

# UNM at Work

## YOUR MONTHLY HUMAN RESOURCE



## New Federal Tax Withholding Rates



With the passage of the Tax Cuts and Jobs Act of 2017, the Internal Revenue Service (IRS) recently released the new federal tax withholding tables effective for 2018. UNM Payroll and IT have applied the new tables in the Banner system. The new tax tables impact the amount of federal taxes withheld per paycheck. Most UNM employees may see an increase in net pay due to lower federal tax withholding, but this is no guarantee as each employee's situation is unique. Biweekly pay on

1/26/18 and monthly pay on 1/31/18 will reflect the new tax withholding rates.

*Employees may choose to adjust their federal tax withholding by submitting a new W-4 form (Employee's Withholding Allowance Certificate), but the IRS has indicated that employees are not required to submit a new W-4 form at this time.*

As a reminder, Payroll and IT created a very useful tool called the "MyPay" tile on MyUNM as a one-stop resource for employees. **Employees who choose to update their Form W-4 should do so via the "MyPay" tile.** The MyPay tile also provides access to your Pay Stub, Payroll Calculator, Direct Deposit, Address Change, W-2, and more. Be sure to make use of the Payroll Calculator, which allows you to see in real time how changes in withholding allowances, deductions, and filing status can impact their paycheck. The Payroll Calculator was updated on January 26 to utilize the new 2018 federal withholding rates.

To access MyPay and the W-4:

1. Click on the Staff tab in [MyUNM](#)
2. Click on the MyPay tile > select W-4

Tax Information	Training Calendar	Financial Wellness	Employee Wellness
W-2 forms and more	See what EOD has to offer this month	How will the new tax laws impact you?	New name, same great services!
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## 2017 W-2 Forms

Your 2017 Form W-2 has been mailed to your address currently on file with UNM. If you have not received your 2017 W-2 by February 12, 2018, please [contact the Payroll Office](#).

- You can use the 2017 W-2 calculation worksheet located within "Employee Toolbox" on the [Payroll website](#) to better understand the calculations used for your 2017 Form W-2. Please refer to your final paystub from 2017 when using this worksheet.
- You can access your 2017 Form W-2 in [LoboWeb](#). This copy is for informational purposes only and cannot be filed with your tax return, because your social security number is only partially displayed.

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## Affordable Care Act (ACA) Reporting and Your 2017 Income Tax Return

The Internal Revenue Service (IRS) has once again [extended the deadline](#) from January 31 to March 2, 2018 for employers to issue 1095-C Forms for 2017 to their employees. UNM will mail the required 1095-C Form to you on or before March 2, 2018.

While the information on the Form 1095-C may assist you in preparing your tax returns, **it is not necessary to wait to receive this form from UNM to file your individual income tax return.** You should file your return as you normally would.

The Division of Human Resources cannot provide tax advice, and recommends you speak with your tax advisor if you have any questions regarding filing your income tax return.

Questions? Call 505-277-MyHR (6947) and one of our HR Service Representatives will assist you.

## FEBRUARY 2018 TRAINING CALENDAR

## Employee &amp; Organizational Development

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

## February 2018

## TRAINING

Monday	Tuesday	Wednesday	Thursday	Friday
<p>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>.</p>			Lifesteps Weight Management Program - Spring 2018 (Main Campus) 12:00 - 1:00	Banner Workshop for Advisors 9:30 - 12:30 LoboAchieve for Staff 1:00 - 3:00
Lobo U - New Employee Orientation 8:30 - 12:10		Emotional Intelligence in the Workplace 8:30 - 12:00 Mastering the Change Curve 1:00 - 4:30		
Lobo U - New Employee Orientation 8:30 - 12:10	Department Time Entry 8:30 - 12:00 The UNM Retirement Process: An Overview 10:00 - 12:30	LoboTime Time Manager/Supervisor Training 9:00 - 11:30 I want to retire - NOW 12:00 - 1:30	Purchasing Process for Departments Lab 8:30 - 12:00	
Lobo U - New Employee Orientation 8:30 - 12:10	Are You "Well" Aware?... Tips for a healthier you! 8:30 - 11:30 Purchasing & A/P Policies & Procedures 2:00 - 4:30	Retirement 101 with NMERB 10:30 - 12:00		
Lobo U - New Employee Orientation 8:30 - 12:10	Employee Life Cycle Management Workshop 8:30 - 3:30			

Register via the [Learning Central website](#)

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

## Financial Wellness February 2018

### Tax Planning Update: How Will The New Tax Laws Impact You?

Join UNM Financial Wellness and Edwin Fernandez, CPA-PFS with Voya/Legacy Financial Group, as we provide strategies to reduce your taxable income, lower your income taxes, and understand how the new income tax laws and rates may impact your tax situation. Gain a better understanding of your “top marginal tax bracket” and decide what actions to take now and in the future.

