



HUMAN
RESOURCES

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UNM at Work

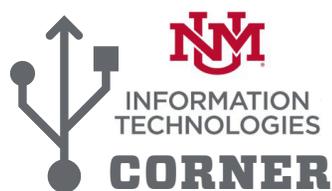
YOUR MONTHLY HUMAN RESOURCE

JULY 2019

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Feature Story



Creative Campus Benefits Employees

In partnership with the Office of the Provost and enthusiastic endorsement from students, faculty and staff, an agreement was finalized with Adobe to license the full Adobe Creative Cloud suite for Main Campus and HSC.

The recent **partnership** with UNM and Adobe will not only position graduating Lobos for success and creative innovation, it will also allow main campus faculty and staff access to the full Adobe Creative Cloud suite at a significantly discounted rate, enabling faculty and staff to advance their competencies in **digital fluency**.

The collaboration significantly reduces costs to Main Campus and Health Sciences Center departments from \$170 annually to \$20 annually per license. Main Campus and HSC departments who are already purchasing Acrobat Pro for their staff will now have access to the full Creative Cloud for the same price.

In addition, UNM branch campuses will benefit from **discounted** pricing as noted below. The licensing is available to faculty and staff through a combination of central subsidy and a cost recovery model.

The agreement seats UNM among a select group of



“**Creative Campuses**” across the country, and allows access to a full suite of **32+ Adobe products**, including Adobe Acrobat Professional, Adobe Premiere, Adobe Photoshop, and Adobe Dreamweaver, to name a few.

Creative Cloud includes a wide variety of **applications** used to create, edit, and publish content—from documents and magazine layouts to videos, audio tracks, web pages and augmented reality experiences.

For departmental orders using an index code, faculty and staff may place an order via LoboMart, using the Information Technologies Internal Catalog, at the following costs:

Role	Annual Costs
Main/HSC Staff	
Creative Cloud/Acrobat Pro	\$20
Branch Staff	
Creative Cloud	\$170
Acrobat Pro	\$20

Individual faculty and staff accounts may be requested using LoboMart.

For more details about licensing, access, support, and getting started visit the [creative campus website](#).

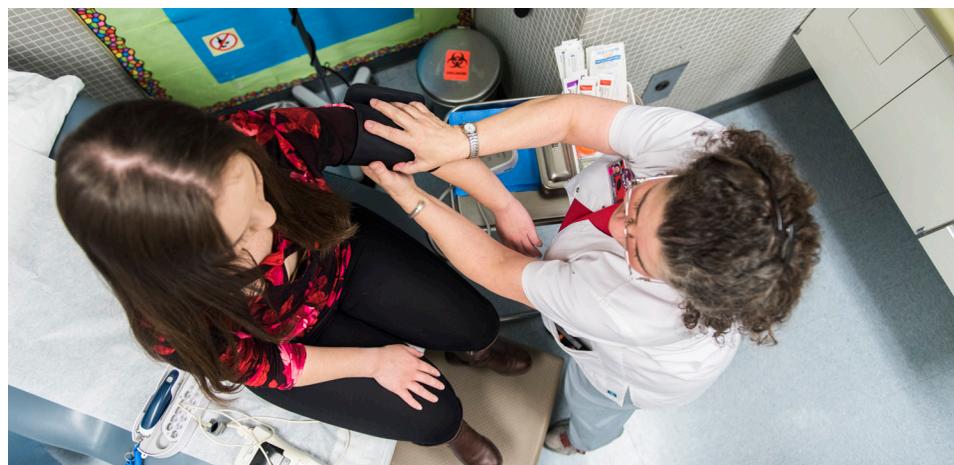
Sign Up for Your Preventive Health Checkup

Sign-up for the Onsite Preventive Health Checkups is going on [now](#) and locations are filling up quickly.

Schedule your appointment to learn your **health status** and receive your premium credit!

Checkups will be held from July 9 through Oct. 19. 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.

If you received a **health checkup** from your doctor or primary health care provider after Oct. 20, 2018 or will receive one prior to Oct. 18, 2019, you may also have your provider fill out a [Primary Care Provider Form](#) and



submit your results to receive the premium credit.

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

Benefit Tip Corner: Review Your Open Enrollment Changes

If you made benefit election changes during Open Enrollment for the 2019-2020 plan year, we recommend taking a moment to review your pay stub in LoboWeb to verify your new elections have been applied and your deductions are accurate. Your new medical and life insurance rates go into effect on July 1.

To review your pay stub in LoboWeb:

1. Go to [myUNM](#)
2. Log In with your UNM NetID and password
3. Enter LoboWeb (center of the screen)
4. Click "Benefits and Deductions"
5. Click "Benefit Statement"

Biweekly employees: Your new deductions will begin on July 12.

