



**HUMAN  
RESOURCES**



# **UNM at Work**

**YOUR MONTHLY HUMAN RESOURCE**

**DECEMBER 2019**

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# Feature News

## Opt In for Electronic W-2/1095-C

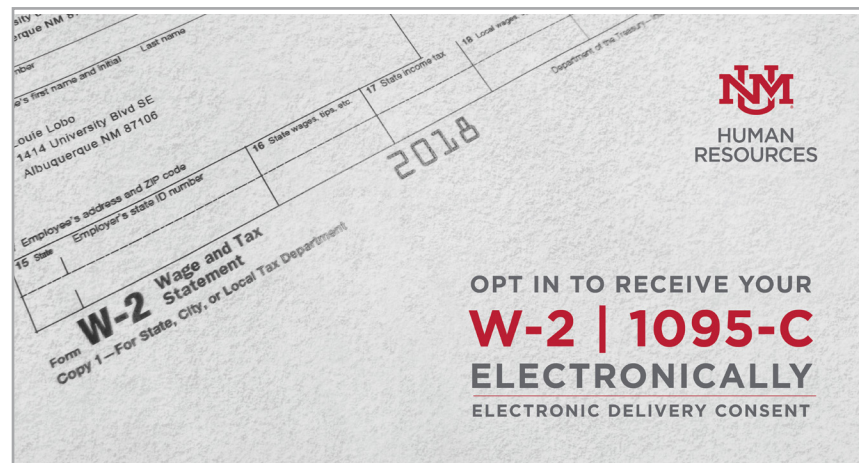
As an active UNM employee, you may now opt in to receive your W-2 and 1095-C forms electronically through LoboWeb.

This new initiative will improve your online experience, further protect your personal data, and achieve more efficiency by reducing paper and mailing costs for UNM.

Deadline to complete your electronic consent is midnight, Wednesday, Jan. 15, 2020.

You are not required to consent to electronic distribution, but you must provide electronic consent for UNM to provide forms to you electronically. If you consent to receive your 2019 form(s) electronically, it's important to remember that you **will not** receive paper copies.

If you do not consent, paper forms will be mailed via U.S. Postal Service to your home address on record no later than Jan. 31, 2020.



### Benefits of Receiving W-2 and 1095-C Electronically

- Eliminates the chance that your forms, containing your social security number, could be stolen from your mailbox, lost, or delayed.
- Earlier access, bypassing mail time.
- Regular access from anywhere you have an internet connection.

How can you complete the “Electronic Regulatory Consent” election?

1. Login to [MyUNM](#)
2. Click on the “Enter LoboWeb” button
3. Click on the “Tax Forms” link under the Employee tab
4. Login using the DUO multi-factor authentication process
5. Select “Electronic Regulatory Consent”
6. If you want access to your 2019 forms electronically going forward, click on the “My Choice” check box and “Submit”
7. You will receive an email notification in 2020 when your forms are ready to be accessed

The Internal Revenue Service (IRS) annually requires that all employees are issued a Form W-2 and Form 1095-C, if applicable. Although UNM has traditionally mailed these forms, the IRS also allows electronic distribution.

### What if I want to continue to receive my tax forms via U.S. Mail?

You do not have to do anything other than verify your mailing address on file is correct. Active employees and retirees can update their address through Demographic Self Service.

Questions? Contact UNM Payroll at [pay@unm.edu](mailto:pay@unm.edu) or UNM Benefits at [HRBenefits@unm.edu](mailto:HRBenefits@unm.edu).

## MANDATORY TRAINING DEADLINE: DEC. 1

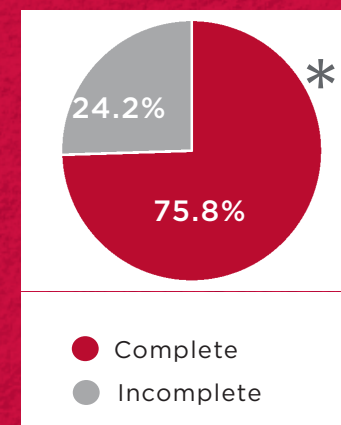
**75% of UNM Employees have completed their 2019 Mandatory Training! Have you?**

