

# UNM at Work

YOUR MONTHLY HUMAN RESOURCE



## Introducing New Banner 9 Employee Dashboard

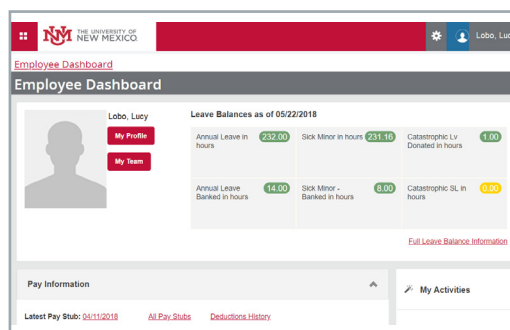
Human Resources and Information Technologies are excited to announce the first of several improvements to Banner Self-Service as part of the upgrade to the newest version of Banner- the Banner 9 Employee Dashboard. In

### 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.



### WHEN WILL IT BE AVAILABLE?

The Employee Dashboard is scheduled to "Go-Live" on **Friday, June 15**. Once live, you will be able to access your dashboard from your MyUNM home page.

**BANNER 9**  
Human Resources  
Coming June 15

Get ready  
for a  
fresh new look  
and feel!

banner9.unm.edu

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## On-site Preventive Health Checkups Return

On-site Preventive Health Checkups will be provided once again this year, 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.

Coordinated by Employee Wellness, checkups will be provided by Catapult Health for all active, benefit-eligible employees enrolled in a UNM medical plan. Spouses/domestic partners who are enrolled in a UNM medical plan are also eligible to earn a \$100 credit.

There is no out-of-pocket co-pay or co-insurance charge and you can participate again if you did the checkups last year. The premium credits will apply to your 2017-2018 plan.

Sign up for checkups begins **June 1**. 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 [On-site Preventive Health Checkups and Medical Premiums Credit](#).



## International Yoga Day

Come celebrate International Yoga Day with Employee Wellness for a FREE yoga session!

**Thursday, June 21**

**Noon to 1 p.m.**

**Domenici North Wing, Room 3720**



Bring a friend! Our International Day of Yoga celebration is open to all staff and faculty. Space is limited so arrive early to secure a spot. Bring your own mat and hydration.

Questions? Contact Employee Wellness at [wellness@unm.edu](mailto:wellness@unm.edu) or 505-272-4460.

## Stadium Stair Challenge Recap

**April 28, 2018**

**153 Event Day Participants**

**190 Total Program Participants**

**100% Fun!**

**Thank you to all those who came out and met the challenge!**





## June 2018 FINANCIAL WELLNESS SEMINARS

*Investing Simplified!*

*June 21 and 22, noon to 1 p.m.*

Join UNM Benefits and UNM Financial Representative Antavius Greathouse from Voya, who will help you understand more about the three key concepts of investing- **assets, risk, and time.**

Learn advantages of investing in mutual funds as well as strategies to defer or minimize income tax on your investment gains. Maintain the right balance of assets to meet your goals now and in the future.



Registration and virtual access are available on the [Monthly Financial Wellness Seminars](#) webpage. [See our flyer](#) for more details. Brought to you by the UNM Division of Human Resources Benefits department.

## 30-Minute Fat Burning Pilates Workout

Work your entire body from head to toe. Kit Rich will lead you through cardio, abs, and outer-thigh work with classic **Pilates exercises** and targeted variations to sculpt your abs and legs. No muscle goes unworked! Modifications are provided for every exercise, so if you're new to working out you can still get your sweat on. Plus, you can make the workout harder by adding two- to three-pound dumbbells.

If you are interested in more ideas customized 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*. You may also purchase resistance bands for only \$15.

"30-Minute Fat-Burning Pilates Workout." YouTube, uploaded by Employee Wellness, 29 May 2018, <https://www.popsugar.com/fitness/30-Minute-Pilates-Based-Cardio-Workout-40925067>



# Employee & Organizational Development

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

## June 2018

### TRAINING

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Go to <a href="#">Learning Central</a> to REGISTER, WITHDRAW, or ADD/REMOVE items from your Learning Plan.</p> <p>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>				<p>Banner General Person Certification 8:30 - 5:00</p> <p>1</p>
<p>Lobo U - New Employee Orientation 8:30 - 12:10</p> <p>4</p>	<p>5</p>	<p>Everything DiSC Management 8:30 - 12:00</p> <p>Mastering the Change Curve 8:30 - 12:00</p> <p>Department Time Entry 8:30 - 12:00</p> <p>6</p>	<p>7</p>	<p>8</p>
<p>Lobo U - New Employee Orientation 8:30 - 12:10</p> <p>11</p>	<p>The UNM Retirement Process: An Overview 10:00 - 12:30</p> <p>12</p>	<p>LoboTime Time Manager/Supervisor 9:00 - 11:30</p> <p>Retirement 101 with NMERB 10:30 - 12:00</p> <p>I want to retire - NOW 12:00 - 1:30</p> <p>13</p>	<p>Purchasing Process for Departments Lab 8:30 - 12:00</p> <p>14</p>	<p>Banner Workshop for Advisors 9:30 - 12:30</p> <p>LoboAchieve for Staff 1:00 - 3:30</p> <p>15</p>
<p>Lobo U - New Employee Orientation 8:30 - 12:10</p> <p>18</p>	<p>19</p>	<p>20</p>	<p>21</p>	<p>22</p>
<p>Lobo U - New Employee Orientation 8:30 - 12:10</p> <p>25</p>	<p>Employee Life Cycle Management Workshop 8:30 - 3:30</p> <p>26</p>	<p>Changing Perspectives of Time Management 8:30 - 11:30</p> <p>27</p>	<p>Purchasing &amp; A/P Policies &amp; Procedures 2:00 - 4:30</p> <p>28</p>	<p>Banner General Person Certification 8:30 - 5:00</p> <p>29</p>

Register via the [Learning Central](#) website  
For more information, contact [eod@unm.edu](mailto:eod@unm.edu) or call 505.277.1555.