Monthly employees: Your new deductions will begin on July 31.

If you have questions or need assistance, contact the HR Service Center at 505-277-MyHR (6947) or via email at hrbenefits@unm.edu.

Coming Soon: Medical ID Cards

Having your Medical ID card in hand provides a sense of comfort and is the first tangible symbol of your membership with a chosen UNM medical plan.

Your new LoboHealth and Presbyterian ID cards for the 2019-2020 plan year will arrive on or around July 1.

All participants in **UNM LoboHealth** will receive new ID cards from BlueCross BlueShield of New Mexico (BCBSNM). **Presbyterian Health Plan** participants who are newly enrolled or those who made changes during the recent Open Enrollment will receive ID cards from Presbyterian in the same timeframe.

When your card arrives, make sure to keep it with you at all times. You'll want it for upcoming doctor visits as well as all the important plan details on it, including key phone numbers.

If you require services on or after July 1 and have not received your ID card, contact your **Third Party Administrator (TPA)** at the following customer service numbers for assistance:

[LoboHealth](#)

1-855-235-1042

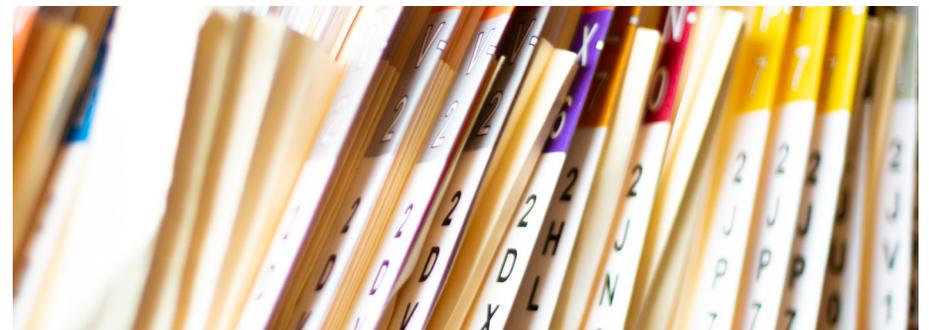
[Presbyterian Health Plan](#)

505-923-5232

1-866-574-9567 (Outside Albuquerque only)

Beginning July 1, ID cards can also be accessed online or via mobile app. Be sure to register on your TPA's website to print a temporary copy of your ID card.

Once registered, you can also download their **mobile app** to access an electronic version of your ID card through your smartphone. This is also a great option for children who do not live at home.



Prescription ID Cards

New participants in either of the UNM medical plans will also receive a prescription ID card from **Express Scripts** on or around July 1. If you are a current member, have moved from one UNM Medical Plan to another, or have misplaced your ID card and would like to receive a new card, you can do one of the following:

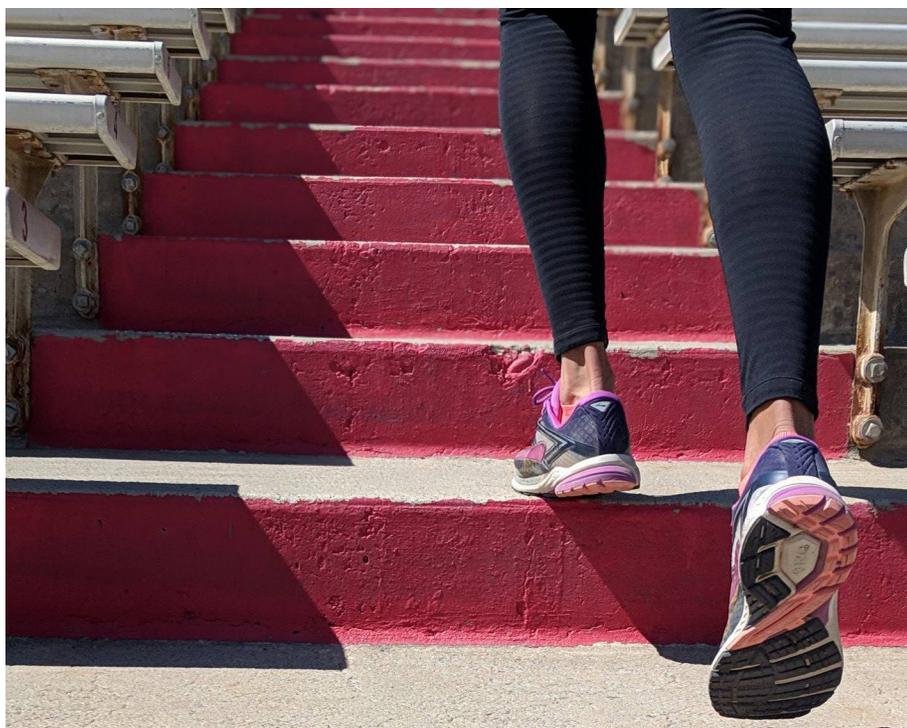
- Request one through Express Scripts customer service: 1-800-282-2881.
- Log on to the [Express Scripts](#), select "Forms & Cards" from the "Benefits" drop-down menu and view and print the member ID card.
- Log on to the Express Scripts mobile app to display a virtual ID card.

