



HUMAN
RESOURCES

UNM

UNM at Work

YOUR MONTHLY HUMAN RESOURCE

JANUARY 2019

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WELCOME BACK! The Year Ahead: A Checklist Plan for a Successful 2019



Ensure your address is correct in [LoboWeb](#) for a timely W-2.



Review your personal info in [LoboWeb](#), including direct deposit.



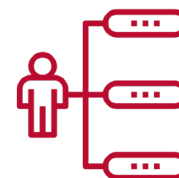
Hiring Depts: Ensure [employment law](#) notices are prominently displayed.



Add the [UNM holiday](#) closure dates to your calendar.



Complete your PEP by March 1. Review our [timeline](#) for details.



Join the [UNM Policy](#) listserv to receive policy announcements.



Make note of the 2019 [payroll schedule](#).



Make a plan to complete your 2019 mandatory training, available in the spring.



Stay well with our [Employee Wellness](#) & [Financial Wellness](#) programs!

Are You On Track with Your PEP?

THIS MONTH



Complete the **Self-Evaluation**, rating your performance/achievement of 2018 goals and entering your **2019 goals**. It is recommended that goals be developed in advance by the Employee and Manager.

NEXT MONTH



- 1** **Manager** completes employee evaluations for all direct reports
- 2** **Manager** meets individually with direct reports
- 3** **Manager** signs evaluation
- 4** **Employee** signs evaluation

PEP Completion **Deadline: March 1**. For details, visit the [PEP Timeline](#).

FSA Deductions Begin This Month

If you elected to participate in a Flexible Spending Account (FSA) in 2019, remember to review your first paycheck in 2019 and confirm your new FSA deduction is being taken from your paycheck.

Bi-weekly employees: Your first pay date will be Jan. 11. Your deduction will be 1/24th of your 2019 annual FSA election.

Monthly employees: Your first pay date will be Jan. 31. Your deduction will be 1/12th of your 2019 annual FSA election.

Additionally, please review your 2019 Benefits Statement in LoboWeb to confirm your 2019 FSA election.

To access your Benefits Statement in LoboWeb:

1. Visit my.unm.edu
2. Enter your UNM NetID and Password
3. Click **ENTER LOBOWEB** in the center of the screen

4. Click “*Benefits and Deductions*”
5. Click “*Benefits Statement*”
6. Follow “Duo” authentication prompts
7. Select “*My Benefits Summary*”
8. In the “*As of Date*” select “Current”
9. In the “Enter Date” field, enter 01/01/2019
10. Click “Select”

If you note any errors or discrepancies regarding your 2019 FSA election, please contact the HR Service Center at 505-277-myHR(6947) **no later than Jan. 31**. Please be sure to have your 2019 FSA Enrollment Confirmation print-out available as you will be required to fax it to 505-277-2278, or bring it to the HR Service Center at 1700 Lomas Blvd, NE, Suite 1400.

Flexible Spending Accounts are effective Jan. 1, 2019.

Benefits Tip Corner

2018 Form 1095-C Mailed February 2019

In mid to late February 2019, UNM will mail you a Form 1095-C providing information about the UNM medical coverage you had or were offered during 2018. Similar to the W-2 and 1099 forms, which include information about the income you received, this **health care form** provides information that may be helpful when filing your individual 2018 income taxes.

The Form 1095-C is used to verify that you, your spouse, and any dependents, if applicable, had coverage for each month you were enrolled in UNM’s medical plan in 2018.

UNM will mail the Form 1095-C to employees who are required by the IRS to receive the form.

Remember to **confirm** that we have your current mailing address by logging in to [LoboWeb](#).

Similar to the 2017 tax year, the IRS has extended the deadline from Jan. 31 to March 4, 2019 for employers to issue 2018 1095-C Forms to their employees. See [IRS Notice 2018-94](#).

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.