See the [event flyer](#) for more details on this free session from 12:00 – 1:00 pm on February 22 and 23, 2018.

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

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## Employee Health Promotion becomes Employee Wellness!

As of February 1, 2018, Employee Health Promotion will officially be known as Employee Wellness. Our name change is intended to better reflect our commitment to promoting wellness for benefits-eligible employees, their dependents, and retired employees.

Along with our new name, we have a fresh new logo and a new email account: [wellness@unm.edu](mailto:wellness@unm.edu). Contact us to see how we can help you find wellness in 2018!



**EMPLOYEE  
WELLNESS**

### ***A little bit about what we do....***

We offer comprehensive wellness services as a proactive approach in aiding employees on their path to a healthier lifestyle. Our Health Education Consultants work with department wellness ambassadors to help support and sustain a healthy culture of wellness across all campuses via nutrition, fitness, and stress management programming. Through University-wide annual wellness programs, health education courses, and one-on-one consultation sessions with a certified fitness trainer or registered dietitian, Employee Wellness is committed to your wellbeing at UNM.

Visit [hr.unm.edu/wellness](http://hr.unm.edu/wellness) for more information on our services and to meet our excellent team of Health Educators and Consultants. Seek out the Employee Wellness logo across campus to guide you to a healthier lifestyle, and be on the lookout for future programs and services in 2018!

## 30-Minute Power Yoga

A [good yoga flow](#), when the poses are connected into a flowing sequence directed by your breath, makes for a great two-in-one workout providing flexibility training and strength training all at once. This 30-minute yoga session, led by Jess Taras, is a full-body yoga-flow workout targeting the butt and core that lengthens while it strengthens. Focusing on your breath adds a de-stressing element. Grab a mat, press play, and get ready to feel grounded and strong.



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

## New Mexico Jackpot Challenge

Employee Wellness is teaming up with HealthyWage to bring the [New Mexico Jackpot Challenge](#) to UNM! It's a 12-week challenge where teams work to achieve an average weight loss of 6% or more and win a share of the jackpot!

Gather your coworkers, friends, and family together to create a team of 4-9 people. If you don't have a team, HealthyWage will match you up with one. Connect to the interactive dashboard and free mobile app to gain tips and support from HealthyWage coaches, chat with your teammates, and check personal and team stats. Lose weight and gain a healthier lifestyle in a fun and effective environment.

During this year's [Jackpot Challenge](#), UNM will be competing against New Mexico State University, Las Cruces Public Schools, and Farmington Public Schools.

Form a team and Go for the Gold! The challenge starts on February 16, 2018 and ends May 11, 2018.

[Sign up here!](#)



## Stadium Stair Challenge and Training



Employee Wellness is hosting the 3rd Annual [Stadium Stair Challenge](#) on April 28, 2018! We are offering a six-week training course in March and April to help you reach your max fitness potential.

A new feature has been added to this year's training! Every participant will have access to the Stadium Stair Challenge private Facebook group. Employee Wellness's Registered Dietitian, Reed

Vawter, will focus on sports nutrition by discussing nutrient timing, food choices, and hydration to optimize your training and performance. Employee Wellness's Lauren Lewis, NASM-CPT, will lead training sessions on proper stairclimbing technique, offer tips on injury prevention, and motivate you to perform your best! Certified yoga instructor Michelle Ritter will lead a yoga session the Tuesday prior to the Challenge, to help you focus your energy and facilitate your post-race recovery. This sport-specific programming will ensure you are ready for race day!

Put your skills to the test! On Saturday, April 28, 2018, come walk/jog/run the Dreamstyle Stadium stairs! Register prior to April 11, 2018 to receive a dry fit t-shirt and a tote bag for race day! Prizes will be awarded in a variety of categories. Tuition remission is available for eligible UNM staff and faculty employees. Use Promo Code **UNMTR** when registering.

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

**Where:** Dreamstyle Stadium

**When:** April 28, 2018

**Time:** Timed race starts at 9:00 am

**Cost:** Training and Challenge - \$80 (tuition remission eligible) Promo Code **UNMTR**  
Challenge ONLY - Register early for a discount! (NOT tuition remission eligible)

**How:** [Register Here!](#)

For more information visit the [Stadium Stair Challenge website](#)