

UNM at Work

YOUR MONTHLY HUMAN RESOURCE



HUMAN
RESOURCES

Welcome Back Edition

The Year Ahead: A Checklist Plan for a Successful 2018!

Start the year off right with a review of these handy links and resources:

- Update the following in [LoboWeb](#):
 - o Your Address on file (*especially for tax purposes such as: W-2, 1095-C, 1099-Misc, 1098-T*)
 - o Your Emergency Contact information
 - o Your information in relation to federal guidelines that UNM is required to collect and report on. The options available may have changed since you last completed the forms:
 - Race and Ethnicity
 - Disability Self-Identification
 - Veteran Classification & Self-Identification
- Upon completion of the 2017 reporting to the DOJ, the **2018 Mandatory Training** will be made available (approx. February 2018). Keep an eye out for the release date and schedule a target completion date on your calendar.
- Add the [UNM Holiday closure dates](#) to your calendar.
- Make note of other important dates:
 - o [Payroll Schedule](#)
 - o [Academic Schedule](#)
 - o [UNM Events](#)
- Review [UNM policies](#) and sign up for the Policy Office LISTSERV to receive important policy announcements.
- If you are a regular staff employee, make sure you follow the [annual performance review timeline](#) for getting your Performance Evaluation and Planning form completed.
- If you are a hiring department, please ensure that you have all applicable [Employment Law/Employee Rights notices](#) displayed in a conspicuous location.



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FINANCIAL WELLNESS SESSIONS - JANUARY 2018

Why Do You Need An Estate Plan?

Join TIAA Wealth Management Consultant Denise Lambert, who will help you learn more about wills, asset ownership, and beneficiary designations. Take away questions for your attorney to create an effective estate plan. Become familiar with basic documents needed for your plan. Prepare for health care and financial decisions if you become incapacitated. Evaluate the potential for estate taxes.

[See the flyer](#) for more details on this free session occurring at noon on January 25 and 26, 2018. Complimentary lunch is provided for those who RSVP and attend in person.

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

Gearing Up: ULead Spring 2018

Adapting to Differences & Moving Forward

THE UNIVERSITY OF NEW MEXICO

U *Lead*

It's closer than you think! Open enrollment for ULead's spring leadership development program begins January 22 and ends February 9, 2018. The theme for the upcoming session is ***Adapting to Differences and Moving Forward***. ULead

participants will explore topics such as diversified thinking, resiliency, and engaging and motivating your team.

ULead provides a supportive and challenging environment that allows you to uncover your innate leadership abilities and positively impact the world around you. University staff in any role or position can register for this eight-week immersion program that puts you in control of your professional development.

The time commitment for ULead is *eight full session days*: every Wednesday between March 7 and April 25, 2018, plus some outside session time. Is now the right time to put the spotlight on the leader in you?

Registration closes February 9. Visit hr.unm.edu/ulead for more information.

JANUARY 2018 TRAINING CALENDAR

Employee & Organizational Development

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

TRAINING

January 2018

Monday	Tuesday	Wednesday	Thursday	Friday
Winter Break UNM Closed 1	Winter Break UNM Closed 2	3	4	5
Lobo U - New Employee Orientation 8:30 - 12:10 8	9	10	11	Banner Workshop for Advisors 9:30 - 12:30 LoboAchieve for Staff 1:00 - 3:00 12
Martin Luther King UNM Closed 15	Lobo U - New Employee Orientation 8:30 - 12:10 Purchasing Process for Departments Lab 8:30 - 12:00 Get Savvy about Social Security 12:30 - 2:00 16	LoboTime Time Manager/Supervisor Training 9:00 - 11:30 17	18	19
Lobo U - New Employee Orientation 8:30 - 12:10 22	23	24	25	26
Lobo U - New Employee Orientation 8:30 - 12:10 29	30	31	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 .	

