on the Benefits Open Enrollment webpage\* and via email from Human Resources. During Open Enrollment be sure to check the [HR website](#) for updated information.

Prior to Open Enrollment, take the time to review your current benefits and dependent information:

1. Log in to [myUNM](#) with your UNM NetID and Password
2. Click on **Enter LoboWeb**
3. Click on **Benefits and Deductions**
4. Click on **Benefits Statement**
5. Verify your identity through **Duo 2-factor authentication** (Duo protects your sensitive information in LoboWeb)

Department of Labor required *Mandatory Notices booklets* will still be sent to you via a home mailing. To be sure you receive these and other important or time-sensitive UNM communications, you are highly encouraged to verify that your address with UNM is current. To

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## Prepare for Benefits Open Enrollment

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view or update your address with UNM, please use LoboWeb. Click on **Personal Information**, then on **View/Update My Address & Directory Info**. PLAN AHEAD! If you know you will be on vacation, on sabbatical, or on leave with or without pay during the upcoming Open Enrollment period, please call the Benefits office in advance to find out what you need to do to submit your changes before Open Enrollment ends. Late enrollment changes are not permitted per IRS regulations!

You will not be able to make changes to your plans after Open Enrollment unless you experience a [Qualifying Change of Status Event](#).

*\*Printed Open Enrollment materials will be available upon request.*

## Benefits Tip Corner - April 2017

### New Explanation of Benefits for BCBSNM & UNM Health Members

Employees enrolled in the UNM BlueCross BlueShield of New Mexico (BCBSNM) Plan or the UNM Health Plan will see a new and improved Explanation of Benefits (EOB), whether viewing it through your account online or receiving a hard copy in the mail.

BlueCross BlueShield's goal is to offer a more user-friendly, easier to understand look and design, in order to simplify the language and help clarify the claims math. This includes showing the amount your provider billed, the total benefits amount approved, and the amount you may owe the provider. Additionally it will show the service detail of each claim, and a summary that gives you a clear picture of your deductible, coinsurance, and copays.

[Understanding your Explanation of Benefits - includes a sample of the new EOB.](#)

The EOB will also be made available in Spanish.

### W-2 and W-4 Multi-Factor Authentication

To improve security and prevent unauthorized access to employees' W-2 and W-4 online data, UNM IT and Payroll have implemented multi-factor authentication for the W-2 and W-4 online forms in LoboWeb. To access either the W-2 or W-4, UNM employees will be prompted to register a valid phone number. Employees that have registered their phone to access online Direct Deposit or Benefits will not be prompted to register again. Once registered, employees can log in and access the W-2 and W-4 online forms using their UNM credentials (NetID and password) and confirm login using their phone. Please [visit FastInfo](#) for more on multi-factor authentication and added benefits.

### Acting President Approves Minor Policy Revisions

On March 21, 2017, Acting President Abdallah approved minor revisions to three policies: [University Administrative Policy \(UAP\) 4000 \("Allowable and Unallowable Expenditures"\)](#), [UAP 4030 \("Travel"\)](#), and [UAP 4320 \("Purchasing Goods Off Campus"\)](#). As these minor revisions clarify current practices and reflect IRS regulations, they were approved outside of the formal policy review process.

APRIL 2017 TRAINING CALENDAR

Employee & Organizational Development

Division of Human Resources  
 1700 Lomas Blvd NE, Suite 1200  
 MSC01 1222 277.1555

