



HUMAN
RESOURCES

UNM at Work

YOUR MONTHLY HUMAN RESOURCE

DECEMBER 2018

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Feature Story

PERFORMANCE EVALUATION & PLANNING

Step Two Completion: Dec. 1, 2018 - Jan. 31, 2019



By now, you should have completed the first step in the new PEP online process of entering or revising your 2018 PEP goals. Human Resources recommends beginning your self-evaluation, starting Monday, Dec. 3.

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 2018 goals, including supporting comments as necessary.



2019 Goals

Once your self-evaluation is complete, your next step is to enter your 2019 calendar year goals. We recommend that these goals be developed in advance by the employee and manager.

By beginning this process in December, you will have plenty of time to finalize these goals before the March 1st deadline!

Need help creating your goals? Review our [Goal Setting Job Aid](#). Remember, the PEP online process can be found on the dashboard of the UNMJobs Talent Management System. Haven't entered your 2018 goals? It's OK. [Learn more here](#).

Next Steps: Step 3 is your manager evaluation and one-on-one meetings. Watch for our January 2019 Newsletter for tips and information on a smooth one-on-one meeting.

MANDATORY TRAINING DEADLINE: DEC. 1

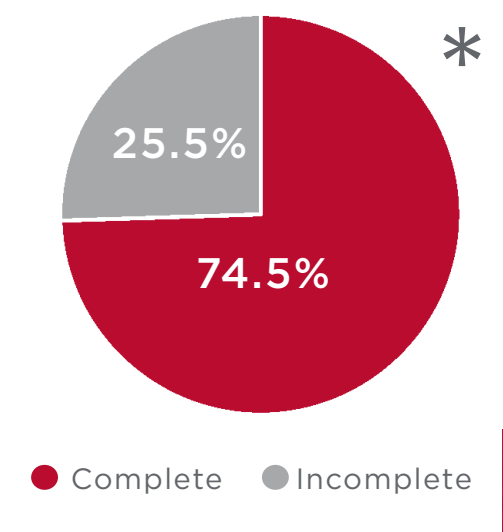
75% of UNM Employees have completed their 2018 Mandatory Training! Have you?

Mandatory Training is due **December 1!**

Three Reasons to Complete Your Mandatory Training

1. It's Mandatory.
2. UNM's agreement with the Department of Justice requires all employees complete the Intersections training annually.
3. Annual mandatory training empowers us with awareness that creates a safe, harassment-free environment.

Visit [Learning Central](#) to complete your training.



*ALL UNM DEPARTMENTS AS OF 11.26.18

Payroll Corner

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 4 p.m. 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) 12/1/18-12/31/18 | 12/12/18 | 12/20/18 |
| Biweekly (2R26) 12/8/18-12/21/18 | 12/17/18 | 12/28/18 |

Reminders for biweekly payroll:

- Please remember to **estimate biweekly time for the week of 12/17/18 - 12/21/18**
- Time entry hours for winter break should be entered as *010 Regular Base Pay*
- Please DO NOT estimate overtime hours



New Year’s Resolution: Check Your Personal Details

One way to kick off the New Year (and tax season) is to ensure your 2018 W-2 will be mailed to the correct address at the end of January 2019. Please verify and update your mailing address in LoboWeb as needed. Just log into [MyUNM](#), enter LoboWeb, and select Demographic Information to view, confirm or change your mailing address.

Now is also a good time to check in on your direct deposit. To enroll or update your direct deposit using Payroll’s secure multi-factor authentication system, visit Payroll’s [Direct Deposit](#) page. Here you’ll find instructions on how to enroll or make changes to your direct deposit.

HAVE A RELAXING WINTER BREAK!

The University of New Mexico will observe Winter Break on December 21, 24 - 28, 31, 2018, and January 1, 2019.



For more information on approved holidays, visit Administrative Policies and Procedures Manual - Policy 3405: Holidays.

2018 Minor Sick Leave Sell-Back

2018 minor sick leave sell-back begins November 29, 2018 and ends December 7, 2018. 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.

Feedback on the HR Newsletter?
Send it to hrinfo@unm.edu

Workshops Help Tackle Crucial Issues



Have an emotional or risky topic you need to address? **Crucial Conversations**, offered by the UNM Ombuds Office, will give you the tools to learn how to speak persuasively, foster teamwork, and make better decisions to resolve individual and group disagreements.

