

# UNM at Work

YOUR MONTHLY HUMAN RESOURCE



## Compensation Guideline Changes to Improve Staff Retention

The University recognizes the vital role employees play in carrying out its stated missions and to meet these missions, we must attract and retain top quality staff. A critical component of the University’s compensation philosophy is to maintain compensation programs that meet the needs of recruitment and retention.

For this reason, the University is expanding its compensation guidelines, allowing departments greater flexibility when seeking to retain high-performing staff. How do these changes impact retention?

- Counter Offer guidelines will expand to allow departments the opportunity to counter job offers employees receive from other UNM departments.
- Additionally, if a department is concerned that an employee may begin seeking other employment, they may now pursue a retention offer to encourage the employee to stay.

All counter and retention offers must be discussed on a case-by-case basis with HR prior to making an offer to the employee. If the eligibility criteria is met, the HR Compensation Department will recommend a salary range to the department dependent on the employee’s relevant education and skills, equity between same or similar titles, available budget, and so on. Additionally, employees who accept a counter or retention offer must wait 24 months prior to receiving any additional offers from their current department.

To learn more, refer to the Compensation Guidelines on the [HR website](#) or reach out to your HR Consultant.



## Campus Calendar Now Available!

The 2018-2019 Campus Calendar is now available! On occasion, some dates are subject to change as approved by the UNM President’s Office. Please visit our [HR Calendar](#) webpage for up-to-date information on payroll, holidays and events throughout the year!

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## Banner 9 Employee Dashboard Now Available

HR, Payroll, and IT are excited to announce the first of several improvements to Banner Self-Service as part of the upgrade to the newest version of Banner- the Banner 9 Employee Dashboard.

### What is the Employee Dashboard?

The Employee Dashboard provides one-stop access to frequently accessed employee information such as your pay stub and leave balances.

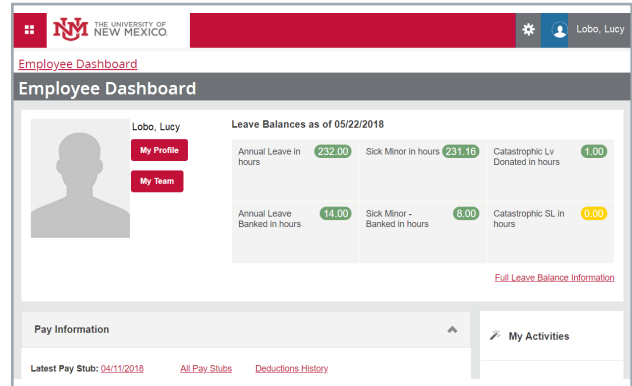
### What is available on the Employee Dashboard?

The Employee Dashboard includes employee information previously accessed through LoboWeb, including employee pay stub, leave balances, job summary and earnings history. Additionally, the updated pay stub includes new information such as your home address, job title and withholding allowances. You can still access all historical pay stubs back to January 2008. The Dashboard also includes new features such as “My Team,” allowing supervisors to view all of their reportees in a single place.

### How do I access the Employee Dashboard?

The Employee Dashboard is accessible through MyUNM:

- Navigate to [my.unm.edu](http://my.unm.edu), click on the staff tab, and then select the “Employee Dashboard” link on the “Banner 9 Links” tile or
- Log in to [my.unm.edu](http://my.unm.edu), and on the Employee Life page select the “Employee Dashboard” link under the UNM Business Applications menu or
- Navigate to [my.unm.edu](http://my.unm.edu), click on the staff tab, and then select the “MyPay” tile and then select Pay Stub.



## Benefits Tip Corner: Open Enrollment Benefit Election and Rate Changes effective July 1, 2018

Important reminder! Your new medical and life insurance rates go into effect on July 1, 2018.

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 2018-2019 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 13, 2018.

**Monthly Employees:** Your new deductions will begin on July 31, 2018.

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

## Banner 9 Training

Are you a Banner user who needs help with some of the new Banner 9 forms and processes?

HR and Payroll have some helpful guides and videos to help you through the transition.

Visit the [Banner 9 website](#) for videos and updates as well as the [Payroll Time Entry](#) site for more information on time entry.



## OMBUDS OFFERINGS

### *Crucial Conversations® & Supportive Listening*

Ombuds Services for Staff is offering two helpful events for your staff or team.

#### **Crucial Conversations® - Tools for Talking When the Stakes are High**

This 2 1/2-day workshop focuses on learning how to speak persuasively, foster teamwork, make better decisions, building acceptance rather than resistance and resolving individual and group disagreements. Learn skills to foster open dialogue around high stakes, emotional or risky topics—at all levels.

**HOW TO REGISTER:** Contact Anne Lightsey at [alight01@unm.edu](mailto:alight01@unm.edu) to be added to the wait list. Times and locations are to be determined.

#### **So... I Have to Report: Listening and Responding Supportively to Accounts of Sexual Misconduct and Violence for UNM Responsible Employees**

In this 30-minute presentation, you'll learn what to say to let someone disclosing sexual misconduct know that you are a Responsible Employee (RE). According to the Department of Education and UNM Policy, REs include UNM faculty, staff, teaching assistants and graduate assistants. This designation requires that any report of sexual misconduct made must be reported to UNM's Office of Equal Opportunity.