IRS guidance allows individuals who do not receive

the Form 1095-C before filing their tax returns to **verify** insurance coverage by using other forms of documentation, including:

- Insurance cards
- Explanation of benefits
- Statements from your insurer
- W-2 or payroll statements reflecting health insurance deductions
- Other statements indicating that you, or a member of your family, had health care coverage

Based on IRS guidance, you do not need to attach the Form 1095-C or any of the alternative documentation you used to verify your medical coverage to your tax return. Keep the Form 1095-C and other documentation with your important tax records.

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.

For additional questions, call 277-MyHR (6947) and one of our HR Service Representatives will assist you.

Choosing a New Year Wellness Goal

Setting a New Year's Goal? On average, about 20% of us keep our New Year's resolutions. If you would like to increase your success rate, take a look at these sensible tips.



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- 1. Avoid choosing the same resolution**
- 2. Create a game plan and break it down**
- 3. Make contingency plans**
- 4. Give it time**
- 5. Reward yourself**
- 6. Don't do it alone**
- 7. Keep a journal**

Avoid choosing the same resolution. If you are still tempted to stick with a past resolution, try altering it. For example, instead of stating that you are going to

lose 30 pounds, try exercising for 30 minutes each day.

Create a game plan and break it down. Writing down your plan increases success. Rather than one big goal, dissect it into smaller pieces to make it less intimidating. Set several smaller goals throughout the year that help you reach your ultimate goal.

Make contingency plans. Do not assume sticking to your plan will be easy. Plan on roadblocks and be prepared to find ways to overcome them.

Give it time. It takes a minimum of eight weeks to make a new routine a habit, and six months for your new habit to become part of your daily life. This includes exercise!

Reward yourself. If you have stuck with your resolution for eight weeks, reward yourself. But choose your reward wisely. Treat yourself with a healthy reward, such as a massage or new shoes.

Don't do it alone. Enlist a friend or family member. Research has shown that assistance from fitness professionals greatly improves success rates.

Keep a journal. A journal helps you recognize your positive steps and makes it harder to revert back to the same old habits.

[Employee Wellness](#) offers fitness, nutrition and wellness [counseling](#) sessions which can assist in setting and attaining your New Year wellness goal.

Don't forget your spring WOW pass! Spring 2019 WOW begins Jan. 14. [Click here for more info.](#)

Stadium Stair Challenge 2019

Employee Wellness is hosting the **4th Annual Stadium Stair Challenge** on **April 27**.

Come walk/jog/run the University Stadium stairs. Employee Wellness will again offer training classes to prep you for the big **challenge** as well as extra support throughout the months leading up to the event.

As an **exciting** addition this year, we are also adding a kids race!

Registration and more details are coming soon. Follow us on [Facebook](#) for updates and more.



LifeSteps® Weight Management Program is Back for Spring 2019



Are you ready to make a **change** in your health? If eating better and being more physically active are on your list, then the LifeSteps® Weight Management Program might just be for you. UNM Employee Wellness offers this class to provide you the **tools, motivation** and **accountability** to reach your goals.

LifeSteps® is available to UNM faculty, staff and retirees. This popular class 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 a registered dietitian, the class addresses various aspects of healthy eating, benefits of physical activity and **strategies** for challenging

situations- from dining out to emotional eating.

Participants then 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.

For spring 2019, we have two class offerings:

- **Wednesdays** on main campus starting **Jan. 30**
- **Thursdays** on north campus starting **Jan. 31**

UNM benefit-eligible employees may use Health and Fitness tuition remission.

Take the first steps for a healthier you! [Visit our website](#) for full program details including instructions on how to sign up.

If you have questions, contact Employee Wellness at wellness@unm.edu or 505-272-4460.

Feeling Overwhelmed? CARS Can Help

Did you know as an employee of the University you have access to **free** services through Counseling Assistance & Referral Services (CARS)?

All regular full-time or part-time employees (as described in [Policy 3200: Employee Classification](#)), employee spouses/domestic partners, and retirees are all **eligible** to use services offered by CARS.

