

UNM at Work

YOUR MONTHLY HUMAN RESOURCE



Fall ULead Leadership Program

What is ULead?

Opportunities to lead exist at every level, from young professionals to the highly experienced. ULead is a leadership program that offers you the practical tools you need to build your leadership skills, no matter your job title.

This 8-week program will give you the confidence to explore your own abilities and connect to the broader University system.

What You'll Gain from ULead

- Strategies to influence others positively and drive change, no matter your job title
- Practical organizational tips to boost your productivity
- Skills to resolve conflicts and develop a management style that reflects your personal values, making you a thought leader in your field
- Tools for creating a resilient work/life balance
- Authentic opportunities to network with others like you across the University system

Fall 2018 Program

TOPIC: PEOPLE, PROJECTS & POSITIVE PERSUASION

DATES: Every Thursday (8 weeks) / September 13-November 1, 2018

TIME: 8 a.m. to 5 p.m.

LOCATION: Perovich Business Center

COST: ULead is a free program brought to you by UNM Employee & Organizational Development, a department of UNM Human Resources

REGISTRATION: July 30-August 17, 2018

For more information or to register, visit the [ULead website](#).

THE UNIVERSITY OF NEW MEXICO
ULead

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Timely Processing for Staff Separations

As the summer winds down and we prepare for the fall semester, we want to remind departments about the importance of the timely submission of separation ePAFs.

It is critical that employee separations be processed on a timely basis and as close to the actual end date as possible. There are significant risks associated with submitting separation paperwork late, including the possible overpayment of separating staff and continued access to Banner and UNM systems after separation.



To assist you in this process, HR has implemented a staff ePAF redesign, that simplifies and streamlines the ePAF approval process. You can find information on this redesign, as well as step by step instructions for all ePAF processes, in the [Employment Knowledge Base](#).

Tax Withholding Updates

Employee parking deductions to be withheld on post-tax basis effective August 1, 2018

On December 22, 2017, the Tax Cuts and Jobs Act (TCJA) was signed into law and included several provisions impacting qualified transportation fringe benefits. One provision eliminated employers' ability to offer parking deductions on a pre-tax basis. Consequently, all employee parking deductions will be withheld on a post-tax basis effective with the first pay received after July 31, 2018.

Employees are encouraged to refer to the "Benefits, Deductions, and Taxes" section of their pay stub for details of their withholdings. The pay stub is accessible from [MyUNM](#) by clicking on the "Staff" tab, then clicking the Pay Stub link on the "My Pay" tile.

New Mexico Tax Withholding Rate Changes

The New Mexico Taxation and Revenue Department recently released revised tax withholding rates for 2018, in order to align with the revised 2018 Internal Revenue Service tax withholding rate changes.

These rate changes will be applied beginning with employees' paychecks after July 31, 2018.

The amount of New Mexico tax withholding will vary for every employee. All employees are encouraged to refer to the "Benefits, Deductions, and Taxes" section of their pay stub for details of their withholdings. The pay stub is accessible from [MyUNM](#) by clicking on the "Staff" tab, then clicking the Pay Stub link on the "My Pay" tile.

Employees can also utilize the Payroll Calculator resource on the "My Pay" tile. The revised New Mexico tax withholding rates will be included in the Payroll Calculator beginning in August, allowing individuals to estimate their August paycheck.

While the Payroll Department is not able to calculate the impact for individual employees, they can refer to the [New Mexico Taxation and Revenue notification FYI-104](#) at this link regarding these changes.

If you have any questions, contact the Payroll Office at 505-277-2353. The Payroll office cannot give tax advice to employees, but may be able to address general questions regarding payroll taxes.

Veteran Hiring Preference Initiative

The University of New Mexico recognizes the value of the skills and experience military veterans can bring to the University.

One of UNM's immediate initiatives is to create a veteran-friendly campus. As part of this initiative, Human Resources, partnering with UNM Veteran's Resource Center, is developing a plan to provide preference to military veteran's applying for positions with the University.

To qualify, veteran applicants must have an honorable discharge in addition to meeting the minimum qualifications for the position and following all other application instructions. Veterans who meet these requirements will be granted an automatic interview.

Additionally, HR will provide updated information on the [Employee Knowledge Base](#) as well as updates to the application process and, coming soon, a new veteran's preference web page.

This and more will be covered in greater detail at the HR Forums, August 7 and 9.

Benefits Tip Corner: Retirement Overview Learning Modules

Wondering about when you might be eligible to retire with UNM? Need more information about the criteria and the process? Check out the Online Retirement Training Modules [available](#) on the HR website.

The on-line modules walk you through the rules for retiring under the New Mexico Educational Retirement Board (NMERB) or the UNM Alternative Retirement Plan (ARP).

In addition to the on-line modules, you can register for instructor led classes through [Learning Central](#). ERB Retirement 101 provides information about the ERA defined benefit plan including the retirement process and available benefit options.