**HOW TO REGISTER:** Contact Anne Lightsey at [alight01@unm.edu](mailto:alight01@unm.edu) or call 505-277-2993 to schedule a presentation for your group, team or department.



## UNM Jobs

Follow us on social media for UNM job opportunities and announcements!



**/UNMStaffCareers**



**@UNMJobs**

## Have a Safe & Relaxing 4th of July Holiday

The University of New Mexico will recognize Independence Day on Wednesday, July 4, 2018. The University will be closed.



## On-site Preventive Health Checkups Begin July 9

On-site Preventive Health Checkups, coordinated by HR Employee Wellness and conducted by Catapult Health, will be held July 9 through October 19. On-site Preventive Health Checkups are a great way to learn more about your health and can earn you a \$200 credit on your UNM medical plan premium.

All active, benefit eligible faculty and staff enrolled in a UNM medical plan are eligible to earn a \$200 premium credit and spouses/domestic partners enrolled in the UNM medical plan are also eligible to earn a \$100 premium credit.

Sign ups are happening **NOW** and locations are filling quickly! Space is limited at both the main and north campus locations so be sure to sign up soon.

For more information and to sign up, visit the [On-site Preventive Health Checkups web page](#).



## Employee Wellness News

### Be a Wellness Ambassador

Want to inspire your fellow coworkers in your workplace? UNM Employee Wellness is looking for UNM faculty and staff to join the Wellness Ambassador Program.

Wellness Ambassadors are employee volunteers who help promote health and wellness activities in their workplace. Serve as a liaison within your department. All you need is little enthusiasm and motivation! Contact Lauren Lewis, Employee Wellness Health Education Consultant, for more information and how to apply at [lclewis@unm.edu](mailto:lclewis@unm.edu) or call 505-272-3989.



### Exercise Physiology Lab Open

The Exercise Physiology Lab, located in B143, is open during the renovation project at Johnson Center. The lab offers a variety of testing services to staff/faculty and the UNM community.

Visit their [website](#) for information on their services, to schedule an appointment, and much more!

### Don't Forget Your Summer WOW Pass

The World of Wellness Fitness Classes give faculty and staff access to a variety of fitness classes throughout the summer.

Check out the summer schedule [here](#). Cost for the summer pass is \$75 for faculty and staff and can be covered through tuition remission.

## July 2018 FINANCIAL WELLNESS SEMINARS

*Got College Funds? The Education Plan®  
July 19 and 20, noon to 1 p.m.*

Join Mikaela Roos, New Mexico's 529 Plan representative, to learn about the **benefits** and **rewards** of saving and investing for college this way. Start a plan for beneficiaries with as little as a \$25 payroll deduction. Anyone can add funds to the account for your future scholar!



Attend in person to enjoy a **complimentary lunch**, or attend virtually on your desktop, laptop, tablet or smart phone. See the [flyer](#) or [Monthly Financial Wellness Workshops](#) for details, registration and virtual access.

Brought to you by UNM Human Resources Benefits Department.

## Sweat the Stress Away

Working out is often the perfect antidote to a stressful day, and with a [Tabata workout](#) it can be achieved quickly. Tabata is a type of HIIT (high-intensity interval training) that alternates between 20 seconds of intense bursts of work and 10 seconds of rest in four-minute rounds. You won't need any equipment for the workout, so just press play, and get ready to sweat the stress away.

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



"10-Minute Tabata Workout to Sweat Away Stress." YouTube, uploaded by Employee Wellness, 21 June 2018, <https://www.popsugar.com/fitness/10-Minute-Tabata-Workout-Bodyweight-Exercises-44874954>

# Employee & Organizational Development

Division of Human Resources  
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## July 2018

TRAINING

Monday	Tuesday	Wednesday	Thursday	Friday
Lobo U - New Employee Orientation 8:30 - 12:10 2	Department Time Entry 8:30 - 12:00 3	Independence Day UNM Closed 4	5	Banner Workshop for Advisors 9:30 - 12:30 LoboAchieve for Staff 1:00 - 3:30 6
Lobo U - New Employee Orientation 8:30 - 12:10 9	The UNM Retirement Process: An Overview 10:00 - 12:30 10	EOD Bite Series Book Club: Get Better 12:00 - 1:00 I want to retire - NOW 12:00 - 1:30 Fit Life - Finding Fitness Strategies that Fit Your Lifestyle! 12:00 - 1:00 11	12	13
Lobo U - New Employee Orientation 8:30 - 12:10 16	Purchasing Process for Departments Lab 8:30 - 12:00 Get Savvy about Social Security 12:30 - 2:00 17	LoboTime Time Manager/Supervisor 9:00 - 11:30 18	Are You "Well" Aware?... Tips for a healthier you! 1:00 - 4:00 19	20
Lobo U - New Employee Orientation 8:30 - 12:10 23	Assertiveness for Better Communication 8:30 - 12:00 Purchasing & A/P Policies & Procedures 2:00 - 4:30 24	Leading at the Speed of Trust 8:00 - 5:00 25	26	Banner General Person Certification 8:30 - 5:00 27
Lobo U - New Employee Orientation 8:30 - 12:10 30	31	Go to <a href="#">Learning Central</a> 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 <a href="#">our website</a> .		

Register via the [Learning Central](#) website  
 For more information, contact [eod@unm.edu](mailto:eod@unm.edu) or call 505-277-1555.