

UNM at Work

YOUR MONTHLY HUMAN RESOURCE



2017 Performance Evaluations

Performance evaluation season is here, which means it's time to begin your self-assessments (if applicable) and start preparing for your performance discussions. A full timeline for the process is provided below.

Visit the HR Website's [Performance Evaluation webpage](#) to access the Performance Evaluation form and additional resources related to performance evaluations.

NOTE: We are excited that certain groups around the University are piloting a new, online performance evaluation process this year, which we expect to roll out University-wide for 2018 performance evaluations. For pilot participants, visit the [pilot-specific Performance Evaluation webpage](#).

Please contact your [HR Consultant](#) or [Employee and Organizational Development](#) at 505-277-1555 with any questions.

2017 Performance Review Timeline

WHEN	WHAT SHOULD BE HAPPENING
NOVEMBER 20 - DECEMBER 31, 2017	<ul style="list-style-type: none"> Staff self-evaluations in progress (if applicable)
JANUARY 1, 2018 - FEBRUARY 28, 2018	<ul style="list-style-type: none"> Manager prepares his/her evaluation, building on the employee's self-assessment (if available) Manager schedules time with employees for review discussion Manager completes review and discusses with employees on or before February 28, 2018
MARCH 1, 2018	<ul style="list-style-type: none"> Final deadline for submitting completed reports to HR

Medical Care While Traveling

Learn more with this month's Benefits Tip

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The Standard's new Life, Disability, and Accidental Death & Dismemberment Insurance Enrollment Site

Beginning December 11, 2017, the Standard is transitioning the enrollment site for Life, Disability, and Accidental Death & Dismemberment (AD&D) insurance from their Benefitsolver platform to The Standard's internal, more user-friendly enrollment site known as Ready Enroll. This means that all information previously collected by the Benefitsolver site will be transferred to Standard's Ready Enroll site, including all enrollment information, beneficiary designation, and eligibility information.

If you are currently eligible or enrolled in Life, Disability, and/or AD&D and need to access Standard's Ready Enroll enrollment site to update your information, including your beneficiary designation, any time **after December 11, 2017**, you will need to register on Standard's enrollment site as a first-time user. A first-time user guide will be available on the [HR website](#) by December 11 to assist you with registering and provide instruction on how to navigate the new site.

Benefits Tip: Medical Care While Traveling

While it's a good idea to carry your medical ID with you at all times, it's particularly important to have it with you when you travel. Your medical ID card has important phone numbers and authorization information. If you're enrolled in a UNM medical plan, and will be travelling outside of New Mexico or abroad during the holidays, all UNM medical carriers participate in nationwide networks so you can go to a provider who accepts your plan.

Emergency care is covered at the in-network level anywhere within the US and internationally. If your health is in serious risk, go to the nearest hospital or call 911. If you need non-emergency services, contact the medical carrier at the number(s) listed on your medical ID card to find providers and facilities.

As you get ready for your Holiday Season travels, we recommend you review the detailed information on the [UNM Medical](#) webpages.

DECEMBER 2017 TRAINING CALENDAR

Employee & Organizational Development

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

December 2017

TRAINING

Monday	Tuesday	Wednesday	Thursday	Friday
Go to Learning Central 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 our website .				Banner General Person Certification 8:30 - 5:00 1
Lobo U - New Employee Orientation 8:30 - 12:10 4	Preventing Sexual Harassment in Your Workplace 10:00 - 12:00 5	Civil Rights at Work at UNM 8:00 - 12:00 Department Time Entry 8:30 - 12:00 Everything DiSC Management 1:00 - 4:30 6	7	Banner Workshop for Advisors 9:30 - 12:00 LoboAchieve for Staff 1:00 - 3:00 8
Lobo U - New Employee Orientation 8:30 - 12:10 11	Employee Life Cycle Management Workshop 8:30 - 3:30 12	LoboTime Time Manager/Supervisor 9:00 - 11:30 Retirement 101 with NMERB 10:30 - 12:00 13	Purchasing Process for Departments Lab 8:30 - 12:00 14	15
Lobo U - New Employee Orientation 8:30 - 12:10 18	Purchasing & A/P Policies & Procedures 2:00 - 4:30 19	20	Basics of Social Security 1:00 - 2:00 21	Winter Break UNM Closed 22
Winter Break UNM Closed 25	Winter Break UNM Closed 26	Winter Break UNM Closed 27	Winter Break UNM Closed 28	Winter Break UNM Closed 29

Register via the [Learning Central website](#)

For more information, contact eod@unm.edu or call 505-277-1555.