April 2017

TRAINING

Monday	Tuesday	Wednesday	Thursday	Friday
Lobo U - New Employee Orientation 8:00 - 12:00 3	4	Department Time Entry 8:30 - 12:00 UNMJobs Department Originator Training Staff 9:00 - 11:00 E-Mail Correspondence 2:00 - 4:00 5	Retirement 101 with NMERB 10:30 - 12:00 6	Banner Workshop for Advisors 9:30 - 12:00 LoboAchieve for Staff 1:00 - 3:30 7
Lobo U - New Employee Orientation 8:00 - 12:00 10	The UNM Retirement Process: An Overview 10:00 - 12:30 11	LoboTime Time Manager/Supervisor Training 9:00 - 11:30 12	Transformative Negotiation 8:30 - 11:30 Purchasing Process for Departments Lab 8:30 - 12:00 13	14
Lobo U - New Employee Orientation 8:00 - 12:00 17	Civil Rights at Work at UNM 8:00 - 12:00 Get Savvy about Social Security 8:30 - 10:00 The UNM Retirement Process: An Overview 10:00 - 12:30 18	Driving Change 8:30 - 12:30 I want to retire - NOW 12:00 - 1:30 19	20	21
Lobo U - New Employee Orientation 8:00 - 12:00 24	Employee Life Cycle Management Workshop 8:30 - 4:30 25	Hire Right 8:30 - 12:30 26	Purchasing & A/P Policies & Procedures 2:00 - 4:30 27	7 Habits: Leader Implementation: Coaching Your Team to Higher Performance 8:30 - 4:30 Banner General Person Certification 8:30 - 5:00 28
Lobo U - New Employee Orientation 8:00 - 12:00 29	30	Go to <a href="#">Learning Central</a> to REGISTER, WITHDRAW, or ADD/REMOVE items from your Learning Plan. EOD Cancellation Policy: A \$25 administrative fee will be applied to all cancellations occurring within 48 hours of the session. Please cancel 48 hours or more in advance to avoid this fee. For parking details, upcoming workshops, and other current events at EOD, visit <a href="#">our website</a> .		

Register via the [Learning Central website](#)

For more information, contact [eod@unm.edu](mailto:eod@unm.edu) or call 505-277-1555.

## Catastrophic Leave Program - FY2018

The Catastrophic Leave Program provides financial assistance to eligible employees when they (or an immediate family member) experience an approved catastrophic illness or injury. A catastrophic illness or injury is an acute or prolonged illness or injury that is considered life-threatening, or has the threat of serious residual disability, which results in the employee's inability to work. Each request to receive benefits is evaluated under the program guidelines and includes a medical review and determination.

If you are interested in additional insurance coverage for illness/injuries that might not meet Catastrophic Leave requirements, see information on [short-term disability](#).

### Who can be a Program Participant?

The Catastrophic Leave Program is participant funded. To be eligible for Catastrophic Leave benefits, you must:

- Be regular staff working half-time or more
- Complete a full year of continuous employment
- Donate the required amount of annual leave
- Meet the program requirements identified in the University Policies and Procedures Manual ([UAP 3430, Catastrophic Leave Program](#)).

### What do I need to do to participate?

If you would like to participate in the program, no action is required.

### How do I opt-out of the program?

If you would like to opt-out of participating entirely, you must opt-out in LoboWeb. An email will be sent on April 24, 2017, signifying that you may opt-out. The deadline to opt-out is midnight on May 2, 2017. You must opt-out via LoboWeb no later than May 2, 2017, otherwise, if you are eligible for the deduction it will be taken.

### How much annual leave will be deducted?

For employees who donated to the program last year, the contribution will be one (1) hour.

For employees who did not donate to the program last year but are eligible to donate this year, the minimum donation is equivalent to 15% of an individual's weekly work schedule, based on appointment percentage. The same would apply to individuals who were eligible last year but opted out. For example:

- 6 hours for a full-time employee
- 3 hours for a part-time employee working 20 hours per week

Participant contributions will be deducted from employee accounts on the following dates:

- May 19, 2017 paystub for non-exempt biweekly employees
- May 31, 2017 paystub for exempt monthly employees.

For additional details regarding Catastrophic Leave, visit the [Catastrophic Leave](#) page on the HR website.

## Want to Build on Your Leadership Skills?

Did you know that EOD offers leadership classes that build on two of our popular professional development courses? It is a great way to expand on the skills you've developed in the prerequisite courses, and ensure your learning sticks with you!

For those who have taken Communicating for Leadership Success, the Key Principles are applied to change management concepts for leaders who would like to enhance their approach in organizational change efforts. In the course Driving Change, you'll see familiar ideas from the prerequisite Communicating course, and discover three change accelerators that can be applied to the communication framework you already know.