The 2 and a half day workshop focuses on building acceptance, rather than resistance, to foster open dialogue around high stakes, emotional or risky topics- at any level.

The course is open to all UNM staff, faculty who supervise staff, and their co-workers. There is a cost of \$265 per person to your department for the training materials. Per UNM policy 3700, tuition remission is not applicable.

Materials for this course are provided by VitalSmarts, developer of the Crucial Conversations training program.

To register, contact Adilene Ruiz-Olivas at aruizolivas1@unm.edu

unm.edu. Contact Anne Lightsey, Associate Ombuds for Staff, at alight01@unm.edu or 505-277-2993 for more information.

UPCOMING CRUCIAL CONVERSATIONS WORKSHOPS

Location: UNM Main Campus, Ortega Reading Room (Building 79, Room 335)

February 2019

Feb. 21 & Feb. 28 | 9 a.m. to 4:30 p.m.

March 7 | 9 a.m. to noon

April 2019

April 16 & April 23 | 9 a.m. to 4:30 p.m.

April 30 | 9 a.m. to noon

June 2019

June 5 & June 12 | 9 a.m. to 4:30 p.m.

June 19 | 9 a.m. to noon

RETIREMENT CORNER

Retiring Soon? Join the UNM Retiree Association

A study by the Transamerica Center for Retirement Studies found the median age of retirement for Americans is 62 years old, while some retire later in life, usually by age 67. If you're emotionally ready to quit working and start traveling, or just play in your garden, consider joining the UNM Retiree Association (UNMRA).

UNMRA is your voice as a retiree to UNM's administration, the Board of Regents, and the New Mexico State Legislature. UNMRA ensures retirees receive updates on new policies, or changes to policies affecting them. In particular, UNMRA pays close attention to any proposed changes in benefits for retirees. The association works closely with University authorities and state legislators

to make necessary changes that are beneficial to retirees.

And yes, you can join now! Any currently employed UNM faculty or staff member eligible for retirement or within one year of eligibility may become a member of the UNMRA.

The Association can help you with your transition to retirement and keep helping you as you enjoy the opportunities retirement offers. All retired employees, including branch campuses, foundations, and affiliated organizations of the University are eligible to apply.

Dues are \$15 per year. For more information or to join, visit retiree.unm.edu. Contact the association at retiree@unm.edu or 505-277-3187.

Benefits Tip Corner

Holiday Travel? Pack These Tips

While it is a good idea to carry your medical as well as your prescription ID card with you at all times, it is particularly important to have it with you when you travel. Your medical ID card has important phone numbers and authorization information. If you are enrolled in a UNM medical plan, and will be traveling outside of New Mexico or abroad during the holidays, below are some tips for accessing medical care while traveling.

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 are admitted to an out-of-network hospital due to an emergency, your medical care is covered at the in-network level until you are stabilized and can be transferred to an in-network facility.

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. If you have questions or concerns prior to your travel, call the number on your medical ID card for information about coverage outside of New Mexico and abroad.

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

MEDICAL REPS ON CAMPUS

Questions about your medical plan? Medical Plan Representatives will be on campus to meet one-on-one by appointment. Call (505) 277-MyHR(6947) to schedule an appointment.

DECEMBER VISITS

UNM Team Health
Tuesday, Dec. 4, 10 a.m. to 2 p.m.

BlueCross BlueShield
Thursday, Dec. 6, 10 a.m. to 2 p.m.

Presbyterian
Thursday, Dec. 13, 10 a.m. to 2 p.m.

goto.unm.edu/medicalreps



If you do not have a medical card, please contact your medical carrier. The contact information can be found on each of the [UNM Medical webpages](#).

Travel Assistance

If you are enrolled in UNM's Basic Life Insurance Plan offered through The Standard, you are automatically eligible to take advantage of Standard's comprehensive Travel Assistance Program, at no additional cost.

The Standard partners with United Healthcare Global to provide 24/7 benefits such as pre-trip assistance, medical assistance services, emergency transportation services, emergency evacuation arrangements, emergency credit card, ticket and passport replacement assistance, and many additional services.*

Family members, including your spouse or domestic partner and children through age 25, regardless of student or marital status, are also covered under the Travel Assistance Program.

Find detailed information in the [Travel Assistance brochure](#).

