

# UNM at Work

YOUR MONTHLY HUMAN RESOURCE



HUMAN RESOURCES

## Extended Fourth of July Holiday

In appreciation for the efforts of UNM Employees, Interim President Abdallah has approved Monday, July 3, 2017 as a holiday. This holiday will be in addition to Tuesday, July 4, 2017, which was already designated as a holiday.

Per [University Administrative Policy \(UAP\) #3405, Holidays](#), only regular full-time or part-time employees, working twenty (20) or more hours per week, are eligible to be paid for holiday time off. Employees must either work or be on paid leave on scheduled work days before and after the holiday in order to be eligible for holiday pay.

Non-exempt UNM employees required to work on July 3 or July 4 will be paid for the hours worked at a rate of one-and-a-half (1/2) times their regular rate, and will also be given time off in lieu of the holiday in accordance with [UAP #3405](#). Exempt employees who are required to work on a holiday will be paid their regular salary and given another day off.

When a holiday falls on an employee's regular day off, the holiday is normally granted on the workday immediately preceding or following the employee's regular day off, but may be granted, by mutual agreement between the employee and the supervisor, at another time within ninety (90) days.

Please refer to [UAP #3405](#) or contact Client Services at 505-277-2013 with additional questions.

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A no-equipment workout

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## Benefits Tip Corner - July 2017

### *Open Enrollment Benefit Election and Rate Changes effective July 1, 2017*

Important reminder! Your new medical and life insurance rates go into effect on July 1, 2017. Check your July pay stub in LoboWeb to make sure your deductions are accurate. If you made benefit election changes during Open Enrollment for the 2017-2018 Plan Year, we highly recommend taking a moment to review your pay stub in [LoboWeb](#) to verify your new elections have been applied.

Biweekly employees: Your new deductions will begin on July 14, 2017

Monthly Employees: Your new deductions will begin on July 31, 2017.

If you have questions or need assistance, contact the HR Service Center at 505-277-MyHR (6947).

## The Standard's new Life, Disability, and Accidental Death & Dismemberment Insurance Enrollment Site

Beginning August 1, 2017, The Standard is transitioning their enrollment site for life, disability, and accidental death & dismemberment (AD&D) insurance from a Benefitsolver platform to The Standard's internal, more user-friendly enrollment site.

The original July 1 transition has been delayed to August 1 as the result of an enhancement that will allow employees to log into the new enrollment site using their UNM NetID and password. If you are currently enrolled in UNM's life, disability, and/or AD&D and need to update your information, including your beneficiary designation, any time **after July 31, 2017** you will do so through The Standard's new site.

A first time user guide will be available on the [HR website](#) by August 1, including instructions on how to navigate the new site. *Please Note: Through July 31, 2017, visit [www.standard.com/enroll](http://www.standard.com/enroll) to make changes.*

Questions? Contact the UNM HR Service Center at 505-277-MyHR (6947).

JULY 2017 TRAINING CALENDAR

Employee & Organizational Development

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

TRAINING

July 2017

| Monday  | Tuesday  | Wednesday  | Thursday   | Friday   |
|---|--|--|--|--|
| Observed Holiday<br>UNM Closed<br><b>3</b>                        | Independence Day<br>UNM Closed<br><b>4</b>   | <b>5</b>   | <b>6</b>   | <b>7</b>   |
| Lobo U - New Employee<br>Orientation<br>8:00 - 12:00<br><b>10</b> | Purchasing Process for<br>Departments Lab<br>8:30 - 12:00<br>The UNM Retirement<br>Process: An Overview<br>10:00 - 12:30<br>Are You "Well" Aware?...<br>Tips for a healthier you!<br>1:00 - 4:00<br><b>11</b>  | LoboTime Time<br>Manager/Supervisor<br>9:00 - 11:30<br>I want to retire - NDW<br>12:00 - 1:30<br><b>12</b> | Americans with<br>Disabilities Act: An<br>Overview<br>8:30 - 10:30<br>Department Time Entry<br>8:30 - 12:00<br><b>13</b> | Banner Workshop<br>for Advisors<br>9:30 - 12:00<br>LoboAchieve for Staff<br>1:00 - 3:30<br><b>14</b> |
| Lobo U - New Employee<br>Orientation<br>8:00 - 12:00<br><b>17</b> | Get Savvy about<br>Social Security<br>12:00 - 1:30<br><b>18</b>  | <b>19</b>  | <b>20</b>  | <b>21</b>  |
| Lobo U - New Employee<br>Orientation<br>8:00 - 12:00<br><b>24</b> | Purchasing & A/P<br>Policies & Procedures<br>2:00 - 4:30<br><b>25</b>  | <b>26</b>  | <b>27</b>  | Banner General<br>Person Certification<br>8:30 - 5:00<br><b>28</b>                                   |
| Lobo U - New Employee<br>Orientation<br>8:00 - 12:00<br><b>31</b> | <p>Go to <a href="#">Learning Central</a> to REGISTER, WITHDRAW, or ADD/REMOVE items from your Learning Plan.<br/>                     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> |  |  |  |

Register via the [Learning Central website](#)

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

## Onsite Preventive Health Checkups - Sign Up Now!

Want to learn more about your health and earn a \$200 credit on your UNM medical plan premium? Employee Health Promotion is coordinating the Onsite Preventive Health Checkups from July 10 through October 6.

Catapult Health is providing checkups and consultations for all active, benefits-eligible employees enrolled in a UNM medical plan. There are no out-of-pocket copays or coinsurance charges. **If you participated in the checkups last year, you CAN do so again and receive the premium credit for this year.** *New for this year:* Spouses/domestic partners who are enrolled in the UNM medical plan are also eligible to earn a \$100 credit.

Sign ups are happening **NOW!** Due to a limited amount of space across main and north campus, appointment times are going fast. A number of spots are still available at the Continuing Education building, where parking is free!

For more information and to sign up, visit the [Preventive Health Checkups](#) webpage.

## 20 Minutes to HIIT It!

*When you don't have time to mess around at the gym, **try this quick, at-home HIIT (High-Intensity Interval Training) workout.** It's only 20 minutes and requires no equipment, so you can fit in your fitness no matter where you are.*



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.

## Exercise Physiology Lab Blood Testing

### *Glucose, Hemoglobin A1C, and Cholesterol Testing*

Testing is by appointment only. Call 505-277-2658 for more information.

**Where:** Exercise Physiology Laboratory, Johnson Center, B-143

**Cost:** Cholesterol testing costs \$20 (full lipid panel), glucose testing is \$12, and HbA1C costs \$22 (cash or check only).

**Instructions:** Call 505-277-2658 to make an appointment. Eat nothing and drink only water for 12 hours before Cholesterol and Glucose testing. If only getting HbA1C, no fasting is necessary.