**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 11.25.19

## Payroll Corner

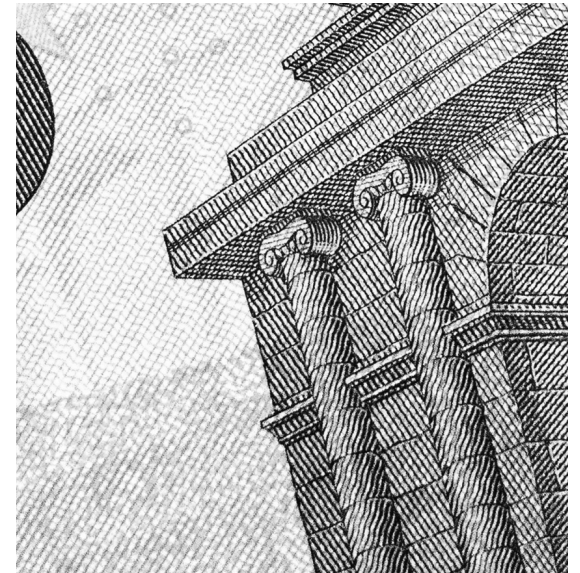
### December Time Entry Deadlines

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) 12/1/19-12/31/19	12/12/19	12/20/19
Biweekly (2R26) 12/7/19-12/21/19	12/17/19	12/27/19

Reminders for biweekly payroll:

- Please remember to **estimate biweekly time for the week of 12/17/19 - 12/20/19**
- 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 2019 W-2 will be mailed to the correct address, especially if you choose to have it mailed to you at the end of January 2020 (Though we definitely encourage opting in for the new electronic version. See Page 2.) 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 Dec. 23-27, 30-31, 2019, and Jan. 1, 2020.



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

### 2019 Minor Sick Leave Sell-Back

2019 minor sick leave sell-back begins Dec. 2 and ends Dec. 6. 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](mailto:hrinfo@unm.edu)**

## IT Corner: 'Tis the Season for Computer Viruses

The holiday shopping season is here! At this time of the year we see an increase in virus and malware infections on our computers.

Here are a few tips from UNM IT to keep your computer safe through the season.

- When going online, do not access any disreputable websites for holiday shopping. You should always use secure websites that have “https://...”. This guarantees the communication on the site is encrypted.
- Be cautious- even reputable websites might have ads that re-direct you to a different site which may not be secure.
- It's not just online shopping. Spam email is another source for viruses and malware, which increase during the holiday season. If you do not know the sender, it is *probably not safe*. Never click on links in an email from an unknown sender.
- If you suspect the email is spam, **DO NOT** forward the email to spamdrop. Instead, send an email



to [spamdrop@unm.edu](mailto:spamdrop@unm.edu) with the spam mail **as an attachment**.

- Check out the [Information Security & Privacy Office](#) lists for up-to-date information on recently reported spam/phishing emails.
- Shut down all computers, monitors, and printers during the Winter Break. Shutting down all electronic equipment prevents hackers from using a machine as a gateway to attack our servers and UNM network as well as saving energy.

Working from home over the break? Test your laptop connection now! If you discover issues with connectivity, open a [help ticket](#) no later than **Dec. 9**.

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## The University Club: UNM's Home for Faculty and Staff

The [University Club](#) serves as a relaxing environment for staff and faculty- a place to socialize, grab lunch, meet for happy hour or hold meetings in one of several cozy meeting spaces.

The University Club offers members and non-members a daily lunch buffet from 11 a.m. to 1:30 p.m., Monday through Friday, and happy hour Thursdays, 4 to 6 p.m., and Fridays, 4 to 7 p.m. Check out the weekly buffet menu [here](#). Club members and non-members are welcome!



### Become a Member

All current and retired UNM faculty and staff are eligible to become members, including post-docs. Membership is \$7 per month via payroll deduction and includes:

- Member discounts and loyalty program. Buy 9 and get 10th buffet free!
- Members can access the club with Lobo I.D. Monday through Wednesday, 9 a.m. to 5 p.m.; Thursday, 9 a.m. to 6 p.m.; and Friday 9 a.m. to 7 p.m.
- Members enjoy complimentary coffee, popcorn, and two hours of conference room reservations.
- And much more.

To become a member, visit the [University Club](#).

### Stop in During Hanging of the Greens!

While you are out enjoying the [Hanging of the Greens](#), be sure to make the University Club one of your stops for their member appreciation and open house, Dec. 6 from 4 to 7 p.m. All member and non-member UNM Staff and Faculty are welcome. Complimentary appetizers and non-alcoholic beverages will be provided.

