

UNM at Work

YOUR MONTHLY HUMAN RESOURCE



HUMAN RESOURCES

The New Campus Calendar

THE UNIVERSITY *of* NEW MEXICO
Campus Calendar

JULY

						1B	2
3	4	5	6	7	8	9	
10	11	12	13	14	15B	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29B	30*	

*Summer session ends

AUGUST

	1	2	3	4	5	6	
7	8	9	10	11	12B	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26B	27	
28	29	30	31M				

SEPTEMBER

						1	2	3
	4	5	6	7	8	9B	10	
11	12	13	14	15	16	17		
18	19	20	21	22	23B	24		
25	26	27	28	29	30M			

OCTOBER

							1
2	3	4	5	6	7B	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21B	22	
23	24	25	26	27	28	29	

NOVEMBER

		1	2	3	4	5	
6	7	8	9	10	11B	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25B	26	
27	28	29	30				

DECEMBER

						1	2B	3
4	5	6	7	8	9	10		
11	12F	13F	14F	15F	16B	17F		
18	19	20	21	22M	23	24		
25	26	27	28	29	30B	31		

JANUARY

1	2	3	4	5	6	7	
8	9	10	11	12	13B	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27B	28	
29	30	31M					

FEBRUARY

			1	2	3	4	
5	6	7	8	9	10B	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24B	25	
26	27	28M					

MARCH

			1	2	3	4	
5	6	7	8	9	10B	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24B	25	
26	27	28	29	30	31M		

APRIL

							1
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9	10	11	12	13	14	15	
16	17	18	19	20	21B	22	
23	24	25	26	27	28M	29	

MAY

		1	2	3	4	5B	6
7	8F	9F	10F	11F	12F	13F	
14	15	16	17	18	19B	20	
21	22	23	24	25	26	27	
28	29	30	31M				

JUNE

						1	2B	3
4	5*	6	7	8	9	10		
11	12	13	14	15	16B	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30B			

*Summer session begins

The new Campus Calendar (FY17) is now available on the HR website. For additional information regarding the UNM holiday schedule, see [Policy 3405: Holidays](#). For questions or additional information on the payroll schedule, contact the [Payroll Department](#). Additional academic calendar dates are available through the [Office of the Registrar](#).

New Retirement Training Video

Module 1 Now Available Online

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The Ultimate Arm Workout

For upper body tone and strength!

Page 2

Training Calendar

EOD course offerings for the month of July

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Stage Fright?

Learn about some apps that can help

Page 4

New Retirement Training Module

Wondering about when you might be eligible to retire with UNM? Need more information about the criteria and the process? Check out the new Retirement Overview – Module 1, an online training video that walks you through the rules for retiring under the New Mexico Educational Retirement Board (NMERB) or the UNM Alternative Retirement Plan (ARP).

Become more informed about the application process and benefits available to retirees. Contacts and resources for retirement questions are also provided. Module 2 – Retiree Benefits, and Module 3 – How Retiree Benefit Premiums are Calculated, are under construction and coming soon.

To access Retirement Overview – Module 1 online, [visit the HR website](#) or enroll in RET 101 through [Learning Central](#).

Ultimate Arm Workout



This **workout** is all about the upper body! Grab a set of light- to medium-sized weights, and get ready to tighten and tone the arms. Not only will this strength-training workout target the arms, chest, shoulders, and back, but it will also challenge your core and balance. It's the perfect complement to a cardio workout, or try it on those days when you only have time for some quick exercise.

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 2016

It's not too late! Participate in the first ever UNM Employee Health Promotion (EHP) *Stadium Stair Challenge*! On Saturday, July 9, come walk, jog, or run the University Stadium stairs! [Register](#) and receive a Dri-fit t-shirt and water bottle.

Visit the [HR website](#) for more information. [Tuition remission](#) is available for eligible UNM staff and faculty employees.

Benefits Tip Corner Free FSA Mobile App

As a benefits-eligible employee enrolled in a Flexible Spending Account (FSA), you can easily and securely access your FSA information from your smartphone! With the CarePlus Benefit Access app from SHDR, you can conveniently access your FSA account balance, submit receipts, file claims, and review your transactions activity directly from your smartphone. Download the CarePlus Benefit Access app for your Apple or Android device, and log in with the same info you use to access the SHDR consumer portal.