Need Immunizations?

UNM Student Health & Counseling (SHAC) can help faculty, staff and retirees determine an appropriate course of immunizations and medications. Visit their [Travel Health Webpage](#) for more information or call them for a comprehensive travel consultation at 505-277-3136.

* Some restrictions apply

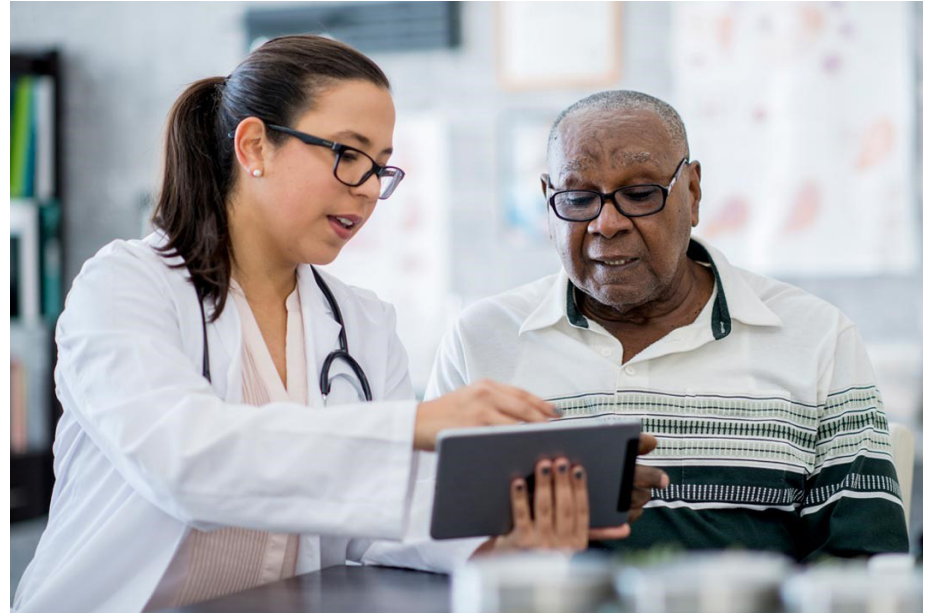
Participated in On-site Health Checkups? Don't Stop There

Did you participate in the on-site preventative health checkups this year? By December, you will receive your \$200 premium rebate, credited to your paycheck. But don't stop there. UNM Benefits and UNM Employee Wellness encourage you to maximize those results!

The On-site Preventive Health Checkups are offered to provide you with up-to-date personal health information. Your next step is to make an appointment and a commitment to working with your health care professional to review your Catapult Health checkup information and discuss areas of concern or make a plan to address any issues.

Establish and maintain a relationship with a primary care provider to partner with you in managing your health. By taking your checkup results to your appointment, you will provide important information to discuss and learn more about your health status. Don't have a primary care provider? Find one in your network here:

- [UNM Team Health](#)
- [BCBS](#)
- [Presbyterian](#)



As an UNM benefits eligible employee, Employee Wellness and UNM Benefits offer programs and services to help you achieve your personal wellbeing goals. Contact Employee Wellness at wellness@unm.edu, visit their [website](#) or follow them on [Facebook](#) for information on wellness events and activities. If you have questions about your benefits contact the HR Service Center at 505-277-MyHR (6947).



New Tool to Manage 403(b), 457(b)

We are pleased to announce enhanced features will soon be implemented for UNM's voluntary 403(b) and 457(b) Retirement Plans. A new online tool, **Retirement@Work**, is tentatively scheduled to be available on or about Jan. 14, 2019 for all active (non-student) UNM employees. The new **Retirement@Work** online tool will replace the current [Retirement Manager](#) system. You will still be able to choose the payroll deduction amount you wish to save each pay period.

The new management tool will allow you to:

- Enroll
- Choose investment providers
- Make changes to payroll contributions and investments
- Explore plan options including rollovers, transfers, loans and withdrawals

Blackout Period

As we make progress on this change, we anticipate that Dec. 13 will be the last day to submit changes through [Retirement Manager](#). From approximately Dec. 13 through Jan. 13, 2019, you will not be able to change your contribution amount or enroll in the plans. During this brief "blackout" period, contact your investment provider directly to access your account, request fund transfers, update your beneficiary or review investment performance.

