



HUMAN
RESOURCES

UNM

UNM at Work

YOUR MONTHLY HUMAN RESOURCE

FEBRUARY 2019

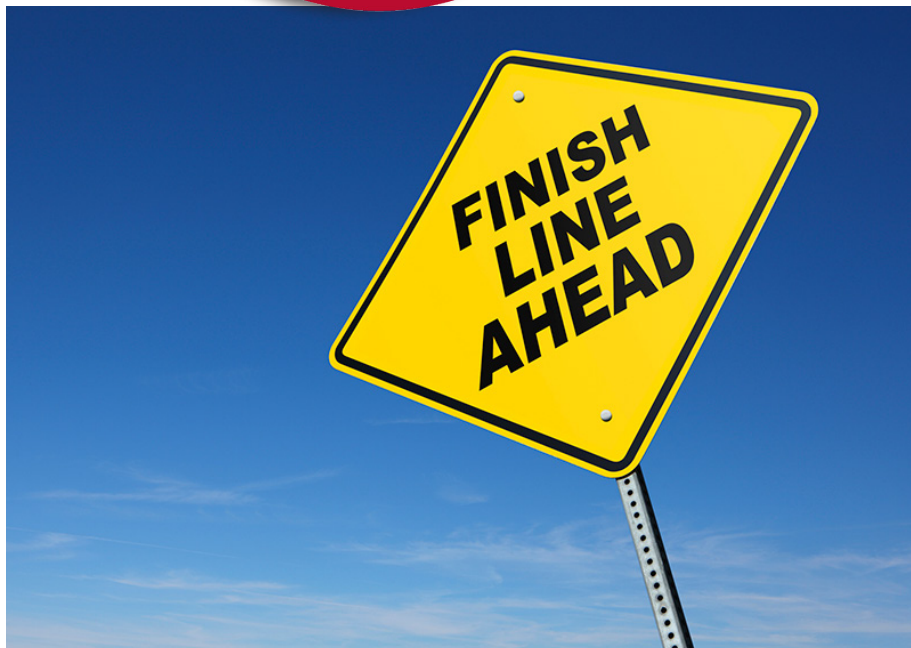
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Feature Story

100%

PERFORMANCE EVALUATION & PLANNING
BY MARCH 1ST
UNMJOBS.UNM.EDU



By now, you should be in the final stage of the annual evaluation process- the PEP. To recap, here are the steps to be completed for both managers and employees:

Step 1: Employee enters 2018 PEP Goals under Performance Evaluation Tasks in unmjobs.unm.edu.

Step 2: Employee completes the Self-Evaluation,

rating performance and entering 2019 goals.

Step 3:

- Manager completes employee evaluation for all direct reports.
- Manager meets individually with direct reports for the in-person PEP review and discussion. (Check out last month's newsletter with tips on how to [Turn Employee Reviews into Meaningful Conversations](#).)
- Manager and employee electronically sign evaluation.

PEP Deadline: March 1

The deadline for PEP is coming up quickly. Be sure to give plenty of time for completing your evaluations and ample time dedicated to your in-person meetings.

Need help with the new system? HR has [several resources](#) including FAQs, training videos and in-person work sessions scheduled throughout the month to help you with a successful PEP.

UNM Gives Campaign Raises More than \$950,000



The University of New Mexico raised **more than \$950,000** as part of its recent UNM Gives campaign in support of the UNM Foundation and United Way of Central New Mexico.

Nearly **900 faculty and staff** donated to this year's campaign including UNM, UNM Foundation, UNM

Hospital, UNM Retirees, UNM Medical Group and Sandoval Regional Medical Center. The total amount was almost **\$215,000 more** than UNM raised in 2017.

Two departments were recognized with a pizza party sponsored by Saggio's for their efforts as part of the UNM Gives campaign. On main campus, the College of Arts and Sciences administrative support group had a campaign-high **32 percent** participation rate, while the HSC's Department of Pediatrics raised a campaign-high \$29,474 for a department.

For additional information on the campaign, visit [UNM Gives](#).

Be ^{UNM}
Kind



Celebrate Random Acts of
Kindness

Feb. 11-15 @bekindunm

Random Acts of Kindness Week, Feb. 11-15

For the 10th year, the Division of Student Affairs is partnering with the UNM BeKind Committee to celebrate random acts of kindness Feb. 11-15.

Teddy Bear Drive

The BeKind Committee is also partnering with Nusenda Credit Union and UNM campus departments to host a teddy bear drive which runs from Feb. 4-15 to benefit the Albuquerque Police Department and Albuquerque Fire and Rescue.

The bears are used throughout the year on patrols and calls and also put in gift baskets for families at Christmas time. The teddy bears and other toys will be collected during events held on The University of New Mexico campus and at Lobo basketball games during the month of February.

Visit the [BeKind page](#) for more information on events, activities, and simple random **acts of kindness ideas**.