Payroll Corner

Payroll Employee Toolbox

Payroll is happy to announce a new **Employee Toolbox** tab on our website payroll.unm.edu. Information that is unique to active UNM employees is and will be published here, such as job aids, tips, a taxable events matrix, and more! Your NetID and password are required to log into this tab.



Mailing Address & Direct Deposit

Is your mailing address current? Please [verify and/or update your mailing address](#) to ensure your 2017 W-2 will be mailed to the correct address at the end of January 2018.

To enroll or update your direct deposit using Payroll's secure multi-factor authentication system, visit [Payroll's Direct Deposit page](#).

December Time Entry Deadlines

Due to the winter break holiday, monthly and biweekly time entry AND approvals are due early. All time must be submitted and approved by 5:00 pm on the dates below. Failure to meet these deadlines may result in employees not being paid in a timely manner.

Pay Period	Time Entry Deadline	Pay Date
Monthly (5R12) 12/1/17-12/31/17	12/14/17	12/21/17
Biweekly (2R26) 12/9/17-12/22/17	12/18/17	12/29/17

Reminders for biweekly payroll:

- Please remember to estimate biweekly time for the week of December 16 - December 22.
- Time Entry hours for Winter Break should be entered as 010 Regular Base Pay.
- Please DO NOT estimate overtime hours.

Payroll Corner, Cont.

2017 Minor Sick Leave Sell-Back

2017 minor sick leave sell-back begins November 30, 2017 and ends December 8, 2017. Only eligible employees will receive an email with instructions on how to complete the process. Please refer to [UNM Policy 3410](#), Section 12.1.1 for eligibility on the sick leave sell-back process.

2018 Payroll Timekeeper & Approver Schedule Changes

New for 2018: The deadline for Time Entry and Approvals will now be **4:00 pm** for both Biweekly Time Entry and Monthly Exception Time (formerly 5:00 pm).

Additionally, Monthly Exception Time is due on the 12th of each month unless otherwise indicated in [the schedule](#).

Time Entry Best Practices

- Timekeepers should complete time entry and submit for approval before 3:00 pm to allow Time Approvers to complete their task prior to the 4:00 pm deadline. In the event the Approver has questions or needs to Return a Timesheet for Correction, the change allows the Timekeeper more time to correct and resubmit, and the Time Approver more time to check each timesheet for accuracy. This practice will help reduce adjustments.
- Please ensure your employees who have either the Timekeeper or Time Approver BAR roles have a trained and experienced back-up who can provide support in the event the primary is not available.
- Payroll and Employment Areas need time to properly assist departments with diagnosing issues before the end of the day to avoid missing the deadline.
- The Deadline **time change** from 5:00 pm to 4:00 pm and the Exception Time Deadline **date change** will commence starting with the 2018 2R1 and 5R1 pay period deadlines.

2018 Payroll Schedule

The new 2018 Payroll Schedule is now available on the [Payroll Website](#).



Holiday Stress? Try this Three-Minute Meditation

As joyful as they can be, the winter holidays can also induce a lot of stress. The pressure for perfection, the packed-way-too-full to-do list, and the extra family time can spark a bit of internal tension, if not all-out anxiety. Something that might help? [Meditation!](#)

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



Criminal Conviction Form Update

As of January 1, 2018, departments will only need to complete the Criminal Conviction Form for the candidate that is hired. We are changing this procedure to streamline the hiring process and to address concerns from hiring officials about receiving criminal history information on everyone that is interviewed. The Criminal Conviction Form will be completed by the department and attached to UNMJobs when submitting your hire.

Holiday Schedule: Winter Break



The University of New Mexico will observe Winter Break on December 22*, and 25, 26, 27, 28, 29, 2017, and January 1 and 2*, 2018.

Here is a [complete list of other holidays](#) observed throughout the year. For more information, visit [Administrative Policies and Procedures Manual - Policy 3405: Holidays](#).

**Denotes additional holiday dates approved by the UNM President's Office*