Register via the [Learning Central website](#)

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

New for EOD in 2018

Employee and Organizational Development (EOD) is shaking things up in 2018. We'll have new course topics to meet your professional development needs and UNM's strategic organizational needs. New courses such as *7 Habits for Managers* and *Speed of Trust Foundations* are in store for you. Visit [our website](#) for full details about what, where, when, and how, so you can take advantage of this great UNM benefit.

EOD is also offering new web-based training modules through Development Dimensions International (DDI). Training module topics include: communication, customer service, setting and reviewing goals, change management, and decision-making. Details about requesting access to these quality interactive online trainings can be found under each course in [Learning Central](#). Some titles are offered exclusively in this web-based training format, others are offered both in-person and online.

Certain courses will be offered 'By Special Request' in 2018. You'll notice a request for your input when you view these courses in [Learning Central](#). Each particular course will be scheduled once enough interest is generated. EOD's intent is for you to drive what we offer, based on what you need and when you need it.

If you're ready to learn and grow professionally and personally, join us for an in-person or online course in 2018! Questions? Contact EOD at eod@unm.edu.

UNM Professional Development Series Certification Program

The UNM Professional Development Series Certificate is a self-paced, personalized program designed for those who would like to further develop their expertise in organizational and/or personal effectiveness.

Courses offered in Organizational Effectiveness will give you what you need to be industrious - working smarter and getting more done with less effort and stress. Personal Effectiveness courses are designed to empower participants with the insights and proven tools to improve their working relationships.

A total of eighteen courses are offered, four of which are online courses. Participants must complete any combination of five courses from the eighteen courses offered within one year of declaring intent to complete a Professional Development Series Certificate. For more program information call EOD at 505-277-1555 or [visit the EOD website](#) and check out the online brochure.

LifeSteps® 2018 Weight Management Program Is Here!

Are you ready to make a change in your health? If eating better and being more physically active are on your list, then Employee Health Promotion's LifeSteps® Weight Management Program might just be for you. This 3-month class will give you the tools, motivation, and accountability to reach your goals.

LifeSteps® offers a safe and supportive environment where participants take charge of their health. Each week we work on small, sustainable changes that add up to big results. But this is not a "one size fits all" program and there is no "diet" to follow. Instead, LifeSteps® recognizes that everyone is unique, with different exercise and eating habits, weight goals, and daily schedules. With the guidance of EHP's health educators, you'll address various aspects of healthy eating, benefits of physical activity, and strategies for challenging situations from dining out to emotional eating. Participants make their own personal action plan to maximize their success. Each member gets a handle on



their eating and activity, sets personal goals, and takes action to achieve a healthy weight.

LifeSteps® works because it is grounded in science and stresses personal choice, responsibility, and accountability. We offer two levels to customize your experience:

- LifeSteps: a cost effective option offering all the important class tools, including a Fitbit Flex 2 activity tracker.
- LifeSteps + WOW: add a discounted WOW pass to boost your physical activity!

UNM benefits-eligible employees may use Health and Fitness tuition remission for either level. Classes will be offered on main campus, north campus, and at Continuing Education. Take the first steps for a healthier you! [Visit our website](#) for full program details, including instructions on how to sign up. Questions? Contact EHP at ehp@unm.edu or 505-272-4460.

The Bodyweight Workout



Here's an [at-home workout](#) to help you rev up your fitness life. In only 20 minutes, we will work your entire body with

no equipment needed! And if you're new to working out, we offer modifications for beginners so everyone can follow along.

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

Stadium Stair Challenge 2018



Employee Health Promotion is hosting the 3rd Annual *Stadium Stair Challenge* on April 28,

2018! Come walk/jog/run the University Stadium Stairs!

EHP will be offering training classes as well as extra support throughout the months leading up to the challenge. Registration and more information coming soon!

2018 Payroll Timekeeping

Approver & Schedule Changes, Time Entry Best Practices

The Deadline for Time Entry and Approvals is now 4:00 pm for both Biweekly Time Entry and Monthly Exception Time. 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, this 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 backup 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



New on the Payroll Website

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

Payroll is also happy to announce a new Employee Toolbox tab on 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 login to this tab.