Payroll Corner

Your W-2 Now Available

UNM Payroll has **mailed** your 2018 Form W-2 to the address currently on file with UNM. Questions about your W-2? Here are two helpful tools:

- The 2018 W-2 **calculation worksheet** located within “Employee Toolbox” on the Payroll website can help you better understand the calculations used for your 2018 Form W-2. Please refer to your final pay stub from 2018 when using this worksheet.
- You can access your 2018 Form W-2 in Loboweb any time. This copy is for informational purposes only and cannot be filed with your tax return because your social security number is only partially displayed.

If you have not received your 2018 W-2 by Feb. 12, please contact the [Payroll Office](#).

Tax Prep

The Payroll Department cannot provide investment or tax advice to employees. That said, visit the [Payroll Page](#) for resources and links for your taxes including IRS Scam Information, NM Taxation & Revenue and more!

Questions about some of your other tax forms? Below are the departments to contact for each:

- Form 1095C - Contact Human Resources - Phone: 505-277-MyHR (6947)
- Form 1098T - Contact Bursars - Phone: 505-277-5363
- Form 1099-Misc - Contact Accounts Payable - Phone: 505-277-2014
- Form 1099R - Contact your Retirement Provider

Are you eligible for the Earned Income Tax Credit? Visit www.irs.gov/eitc to find out.

Review Your W-4 Withholdings

How much you pay in taxes is determined by your Form W-4. If your W-4 is not accurate, you can end up having too little or too much withheld from your paycheck.

The IRS recommends you reevaluate this every year, especially if you have had life events including a change in your dependents, marriage, divorce, or your spouse changes jobs.

To make changes to your 2019 W-4, please visit my.unm.edu⇒Employee Life⇒Tax Forms⇒Federal Tax Exemptions or Allowances (W4). For more information on tax withholding for individuals, review the [IRS website](#), and check out their handy withholding calculator.

Your Benefits



UNM WORK + LIFE FINANCIAL WELLNESS WORKSHOPS

FINANCIAL PLANNING 101

Thursday, Feb. 14 | Noon-1 p.m. | UNM Business Center 1016 (Main Campus)

Friday, Feb. 15 | Noon-1 p.m. | HSLIC Library Room 428 (North Campus)

What is a financial plan and do you need one? Assess where you are currently with financial needs and goals. What should your plan look like now? Learn about tools to help explore different scenarios. Create an action plan to manage competing priorities now to have the lifestyle you envision down the road. Presenters: Mark Cherryhomes and Angelo Burns, Financial Advisors, VALIC.

To register or attend virtually, visit the [Monthly Financial Wellness Seminars](#) webpage.

UNM Financial Wellness Workshops are a part of your UNM benefits and are offered monthly to help you improve your overall **financial wellness** and **retirement security**. For more information contact us at wellness@unm.edu.



Scan Me to Register

Benefits Tip Corner

Free Medical Advice, 24/7

As a benefits-eligible employee enrolled in a medical plan with BlueCross BlueShield of NM, Presbyterian Health or UNM Team Health, you and your covered family members have **free access** to your medical carrier's telephonic nurse advice 24 hours a day, 365 days a year.

If you are not feeling well and do not know what to do, call the experienced registered nurses (RN) of the medical carrier in which you are enrolled.

Have your medical ID card on hand, you may be asked to verify your identity or that you are covered under the plan. If you are asked for your ID number, remember to give your UNM Banner ID number.

UNM Team Health (TriageLogic): 877-925-6877

BlueCross BlueShield of NM: 800-973-6329

Presbyterian Health ("PresRN"): 505-923-5570 or toll-free 1-866-221-9679

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.

FEBRUARY VISITS

UNM Team Health

Tuesday, Feb. 12, 10 a.m. to 2 p.m.

BlueCross BlueShield

Thursday, Feb. 7, 10 a.m. to 2 p.m.

Presbyterian

Thursday, Feb. 14, 10 a.m. to 2 p.m.

goto.unm.edu/medicalreps

Stadium Stair Challenge 2019 - Register Now!

Employee Wellness is hosting the 4th Annual Stadium Stair Challenge on April 27, 2019. Join in the excitement of walking, jogging, or running the Dreamstyle Stadium stairs.

Training classes are available for the UNM community. Lauren Lewis, Health Education Consultant, will lead eight weeks of training classes on Wednesdays beginning February 27 from Noon - 1 p.m. These sessions will help you reach your personal fitness potential on event day! Tuition remission is available for benefit-eligible UNM employees.

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



REGISTER NOW



Win Big for Getting Healthy

Employee Wellness wants to help you **achieve** your health and wellness goals by bringing you the New Mexico Jackpot Challenge. During this year's **Jackpot Challenge**, UNM will be competing against CNM, Gerald Champion Regional Medical Center, and New Mexico State University. It is a 12-week weight loss challenge where you can win cash prizes for getting healthy!