CARS clinicians can help you by providing up to eight sessions of individual or couples counseling, as well as supervisory consultations, referrals to other resources for assistance, faculty/staff training, workshops, presentations, critical incident debriefing, and crisis intervention.

CARS provides a **confidential** and accessible setting, strategically located on campus, where clients can freely discuss concerns that are **affecting** their personal lives or job performance.

Per [Policy 3750](#), CARS services can be **utilized** during your normal working hours as paid time off (certain restrictions apply. Please review the policy for specific details).

If you have any questions regarding the services CARS provides, or would like to **schedule** an appointment to meet with one of the clinical staff, call 505-272-6868, or find more information on the [CARS](#) website.

Your Professional Development



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

JANUARY 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.</p> | | | | |
| | New Year's Day UNM Closed | 2 | 3 | 4 |
| Lobo U - New Employee Orientation 8:30 - 12:10 | 8 | 9 | 10 | 11 |
| Lobo U - New Employee Orientation 8:30 - 12:10 | 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 | 17 | 18 |
| Martin Luther King UNM Closed | Lobo U - New Employee Orientation 8:30 - 12:10 | 23 | 24 | 25 |
| Lobo U - New Employee Orientation 8:30 - 12:10 | Purchasing Process for Departments Lab 8:30 - 12:30 | Lifesteps Weight Management Program (Main Campus) 12:00 - 1:00 | Lifesteps Weight Management Program (North Campus) 12:00 - 1:00 Purchasing & A/P Policies & Procedures 2:00 - 4:30 | <p>Questions? Contact eod@unm.edu or call 505-277-1555.</p> |
| 28 | 29 | 30 | 31 | |

TRAINING

Your Professional Development

EOD SPOTLIGHT:

Turning Employee Review into Meaningful Conversation



The yearly performance review is a great time for managers to check in with employees on goals and expectations. It is a time for **growth** and to increase trust. For some, it can also cause anxiety because they might not have the skills to engage in constructive dialogue and elicit feedback. Skills in coaching, active listening and questioning are useful for both supervisor and employee to achieve a meaningful performance review. The following are some tips for maximizing your conversations.

Be prepared. Constructive criticism is key for improvement and growth. It is vital to build a reciprocal, dependable and respectful community. Remember to focus on behaviors- not the person. Think about the meeting beforehand and what you are going to address.

Keep goals SMART. A SMART goal is:

Smart- actionable, concrete

Measurable- how much, how well, when

Achievable- within an employee's scope

Results-Focused- measures actual outputs- not activities

Time-Bound- set time frames to monitor progress and target dates

Proper tone is key. When you have your meeting be sure to set the proper tone through the following:

- Demonstrate interest in the employee.
- Establish rapport and create trust.
- Inform the employee of the meeting objectives and the basic format so they know what to expect.
- Identify the employee's needs by asking questions about them, their goals and any obstacles that might be preventing them from achieving their goals.

- Be an active listener in the process- acknowledge, sympathize, paraphrase and empathize. If needed, ask follow up questions to gain clarification.
- When creating the plan of action start with a positive statement that establishes an open dialogue.
- State any concerns, but involve the employee in the process. Many times the person closest to the problem has the solution.
- Develop a solution that incorporates **SMART** goals.

Commitment to Action. In this step the future goals are being solidified and there is confirmation of commitment. In order to gain a commitment to action, it is important to confirm the employee's needs as you see it. This ensures that both of you are on the same page.

Commitment to action should come from both parties ensuring there is **accountability** from both the manager and employee. The manager is reinforcing their belief in the future success of the employee, ensuring that the door is open for open dialogue.

The performance review should flow as a natural conversation so do not feel the need to address each of these steps in order. This is a **dialogue** with the purpose of supporting the employee to help them achieve their goals. While most employees are still going to be anxious, if you refer to these steps and try to incorporate them into the performance review, it will become a more meaningful conversation that will produce greater results.

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



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Questions? Contact Us!

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