## Benefits Tip Corner

### Holiday Travel? Pack These Tips

While it is a good idea to carry your medical 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, 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 at serious risk, go to the nearest hospital or call 911 (US & Canada only). Visit the [U.S. State Department](#) for international emergency numbers.

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 & JANUARY VISITS

##### **LoboHealth**

Thursday | Dec. 5 | 10 a.m. - 2 p.m.  
Thursday | Jan. 9 | 10 a.m. - 2 p.m.

##### **Presbyterian**

Thursday | Dec. 12 | 10 a.m. - 2 p.m.  
Thursday | Jan. 16 | 10 a.m. - 2 p.m.

[goto.unm.edu/medicalreps](http://goto.unm.edu/medicalreps)



If you do not have a medical ID card, download your carrier's mobile app ([BCBSNM](#) or [Presbyterian](#)) for easy access to your ID card and other information. You may also contact your medical carrier prior to your travel to order a new card (7 to 10-day processing time). The contact information can be found on each of the [UNM Medical webpages](#).

### Travel Assistance

If you are covered under a Hartford Group Policy with UNM Life, Disability or AD&D, you are automatically eligible to take advantage of [Hartford's Travel Assistance Services program](#).

The Hartford partners with Europ Assistance USA to provide 24/7 benefits such as pre-trip information, medical assistance services, medical evacuation arrangements, emergency travel arrangements, emergency cash, 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.

**Traveling Abroad?** Check out the travel insurance options offered for all staff and faculty through [Safety & Risk Services](#).

### 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

# Your Wellness

## Register Now: *Show Your Heart Some Love* Step Challenge

Join the Challenge and Improve your Health in the New Year!

Already thinking about your fitness goals for 2020? Want to learn more about how to improve your physical, nutritional and heart health?

Start the year off right with the *Show Your Heart Some Love* Step Challenge! UNM Employee Wellness and HSC Wellness have teamed up to host this step challenge coming Feb. 17 - March 6, 2020.

Benefit eligible faculty and/or staff who register **NOW** for this challenge will receive educational support, entrance into the team challenge and the opportunity to receive a **Fitbit** to track their progress!

### The Challenge

10 to 20 people will be placed on teams based on fitness level. The team with the most steps in each fitness level will receive prizes.

### Eligible Participants Can Use Tuition Remission

Cost for the step challenge is \$65, which includes educational support, entrance into the team challenge



### FEBRUARY IS AMERICAN HEART MONTH!

and opportunity to receive a Fitbit **while supplies last** (Fitbit distribution in early 2020). Submit your tuition remission\* [HERE!](#)

Registration for the Step Challenge will open **Jan. 2**. See more details in the January newsletter.

Questions? Contact Employee Wellness at [wellness@unm.edu](mailto:wellness@unm.edu) or 505.272.4460.

\*Tuition remission must be successfully processed. Be sure to check your account for holds before submitting.

## Get Moving

### 3-Minute Holiday Meditation

OK, we aren't really featuring a movement activity this month, but a quick break to meditate and chill during the hectic holiday season feels as good as a trip to the gym!

Take a few minutes to close your eyes, breathe, and find your center with this [practical meditation](#) by Gabby Bernstein, as part of a [Lululemon meditation series](#).

Also, check out the Page 8 article, brought to you by Employee Wellness and EOD, to discover more tips on keeping your stress low during the holiday season.

Need more help dealing with stress? Contact [Employee Wellness](#) for an individual consultation.

"Breath In Calm," uploaded by Employee Wellness 26 November, 2019, <https://shop.lululemon.com/story/breathe-it-all-in?mnid=mn:en-US-JSON:breathe>



### Employee Wellness 2020 Ideas

What type of Employee Wellness activities would you like to see in 2020? Contact us with your ideas and help us create more great programs in 2020.