How It Works:

- SIGN UP online or on HealthyWage's mobile app.
- Everyone's \$70 registration fee (less 25% Healthy Wage administrative fee) goes into the pot and is up for grabs! The more participants...the bigger the pot!
- Compete in teams of 4-9 against other New Mexico organizations. After you sign up, you can create/join a team with your coworkers, friends and/or family members. Don't have a team? No problem -- HealthyWage will match you up with one!
- The Jackpot is all about teams striving to lose 6% of their body weight. EVERY TEAM THAT HITS THE 6% WEIGHT LOSS GOAL WINS! Winners split the pot. Part of the fun is that you don't know exactly how much money you will win (winnings are dependent on the number of successful teams). Typically, winners win twice their entry fee. Last year, participants won \$196!

The challenge starts on **February 15, 2019**.

Register online for only \$23.33/month for 3 months (\$70).

REGISTER HERE

Spring WOW Pass Available

The World of Wellness (WOW) fitness classes give faculty and staff **access** to a variety of fitness classes, including Pilates, Circuit Training, Aqua Jogging, Yoga and much more!


The **WOW Passes** are currently on sale for the spring 2019 semester. Each pass is \$100 and tuition remission eligible through your Health and Fitness benefit.

Just a reminder, Johnson Center is still open during the **renovation**. There are areas that are closed and classes have been relocated.

Visit the [Recreational Services website](#) for information on classes, cost, and how to sign up for listserv updates.



Your Professional Development



EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

**Employee & Organizational Development
Division of Human Resources**
1700 Lomas Blvd NE, Suite 1200
MSC01 1222 505.277.1555

FEBRUARY 2019

Monday	Tuesday	Wednesday	Thursday	Friday
<p>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.</p>				1
<div>Lobo U - New Employee Orientation 8:30 - 12:10</div> <div>4</div>	5	6	7	8
<div>Lobo U - New Employee Orientation 8:30 - 12:10</div> <div>11</div>	<div>Introduction to Professional Writing 10:00 - 12:00</div> <div>12</div>	<div>LoboTime Time Manager/Supervisor 9:00 - 11:30</div> <div>13</div>	<div>Are You "Well" Aware?... Tips for a healthier you! 8:30 - 11:30</div> <div>14</div>	15
<div>Lobo U - New Employee Orientation 8:30 - 12:10</div> <div>18</div>	19	20	21	22
<div>Lobo U - New Employee Orientation 8:30 - 12:10</div> <div>25</div>	<div>Employee Life Cycle Management Workshop 8:30 - 3:30</div> <div>26</div>	<div>Leading at the Speed of Trust 8:30 - 4:30</div> <div>27</div>	28	

TRAINING

Your Professional Development

EOD SPOTLIGHT: Embracing the Meaningfulness Habit at Work

How do you become happier (and stay happy) at work? According to this [The Muse Article](#) excerpt by Rebecca Beaton, it's all about positive habits.

One of my mom's favorite stories to tell us as children was the tale of the traveler and the three bricklayers.

In the story, the traveler meets the bricklayers, who are hard at work, and asks them what they're doing.

The first man responds, "I'm laying bricks."

The second man responds, "I'm building a church."

The third man responds, enthusiastically, "I'm building a cathedral!"

Despite each of the bricklayers having the exact same job, their **subjective experience** varied significantly.

There's a great takeaway from this parable. When we can see how what we're doing fits into the whole—when we're aware that each metaphorical "brick" we're laying is contributing to something greater—we feel **happiness** and fulfillment.

And just like that enthusiastic bricklayer, we too can actively seek to find meaning in our work. The "why" behind what we're doing isn't always obvious or inherent, but it's there, trust me.

A recent survey of over 2,000 American professionals across 26 industries found that employees experience more **satisfaction** at work when their jobs feel meaningful. The same survey found that raises and promotions are more common among employees who find their work meaningful; these workers also tend to be harder working and more **productive**.

These findings leave little room for doubt that actively finding purpose in our work every day is the single best thing we can do for our careers. But knowing this and actually applying it are two different things. That's why we need to learn to exercise a little something I like to call the "**meaningfulness habit**."

It works like this: Any time you're starting a new task, take a moment to ask yourself, "Why am I doing this? What meaning can I give to this task?"

Building on this habit, if we take a moment at each



transition throughout the day to ask ourselves why we're doing something before we do it, we can inject more meaning into the task at hand and make ourselves more motivated to complete it.

Not every task needs to be connected to **world peace**—it just needs to give you some positive feeling, identifiable with perhaps a slight smile, a sense of satisfaction, or a heightened ability to focus.

Read the [full article here](#).

EOD has resources to support you and your department, ranging from open enrollment courses, department facilitations, one-on-one consulting and retreat activities as well as interactive, high-quality web-based training courses. Visit our [webpage](#) for all of our services and course offerings.

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



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PUBLISHED BY THE UNM DIVISION OF HUMAN RESOURCES

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Employee Wellness

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