## EOD Spotlight

### *Stress associated with change*

Stress from change is a natural part of life. Knowing that our campuses continually face many forms of change, here are a few strategies to help support yourself and/or your department during change:

1. No matter the change you always have options. You can decide how you want to behave in that change or what attitude you demonstrate. You can decide at what level you will participate in the change.
2. It is normal to resist change. Resistance is a natural response. Resistance allows you to ask questions, have various emotional responses and eventually helps you decide what will help you move through the change.
3. You are not alone during change. It is common that people close to you are experiencing similar reactions to change. Check in with those around you and see what their reality is.
4. Give yourself and others space to integrate the change into every day experiences. For example, big changes can interrupt your ability to do normal tasks- give yourself a little extra time. Big change is a big distraction!
5. Good or bad change? It does not matter. Change is not **all good** or **all bad**. It is most likely mixed. We all go through the change process whether or not we see it as good or bad, positive or negative.

Want to learn more? Check out our **Mastering the Change Curve** course, **June 6**. See the EOD calendar for more details. Remember, EOD has resources to support you and/or your department, ranging from open enrollment courses, department facilitations, one-on-one consulting and retreat activities as well as interactive, high-quality web-based training courses. Visit our [webpage](#) for all of our services and course offerings.



## December in June? 2018 Mandatory Training Now Open

As you break out your swimming gear and plan your summer vacation, it's not too early to think about December and your mandatory training, which must be completed by **December 1, 2018**. Plan for completion of your training before the busy fall semester!

All regular faculty and staff, temporary faculty and staff, on-call staff and student employees (including grad students) are required to complete the designated University-wide mandatory training. The three University-wide mandatory trainings are:

- **EOD 1018** Intersections: Preventing Discrimination and Harassment 2018
- **SRS 0118** Basic Annual Safety Training 2018
- **EOD 481-18** Active Shooter on Campus: Run, Hide, Fight 2018

Contact Employee and Organizational Development (EOD) at 505-277-1627 or [eod@unm.edu](mailto:eod@unm.edu) if you have questions or visit the [EOD website](#). Mandatory trainings are located at [Learning Central](#).





## Long-Term Care Rate Increase July 1, 2018

Benefits eligible employees participating in UNM's [Long-Term Care \(LTC\) insurance offered through Unum](#), were recently notified by mail from Unum that a premium increase of approximately 5% will take place on July 1, 2018.

To assist you in determining your July 1 premium rate, please use the [Unum LTC calculator](#). You should have your Unum summary page handy when entering your information in the calculator. When entering your age for this calculation, remember to enter your age as of your coverage effective date, found on your summary.

Note, the summary page (titled "Schedule of Long Term Care Benefits") included in the mailing from Unum reflects your current rate, not your new rate as of July 1. **In late June/early July, Unum will send out a summary page reflecting your new rate.**

If you have questions regarding your notification letter, your rate increase or your long-term care insurance, contact Unum's Customer Service team at 1-800-227-4165. Make sure you reference the Unum LTC Group Policy number 547750-002 and your UNM Banner ID to ensure that your inquiry is routed properly.

For other questions, contact HR Benefits at 505-277-MyHR (6947).

### Benefits Tip Corner: Impact of Life Changes

June is traditionally wedding season and is a great reminder that big life changes can have a big impact on your benefits.

In benefits-speak, these changes are called Qualifying Change in Status and can be anything from marriage to the birth of a new baby to employment change. In our busy lives, beneficiary designations or insurance enrollment can sometimes be forgotten or overlooked.

This month is a good time to review your current information. Here are some main items to review:

- Life insurance beneficiary designations
- Retirement plan beneficiary designations
- Benefit enrollment deadlines for qualifying events such as marriage, birth or adoption
- Review of your [W-4 withholdings](#)
- Demographic information (name change, address, phone number, etc.)

Visit our Benefits website to learn more about [Qualifying Change in Status Events](#), deadlines for changes when a Qualifying Change in Status occurs, and contacts for making updates to your personal information.

### Payroll: Taxable & Non-taxable Fringe Benefits

Payroll has published a taxable fringe benefit matrix to identify which taxable and nontaxable fringe benefits will flow through pay stubs.

#### What are Fringe Benefits?

Fringe benefits are extra benefits supplementing an employee's salary. Common UNM fringe benefits can range from travel reimbursement, tuition remission, discounted season tickets or relocation expenses. Many of these benefits are taxable, but not all. Review the handy [Fringe Benefits Matrix](#) to learn more.

The taxable fringe matrix, located at [payroll.unm.edu](http://payroll.unm.edu) in the Employee Toolbox tab, is meant to be a general guide to show potential taxable events that may impact you.