[wellness@unm.edu](mailto:wellness@unm.edu)

# Your Professional Development

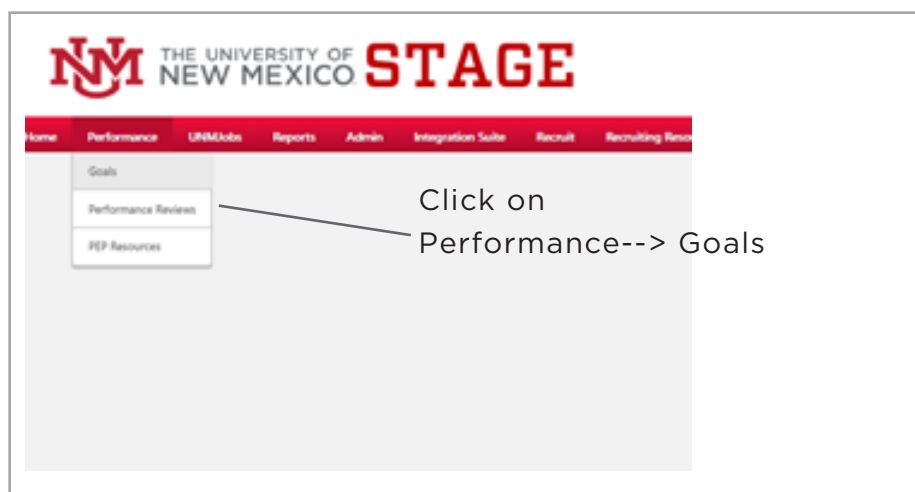
## Performance Evaluation: Check Your Goals Before the Self-Evaluation

Sometimes our goals change during the year or we were unable to complete them due to a variety of circumstances.

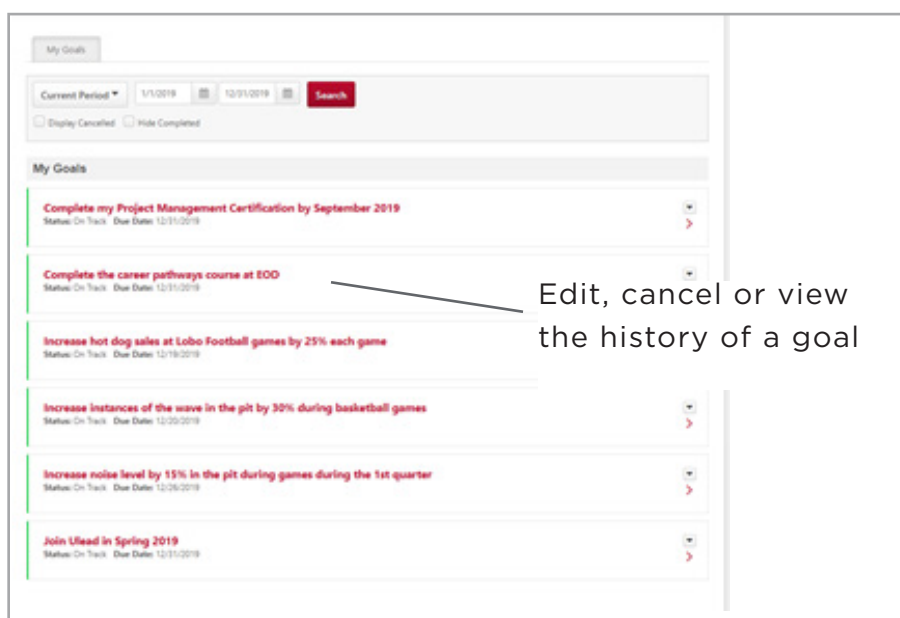
When this happens we want to make sure we have edited or even canceled the goal if necessary before we do our goal evaluation.

Keep in mind that you can edit and update goals throughout the year so that you are evaluating the most accurate and current goals. There is no way in the system to “Delete” a goal, so canceled goals will still show up in the review - you just don’t need to evaluate them. We recommend editing a goal over canceling it.

### Editing Your Goals



Look over your goals and make sure that they are current and accurate. From this screen you can click on the drop down next to the goal you need to update and either “edit” or “cancel” the goal. You can also view the history for each goal from this drop down as well.



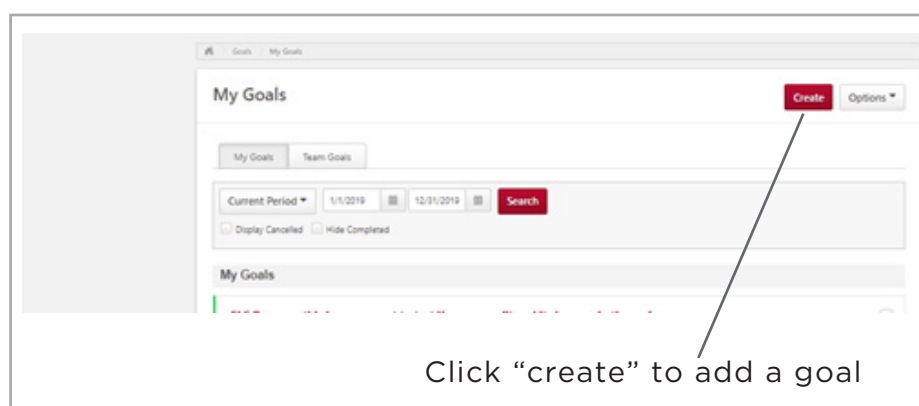
Make any edits or cancel and submit. Remember the canceled goal will still show up in the review- you just don’t need to evaluate it.