If you've taken 7 Habits for Highly Effective People and you are a team leader or supervisor, you'll enjoy deepening those commitments and bringing your team along with you in the 7 Habits Leader Implementation course. Learn how to commit, model, and reinforce the 7 Habits in your team's culture, and incorporate them into an operating system to guide and focus all that you do. Don't let your learning fade away, build on it and make it stick! Register today in [Learning Central](#).

Sign up for Driving Change on April 19, 2017 from 8:30 am - 12:30 pm.

Sign up for 7 Habits Leader Implementation on April 28, 2017 from 8:30 am - 4:30 pm.

For more information visit the [Leadership Development Courses webpage](#), call 505-277-1555, or email [eod@unm.edu](mailto:eod@unm.edu)

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## April Thrive Thursday / Financial Friday Seminars

Where are you in your journey toward a comfortable retirement? Let's discuss it!

The April Thrive Thursday / Financial Friday seminars will help you update your goals, define your retirement income gaps, and take action on closing or narrowing them. Learn more about how inflation and market fluctuations can impact your plan. Take away practical information about the benefits, tools, and resources available through UNM to help you make progress.

The sessions are from 12:00 - 1:00 pm on Thursday, April 20 (Main Campus, Business Center, EOD 1016) and Friday, April 21 (North Campus, Domenici West, Room B116). For information, participant resources, and Skype or webinar access from your desktop or smart phone, visit the [Financial Wellness Program](#) website, [view the flyer](#), or call the HR Service Center at 505-277-MyHR (6947).

We are here to support your financial goals in 2017! Brought to you by HR Benefits.

## Non-UNM Student Hire Program for 2017

The Division of Human Resources is pleased to offer the Youth Summer Worker (YSW) and Academic Internship (AI) Programs in FY 2017. These Programs were developed to provide UNM departments with the ability to engage high school and non-UNM college students through internship opportunities. Both the Youth Summer Worker Program and the Academic Internship Program provide student recruitment opportunities by highlighting UNM as an employer and higher education institution of choice.

The chart below outlines qualifications for each job title within the Non-UNM Student Hire Program. All positions may be requested through a competitive or non-competitive process, depending on each department's unique business needs.

	Youth Summer Program Worker 1	Youth Summer Program Worker 2	Academic Intern
Min. Age Requirement	15	N/A	16
School Status	Currently enrolled in high school	High school diploma obtained no greater than 24 months prior to date of hire	Currently enrolled in high school or high school diploma obtained no greater than 24 months prior to date of hire
Students NOT Eligible	<ul style="list-style-type: none"> <li>• UNM Students</li> <li>• Students who are related to the Hiring Official or Supervisor of the position</li> </ul>		
Job Type(s)	General office/clerical	General office/clerical	Professional, typically in an Academic, Lab, Research and/or Technical capacity.
Hourly Rate	\$8.00	\$8.50	Grade 06 \$9.96 min - \$19.53 max
2017 Program Dates	5/29/17 - 8/4/17	5/15/17 - 8/11/17	Year Round

Non-UNM Student positions are subject to normal UNM Temps administrative fees. UNM Temps facilitates the Non-UNM Student Hire Process for all UNM departments, reducing the amount of time spent on the hiring process and ensuring compliance with all Child Labor Laws.

***All individuals supervising minors are required to complete a background check in compliance with [Section 4.2 of UAPPM - Policy 2205: Minors on Campus](#) - "Authorized adults who will have one-on-one contact with minors or participate in overnight activities with minors, must clear criminal background checks prior to participation in these University programs."***

Submit requests for Non-UNM Student positions via the UNM Temps request process in UNMJobs. A step-by-step guide can be found on the [Employment Knowledge Base](#). Email [UNM Temps@unm.edu](mailto:UNM Temps@unm.edu) for a copy of the guide or direct assistance with the process.

More information can be found on the [Non-UNM Student Hire Program Website](#). You can also contact the UNM Temps department for more information by calling 505-277-2013 or emailing [UNM Temps@unm.edu](mailto:UNM Temps@unm.edu).



