

UNM at Work

YOUR MONTHLY HUMAN RESOURCE



Preventive Health Checkups & Medical Premium Credit

Want to learn more about your health and earn a \$200 discount on your UNM medical plan premium? Employee Health Promotion (EHP) is coordinating comprehensive onsite preventive health checkups from July 10 through October 6. After attending a screening conducted by Catapult Health, you will receive a credit towards your medical plan premium this fall. The 2017 medical premium credits are \$200 for eligible employees and \$100 for your eligible spouse or domestic partner.

Quick Steps to Your Health Checkup

1. Be sure you qualify: onsite preventive health checkups and premium credits are for benefits-eligible employees and eligible spouses/domestic partners enrolled in a UNM medical plan.
2. Go to www.timeconfirm.com/unm to sign up for your checkup date, time, and location.

For more information, visit the [Preventive Health Checkups webpage](#) or [contact EHP](#).

Counting Down to a Tobacco-Free Campus

THE UNIVERSITY OF NEW MEXICO

UNM IS PROUD TO BE
**TOBACCO
FREE**



The University of New Mexico and Employee Health Promotion are committed to wellness, prevention, and providing a healthy environment in which to learn, work, and visit. For these reasons, by the Fall of 2017 smoking and other tobacco use (including e-cigarettes) will be further restricted on campus and relegated to

a few remaining designated smoking areas. The hope and expectation is that eventually UNM will eliminate all designated smoking areas to become a [tobacco- and smoke-free campus](#). For more on the initiative, visit the [UNM Newsroom](#).

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The Standard's New Insurance Enrollment Site

For Life, Disability, and Accidental Death and Dismemberment

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

This means that all information previously collected by the Benefitsolver site will be transferred to Standard's site, including all enrollment information, beneficiary designation, and eligibility information. This transition will help Standard provide a higher level of service to UNM employees when enrolling in or making changes to life, disability, and AD&D insurance. If you made enrollment changes during this year's Open Enrollment period that will be effective July 1, 2017, your elections will be transferred to Standard's internal enrollment site.

If you are currently enrolled in life, disability, and/or AD&D, and need to access Standard's enrollment site to update your information (including your beneficiary designation) any time **after June 30, 2017**, you will need to register on Standard's new enrollment site as a first time user. As a first time user, your **User Name is your UNM Banner ID** and your initial **Password/PIN is** the last four numbers of your **Banner ID** and the last two numbers of your birth year (e.g., 034277). A first time user guide will be available on the [HR website](#) by July 1, 2017, to assist you with registering as a first time user and provide instruction on how to navigate the new site.

Benefits Tip Corner – June 2017

Updating Life Insurance and Retirement Beneficiary Designations

Changes in life circumstances may require you to update a lot of information, such as your home address and emergency contact information. Other important documents that can be overlooked are your beneficiary designations for life insurance and retirement plans. It's a good time to review your life insurance and retirement beneficiaries, to make sure the information is still current. Here are a few resources to assist you in updating your beneficiary designations:

[UNM life insurance Prior to July 1, 2017](#) – Utilize Standard's current enrollment site

[UNM Life Insurance Beginning July 1, 2017](#) – Utilize Standard's new enrollment site, login details will be available at hr.unm.edu by July 1, 2017

[Education Retirement Board Pension Plan](#) – Send your form directly to the ERB