### Adding a Goal

You may need to add a goal if you worked on a goal that was not entered during the 2019 goal planning in the 2018 PEP.

To add a goal go to the Performance->Goals page and click on the red “create” button in the upper right corner.

You will create the goal and make sure the date range is 1/1/2019-12/31/2019. Once you have entered in the information, click “Submit” and this new goal will show up in the PEP for you to evaluate.



Questions? Contact EOD at [eod@unm.edu](mailto:eod@unm.edu) or 505-277-1555.

## EOD December Course Spotlight

Did you know EOD offers over 30 online and in-person professional development courses? Here is a sample of one of the many great classes offered this month.

### Communicating with Impact (EOD701) Online Course

This foundational course provides individuals with a powerful set of interaction skills that enables them to communicate more effectively with colleagues and customers and, in the process, build trust, strengthen partnerships, and achieve desired results.

For this class and more, visit and register at [Learning Central](#).

# Your Professional Development



## EOD Spotlight

### RELAX...It's Just the Holidays!

Employee & Organizational Development and Employee Wellness have teamed up to support you with tools to manage a calmer holiday season. The holidays command much of your time and energy. Navigate your self-care with the Relaxation Response Instructions and the 12-Days of Self-Care Calendar.

#### Relaxation Response

By activating the “Relaxation Response,” you can lower your heart rate, breathing rate and metabolism with your thoughts, a practice developed by Harvard Professor, [Dr. Herbert Benson](#).

First, **rank your stress**. Determine your stress number by ranking your current stress level. Don't over think it but rather give it a value right now with zero = no tension or anxiety at all and 10 = Panic Attack or Nervous System Shutdown.

Take a moment to learn the following reset steps until you can do them from memory. Perform each step through four cycles and then give your stress level a ranking based on the same value scale as your original assessment.

- Breathe deeply and slowly, through your nose, to the count of four
- Hold that breath in for a count of four
- Breathe out to the count of six
- Repeat this cycle three more times

If your second value is lower than the first value, you've made progress! Repeat the practice if your values remained unchanged or your second stress rank was higher than your first.

#### 12 Days of Self-Care

During winter break, a brief but concerted focus on self-care can deliberately improve emotional, mental and physical health. The 12 Days of Self-Care Calendar provided a gift of circling the moment back around to you with a calming activity and daily reminder to invest in your well-being.

[EOD](#) and [Employee Wellness](#) have resources to support you and your department, ranging from courses, department facilitations, one-on-one consultation and other activities. Visit either website for more information.

### Congrats ULead Fall 2019 Cohort

Congratulations to 21 engaged participants who completed the ULead Fall 2019 program.

After eight weeks of networking and learning together, the participants presented their team projects on Oct. 30, sharing initiatives to address financial integrity, efficient lighting alternatives, student recruitment and staff engagement through the creation of a culture of feedback.

Please join EOD in congratulating the commitment and accomplishments of these [individuals](#).







# UNM at Work

YOUR MONTHLY HUMAN RESOURCE

PUBLISHED BY THE UNM DIVISION OF HUMAN RESOURCES

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## Questions? Contact Us!

### UNM HR is located at:

Perovich Business Center  
1700 Lomas Boulevard N.E.  
Albuquerque, NM 87131

### UNM HR Mailing Address:

MSC01 1220  
1 University of New Mexico  
Albuquerque, NM 87131-0001

[hr.unm.edu](http://hr.unm.edu)  
**505-277-MyHR (6947)**

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## GET SOCIAL

UNMJobs

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 [@UNMJOB](https://twitter.com/UNMJOB)

Employee Wellness

 [@UNMEmployeeWellness](https://www.facebook.com/UNMEmployeeWellness)

 [@UNMWellness](https://twitter.com/UNMWellness)