If you are beginning the retirement process, you may want to enroll in the course titled *I want to Retire-NOW* that is a hands-on working session for UNM staff and faculty who are finalizing retirement applications. Contacts and resources for retirement questions are also provided.

Become more informed about the application process and benefits available to retirees.

For more information or question, contact 505-277-MyHR (6947).

So Many Perks, So Little Time!

Discounts for Faculty/Staff on Lobo Athletics & Popejoy Tickets

There are lots of perks that come with being a part of the UNM family. These two will give you discounts on your favorite entertainment venues with Lobo Athletics and Popejoy Hall.

Popejoy Season Tickets

Eligible faculty and staff, employed at least 0.5 FTE can save 50% on regular ticket prices when purchasing season tickets for Popejoy Presents events. Some restrictions apply, so be sure to check out [Popejoy Presents here](#). Deadline to purchase season tickets is Aug. 29.

Lobo Season Tickets

Eligible faculty and staff can also purchase season tickets for UNM Lobo sports. [Men's](#) and [women's](#) basketball season tickets start at just \$99.50 per seat and you are guaranteed the same great seats for all regular season games.

[Football season tickets](#) start as low as \$43. The first home game kicks off September 1. For more information on season tickets, visit [Ticket Central](#). Go Lobos!





**Employee & Organizational Development
Division of Human Resources**
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AUGUST 2018

TRAINING

Monday	Tuesday	Wednesday	Thursday	Friday
		Department Time Entry 8:30 - 12:00 1	2	7 Habits of Highly Effective People (3-Part Course) 8:30 - 4:00 3
Lobo U - New Employee Orientation 8:30 - 12:10 6	7	8	9	Banner Workshop for Advisors 9:30 - 12:30 LoboAchieve for Staff 1:00 - 3:30 10
Lobo U - New Employee Orientation 8:30 - 12:10 13	Purchasing Process for Departments Lab 8:30 - 12:00 14	LoboTime Time Manager/Supervisor 9:00 - 11:30 Retirement 101 with NMERB 10:30 - 12:00 15	16	17
Lobo U - New Employee Orientation 8:30 - 12:10 20	21	22	23	24
Lobo U - New Employee Orientation 8:30 - 12:10 27	Employee Life Cycle Management Workshop 8:30 - 3:30 28	29	Purchasing & A/P Policies & Procedures 2:00 - 4:30 30	Banner General Person Certification 8:30 - 5:00 31

Register via the [Learning Central](#) website. For more information, including cancellation policy, parking and other EOD events visit the [EOD website](#). Questions? Contact eod@unm.edu or call 505-277-1555.

August 2018 FINANCIAL WELLNESS SEMINARS

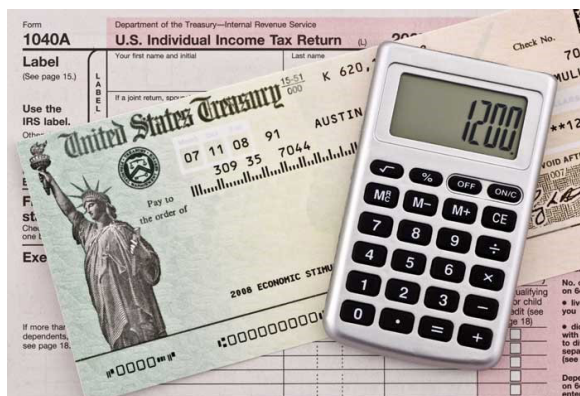
Income Tax Planning

August 30 and 31, noon to 1 p.m.

Join UNM Benefits and Edwin Fernandez, CPA/PFS and Voya Financial Advisor, to review key Federal and State tax law changes for 2018 to help you better understand **tax breaks** and deductions that may apply to your situation.

Take away **resources** to help you determine if you need to make changes now for better outcomes next **tax season**. See [the flyer](#) for more details.

Registration and virtual access are available on the Monthly [Financial Wellness Seminars webpage](#), or via links included in the flyer.



Fall WOW Pass Now Available



The World of Wellness (WOW) Passes are currently on sale for the fall 2018 semester. Each pass is \$100 and is tuition remission eligible through Health and Fitness.

Just a reminder, Johnson Center is still open during the renovation; however, there are areas that are closed and classes have been relocated. Sign up for their listserv for updates.

Visit the [UNM Recreational Services website](#) for information on classes, cost, WOW Pass forms and how to sign up for their listserv.

20-Minute Bodyweight Workout

Here's an **at-home workout** to help you rev up your fitness life. In only 20 minutes, you will work your entire body with no equipment needed. And if you are new to working out, they offer modifications for beginners so everyone can follow along.

If you are interested in more customized ideas for your work group, contact Employee Wellness. We offer a variety of stretching and strength building classes, including Stretch Away Stress and Ergonomic Stretch Breaks. We also sell SPRI resistance bands for only \$15 each.

"Tone Your Entire Body with This Bodyweight Workout" You Tube, uploaded by Employee Wellness, 18 July 2018, <https://www.popsugar.com/fitness/20-Minute-Bodyweight-Workout-Video-39712915>