A Note about Your Dental and Vision Cards

Dental and vision carriers **do not** typically produce personalized ID cards, so don't panic if you have not received one from Delta Dental or VSP. Coverage for employees and family members is verified with the provider by supplying the employee name and UNM Banner ID number.

Your Wellness

Kickstart Your Fitness Strategy with Fit Life



If you struggle with making physical activity a priority and need guidance on how to start and stick with a regular exercise routine, this program is for you.

Fit Life is a six-week course that meets twice a week and is designed to help you develop fitness strategies that fit your lifestyle and make physical activity a consistent part of your life. Space is limited, so sign up NOW!

Fit Life Program

Dates: July 9 – Aug. 15 (every Tuesday, noon-1 p.m., Thursday 2:15-3 p.m.)

Cost: \$120 (tuition remission eligible)

Register on [Learning Central](#) by searching Fit Life.

Questions? Contact Lauren Lewis, Health Education Consultant, at lclewis@unm.edu.



Don't forget your summer WOW pass! Click here for more info.

Get Moving

Torch Calories, Tone Your Abs in 30 Minutes

The inspiring trainer Massy Arias doesn't mess around. This no-equipment workout mixes cardio and core so you torch calories while building a stronger center. It's perfect for all fitness levels and includes moves like dead bug, Superman, and bicycle crunches to light up your abs!

Repeating the circuit three times might just push you past your comfort zone, but know with each rep you are getting stronger. You've got this!

Interested in customized wellness activities for your work group? Contact [Employee Wellness](#) for a variety of stretching and strength building classes, including Stretch Away Stress and Ergonomic Stretch Breaks. We also sell resistance bands for only \$15.



"30-Minute No-Equipment Cardio and Core Workout with Massy Arias," YouTube, uploaded by Employee Wellness 17 June, 2019, <https://youtu.be/O5fCNM9f0ic>

Your Professional Development

EOD Spotlight: The Cascade Effect

Managers are often tasked with engaging employees, but often managers feel disengaged themselves. In a [2015 Gallup poll](#), 51% of U.S. managers polled indicated they were disengaged from the workplace.

What does engagement look like? [Employee engagement](#) in the workplace results in all members of the organization giving their best each day, committing to the organization's goals and values, and are **motivated** to contribute to organizational success.

As an employee, there may be times when you are "checked out." When managers are tasked with engaging employees, but are checked out themselves, the consequences can be dire.

Alternately, employees who are supervised by highly engaged managers are 59% more likely to be engaged than those with actively disengaged managers.

This **Cascade Effect** is strongly connected to the organization's success, including productivity, innovation and customer ratings.

How can you create a positive cascade effect? As a leader, manager or employee you can:

- Ask yourself... are you personally operating at your best every day?
- Clearly and consistently communicate where the



organization has been and where it's going.

- Make learning and development a priority.
- Leaders must emphasize their managers' strengths. Managers must build on their team strengths and manage around weaknesses.

EOD currently offers sessions around this topic, including "Engaging and Retaining Talent" or "Building and Sustaining Trust" listed in our course spotlight below.

For more information on customized coaching, facilitation, and effective management techniques, visit the [EOD website](#).

Join ULead, Coming Fall 2019

Are you interested in developing your leadership skills? Are you curious about leadership practices to understand and work better with your teams? Would you enjoy collaborating with other UNM colleagues to reflect and propose initiatives that align with the UNM strategic goals?

We encourage you to join ULead!

ULead is an eight-week leadership program, Sept. 11 to Oct. 30 where you will engage in a leadership journey to discover, unlock and develop your leadership skills.

Fall 2019 ULead

Dates: Sept. 11 to Oct. 30 (every Wednesday)

Cost: Free to all UNM employees

Register: Complete the [application form](#). For more information, visit the [ULead website](#).

EOD July Course Spotlight

EOD offers over 30 online and in-person professional development courses. Here is a great online class offered this month.

Building and Sustaining Trust*

What does trust have to do with business success? Everything. Trust is directly linked to employee engagement, retention, productivity, and innovation. Leaders who demonstrate trust and trustworthiness inspire higher levels of performance and commitment to team and organizational success.

*Pre-requisite course: Communicating for Leadership Success LSC100a.

For this class, and more about our online course offerings, see the [EOD Calendar](#), or visit and register at [Learning Central](#).



UNM at Work

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