More information and details about the transition to Retirement@Work, contact UNM Benefits at benefits@unm.edu or 505-277-6947.

Your Professional Development



EMPLOYEE &
ORGANIZATIONAL
DEVELOPMENT

Employee & Organizational Development
Division of Human Resources
1700 Lomas Blvd NE, Suite 1200
MSC01 1222 | 505-277-1555

DECEMBER 2018

TRAINING

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--|---|---|---|
| Lobo U - New Employee Orientation 8:30 - 12:10 3 | 4 | Customer Care: A Service YOU Provide 8:30 - 11:30 Department Time Entry 8:30 - 12:00 5 | 6 | Banner Workshop for Advisors 9:30 - 12:00 LoboAchieve for Staff 1:00 - 3:00 7 |
| Lobo U - New Employee Orientation 8:30 - 12:10 10 | Employee Life Cycle Management Workshop 8:30 - 3:30 11 | LoboTime Time Manager/Supervisor Training 9:00 - 11:30 Retirement 101 with NMERB 10:30 - 12:00 12 | Purchasing Process for Departments Lab 8:30 - 12:00 Project Management Essentials for the Unofficial Project Manager 8:30 - 5:00 13 | 14 |
| Lobo U - New Employee Orientation 8:30 - 12:10 17 | Purchasing & A/P Policies & Procedures 2:00 - 4:30 18 | 19 | 20 | Winter Break UNM Closed 21 |
| Winter Break UNM Closed 24 | Winter Break UNM Closed 25 | Winter Break UNM Closed 26 | Winter Break UNM Closed 27 | Winter Break UNM Closed 28 |
| Winter Break UNM Closed 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. | | | |

Your Professional Development

EOD SPOTLIGHT: Workplace Stress & the Holidays



Workplace stress doesn't take time off during the holidays. Absenteeism, low productivity, and a personal "to do" list as long as Santa's can tap your energy and motivation. This month EOD offers some top tips to help manage holiday stress in the workplace.

- 1. Create an end-of-year plan.** Create a game plan for managing your health and priorities at work. Bullet point your objectives, including your sleep, exercise and social connections. By writing it down you can refer to it when schedules become distracting.
- 2. Talk about your goals with others.** Talk to others about your game plan, which helps keep you accountable and helps you strategize with others.
- 3. Put time aside for yourself.** It's OK to be selfish and give yourself some undivided attention. Get away from your desk and take a walk outside, listen to your favorite music, or just take a few intentional minutes to de-stress. (Online shopping or looking at Instagram doesn't count.)
- 4. Know your boundaries and stick to them.** You don't have to do everything and be everywhere. Decide what events are important to you and don't feel pressured to show up.
- 5. Use the slower work pace to your advantage.** Instead of getting frustrated that everyone else is slow to respond or are away, use this time to take a deep breath, slow down, and work on your goals or get a more creative perspective.

EOD's mission is to be a partner in designing and delivering customized professional development solutions to the UNM community. Contact us for training, coaching, and facilitation services for your organizational and personal growth at eod@unm.edu.

MANAGING THE HOLIDAY WORKLOAD

Employee Wellness offers a few suggestions on managing the holiday workload.

Gift Giving

- Focus on the point of gift-giving
- Make a list of everyone you need to buy for
- Shop at stores where you can buy gifts for many on your list

Holiday Expenses

- Set a budget and stick to it
- Check your emotions at the store door
- Find alternative ways to give gifts such as homemade gifts or food

Lack of Time

- Prioritize your invite obligations- you can say no!
- Cook and freeze food ahead of time
- Delegate!

Expectations

- Be realistic- everything will not be perfect
- Expect some challenges
- Relish traditions- focus on old ones or create new ones

Coping with Holiday Blues

- Spend time with people who care about you
- Focus on the good things you have now, instead of in the past
- Stay active- get out and go for a walk!

Check out the [Employee Wellness Stress Management website](https://www.inc.com/anna-meyer/5-tips-for-managing-stress-over-holidays.html) for resources to help manage stress as an important part of your healthy lifestyle or contact Employee Wellness at wellness@unm.edu.

5 tips for Managing Stress Over the Holidays. <https://www.inc.com/anna-meyer/5-tips-for-managing-stress-over-holidays.html>, Nov. 1, 2018



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