## This is Your Brain... On Change!



Save the Dates! This summer, Employee and Organizational Development will be launching the second Leadership Bite Series with a new theme, *This is Your Brain on Change!* We'll explore the neuroscience behind change and discover what's physically going on in your brain when you experience a change. You'll learn some simple self care tips you can practice to move the process along, and how to bring about brain-friendly change for yourself and others.

Exciting, hands-on session topics are under construction, so mark your calendar now:

- Tuesday, May 2, 2017, 8:10 – 8:50 am in EOD 1016
- Wednesday, May 17, 2017, 12:10 – 12:50 pm in EOD 1018
- Thursday, June 1, 2017, 12:10 – 12:50 pm in EOD 1016
- Wednesday, June 14, 2017, 8:10 – 8:50 am in EOD 1018
- Thursday, June 29, 2017, 8:10 – 8:50 pm in EOD 1016

Special Give-Away: Come to four out of the five sessions and receive a free booklet on Organizational Change. Visit the [HR website](#) for more details coming soon!

## Blood Testing, Fitness Classes, and Lobo Triathlon

### Exercise Physiology Lab Blood Testing

**Where:** Exercise Physiology Laboratory, Johnson Center, B-143 **Cost:** Cholesterol testing - \$20 (full lipid panel); glucose testing - \$12; HbA1C - \$22 (cash or check only).

**Instructions:** Call for appointment. Eat nothing and drink only water for 12 hours before Cholesterol and Glucose testing. If only getting HbA1C, fasting is not necessary. Call 505-277-2658 for more information.

### Recreational Services Fitness Classes

Spring WOW and Works passes are on sale now! The WOW Pass cost has increased to \$135. The WOW Pass now includes an Excel Pass and a LOBOFIT workout item! Purchase yours online at Johnson Center. Visit the [Recreational Services website](#) for current fitness schedules.

### Lobo Triathlon

**What:** The Lobo Triathlon is a sprint distance race, perfect for the first time triathlete or seasoned competitor. The weekly training schedule and optional Saturday coaching sessions will prepare participants for the 5 kilometer run, 20 kilometer bike and 400 meter swim. Compete as an individual or form a team. **When:** April 9, 2017.

**Cost:** \$60 - \$85 depending on when you sign up. [Sign up early and save!](#)

## University Stadium Stair Challenge Reminder

Employee Health Promotion (EHP) is hosting the 2nd Annual *Stadium Stair Challenge* on April 29, 2017! EHP would like to help you get ready, physically and mentally, for the challenge. It's not too late to sign up for the training classes!

Put your skills to the test. On Saturday, April 29, 2017, come walk/jog/run the University Stadium stairs! [Register here](#) prior to April 7, 2017 to receive a dry fit t-shirt and a tote bag for race day! This is a timed event and there are prizes for different categories. Tuition remission is available for eligible UNM staff and faculty employees.

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

**Where:** University Stadium

**When:** April 29, 2017

**Time:** Timed Race will start at 9:00AM

**Cost:** Classes and Challenge - \$80 (tuition remission eligible)

Challenge Only - \$40 (NOT tuition remission eligible)

[REGISTER HERE!](#)

## 10-Minute Glute Workout



To kick off the Stadium Stair Challenge, we will focus on the **lower body**. This 10-minute bodyweight workout hits all those muscles that you'll use while climbing the stairs!

If you're interested in more ideas customized for your work group, contact [EHP](#). We offer a variety of stretching and strength building classes, including *Stretch Away Stress* and *Ergonomic Stretch Breaks*. We also sell resistance bands for only \$15.

## Walk Out on Work Wednesday 2017

National Walking Day is Wednesday, April 5, 2017. Employee Health Promotion (EHP) would like you to *Walk Out on Work!* EHP encourages staff and faculty to become more active. Walking is one of the easiest ways to start becoming more physically active and requires very few additional tools or resources. Each person who participates in the scheduled walks will receive an "I Walked Out on Work" sticker.



Check out the [walking schedule](#) to find a walking group near you! Walks range from a quick stroll to a long distance walk. On Wednesday, April 5, bring your walking shoes and Walk Out on Work!