[Alternative Retirement Plans \(ARP\)](#) – Contact your ARP plan representative

JUNE 2017 TRAINING CALENDAR

Employee & Organizational Development

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

June 2017

TRAINING

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Go to Learning Central 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 our website.</p>			1	2
<p>Lobo U - New Employee Orientation 8:00 - 12:00</p> <p>5</p>	<p>6</p>	<p>Department Time Entry 8:30 - 12:00 Coaching for Peak Performance 8:30 - 12:30</p> <p>7</p>	<p>Communicate Effectively with Your Supervisor 9:00 - 12:00 Out of the Box Problem Solving 9:00 - 12:00</p> <p>8</p>	<p>Banner Workshop for Advisors 9:30 - 12:00 LoboAchieve for Staff 1:00 - 3:30</p> <p>9</p>
<p>Lobo U - New Employee Orientation 8:00 - 12:00</p> <p>12</p>	<p>Customer Care: A Service YOU Provide 9:00 - 12:00 The UNM Retirement Process: An Overview 10:00 - 12:30 Mastering the Change Curve 1:00 - 5:00</p> <p>13</p>	<p>LoboTime Time Manager/Supervisor Training 9:00 - 11:30 I want to retire - NOW 12:00 - 1:30</p> <p>14</p>	<p>Purchasing Process for Departments Lab 8:30 - 12:00 Basics of Social Security 1:00 - 2:00</p> <p>15</p>	<p>16</p>
<p>Lobo U - New Employee Orientation 8:00 - 12:00</p> <p>19</p>	<p>Get Savvy about Social Security 8:30 - 10:00 Everything DiSC Management 8:30 - 12:00</p> <p>20</p>	<p>Changing Perspectives of Time Management 9:00 - 12:00</p> <p>21</p>	<p>22</p>	<p>Civil Rights at Work at UNM 8:30 - 12:30</p> <p>23</p>
<p>Lobo U - New Employee Orientation 8:00 - 12:00</p> <p>26</p>	<p>Mindfulness: Embracing the Present in Daily Life 8:30 - 11:30 Employee Life Cycle Management Workshop 8:30 - 4:30 Purchasing & A/P Policies & Procedures 2:00 - 4:30</p> <p>27</p>	<p>28</p>	<p>29</p>	<p>Banner General Person Certification 8:30 - 5:00</p> <p>30</p>

Register via the [Learning Central website](#)

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

June 2017 Thrive Thursday / Financial Friday Seminars

Estate Planning is for Everyone!

The June Thrive Thursday / Financial Friday seminars provide basic information about drafting or updating a will, creating an estate plan, how to get started, and the value estate planning can bring to every phase of life, including the legacy you leave for others. Estate planning is not just for wealthy, married, or older people. Most of us have loved ones and things we care about or want to protect, so nearly everyone needs an estate plan, no matter their age or financial stage in life.

The June sessions are from 12:00 - 1:00 pm on Thursday, June 15 (Main Campus, Business Center, EOD 1016) and Friday, June 16 (North Campus, HSLIC Room 428). For more information, participant handouts, and links to attend via Skype or webinar from your desktop or smart phone, visit the [Financial Wellness Program](#) website, [view the flyer](#), or call the HR Service Center at 505-277-MyHR (6947). Please rsvp to register and reserve your complimentary lunch, courtesy of this month's vendor.

We are here to help you and your loved ones make progress on your financial wellbeing! Brought to you by HR Benefits.

Feedback on the HR Newsletter?
Send it to hrinfo@unm.edu

Monthly Leave/Exception Time Reporting Reminders

The UNM Payroll Department began sending out email reminders to Department Timekeepers and Approvers for the 5R Monthly Leave/Exception time reporting to those using Banner Department Time Entry.

Our goal is to attempt to limit the number of 5R leave adjustments created by departments forgetting to finish and approve monthly leave. It is critical that leave be reported accurately and in a timely manner. An initial friendly reminder email will be sent approximately eight business days prior to the monthly Leave/Exception time entry deadline. Additionally three more reminder emails will be sent: two days before, one day before, and again on the actual day of the deadline.

Questions? Contact the Payroll department: pay@unm.edu or 505-277-2353.

Celebrate the International Day of Yoga June 21, 2017

The 21st of June was declared as the International Day of Yoga by the United Nations General Assembly on December 11, 2014. The Resolution (69/131) received broad support from 177 member states. The declaration came after the call for the adoption of June 21 as the International Day of Yoga by Prime Minister of India, Mr. Narendra Modi, during his address to UN General Assembly on September 27, 2014.

Noting the importance of individuals and populations making healthier choices and following lifestyle patterns that foster good health, underscoring the fact that global health is a long-term development objective that requires closer international cooperation through the exchange of best practices aimed at building better individual lifestyles devoid of excesses of all kinds, understanding that yoga provides a holistic approach to health and well-being, and recognizing that wider dissemination of information about the benefits of practicing yoga would be beneficial for the health of the world population, The UN proclaims June 21 the International Day of Yoga.

The [International Day of Yoga event at UNM](#) will be held on June 21, 2017 at George Pearl Hall (across from the UNM Bookstore) in the First Floor Gallery, from 12:00 - 1:00 pm. The event is free and open to all! Bring your own yoga mat and hydration. Space is limited, so arrive early to secure a place.