JULY 2016 TRAINING CALENDAR

Employee & Organizational Development

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

July 2016

TRAINING

Monday	Tuesday	Wednesday	Thursday	Friday
Go to Learning Central to REGISTER, WITHDRAW, or ADD/REMOVE items from your Learning Plan. EOD Cancellation Policy: Please withdraw 48 hours prior to the class to avoid a \$25 administrative fee. For parking details, upcoming workshops, and other current events at EOD, visit our website .				1
Independence Day UNM Closed 4	Lobo U - New Employee Orientation 8:00 - 1:00 5	Department Time Entry 8:30 - 12:00 6	7	8
Lobo U - New Employee Orientation 8:00 - 1:00 11	Speed of Trust for Leaders 8:30 - 5:00 Banner Workshop for Advisors 9:30 - 12:00 LoboAchieve for Staff 1:00 - 3:00 Everything DiSC Management 1:00 - 4:30 12	Purchasing Process for Departments Lab 8:30 - 12:00 I Want to Retire - NOW 12:00 - 1:30 UNMJobs Department Originator Training Student 1:00 - 4:00 13	Purchasing & A/P Policies & Procedures 8:30 - 11:00 Basics of Social Security 12:00 - 1:00 14	15
Lobo U - New Employee Orientation 8:00 - 1:00 18	LoboTime Time Manager/Supervisor Training 9:00 - 11:30 Get Savvy about Social Security 12:00 - 1:30 Direct Pay Training Lab 1:00 - 5:00 19	Creative Problem Solving 9:00 - 12:00 Engaging and Retaining Talent 12:30 - 4:30 20	American with Disabilities Act: An Overview 8:30 - 10:30 Strategies for Influencing Others 1:00 - 4:00 21	22
Lobo U - New Employee Orientation 8:00 - 1:00 25	26	InfoAssist - Finance Report Writer 2:00 - 4:00 27	Discover your DISC Behavioral Style 1:00 - 4:00 28	Banner General Person Certification 9:00 - 5:00 29

Register via the [Learning Central website](#)

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

Stage Fright? Your Smartphone Can Help

As we advance in our careers, public speaking often becomes a necessary skill, a prospect many people find frightening. With the use of a smart phone app or two, acquiring this skill may become less daunting. In the New York Times article, [*Getting Over Stage Fright With the Help of Your Smartphone*](#), Kit Eaton explores a number of different apps designed to help the user conquer their fear of public speaking.



With **Ummo**, you take a prepared speech, tap the microphone icon, wait for the countdown, and then talk. As you speak, the app listens and automatically logs the words, the number of pauses and the use of pesky filler words like... you know, like, um, right? It has many other features as well. It costs \$2 and is available on iOS (Apple devices).

Part of the terror of public speaking comes from standing in front of a group of people who are paying attention to you. **Public Speaking**, a virtual reality app, delivers an immersive 3-D video that moves as you look around. The videos make you feel as if you're standing in different public speaking venues, such as a podium in a small boardroom or in front of an "audience" in a theater. The idea is to get you accustomed to what it feels like to present to a crowd, and thus prepare you for the same situation in real life. Because it's a virtual reality app, you need extra hardware to see the video — specifically Google Cardboard, a simple device that fits around your smartphone and costs \$15 and up. The **Public Speaking** app is free and available on iOS and Android.

Sticking to time limits when making a presentation is easiest if you rehearse, and using an app like **Amber Light Speech Timer** can help. This app works like the traffic light system that some public speaking venues use, showing a green display when you are in the middle of a talk, amber as you near the end, and red at the close. The app is \$2 on iOS. For similar help on Android, try the free app **Toastmaster Timer**.

Prompts can also be very helpful when making a speech or a presentation, through apps like **Teleprompter Lite** (free on iOS) and **A Prompter** (free on Android).

For more information, see the full [New York Times article](#), published on June 8, 2016.