



HUMAN
RESOURCES

UNM

UNM at Work

YOUR MONTHLY HUMAN RESOURCE

MARCH 2019

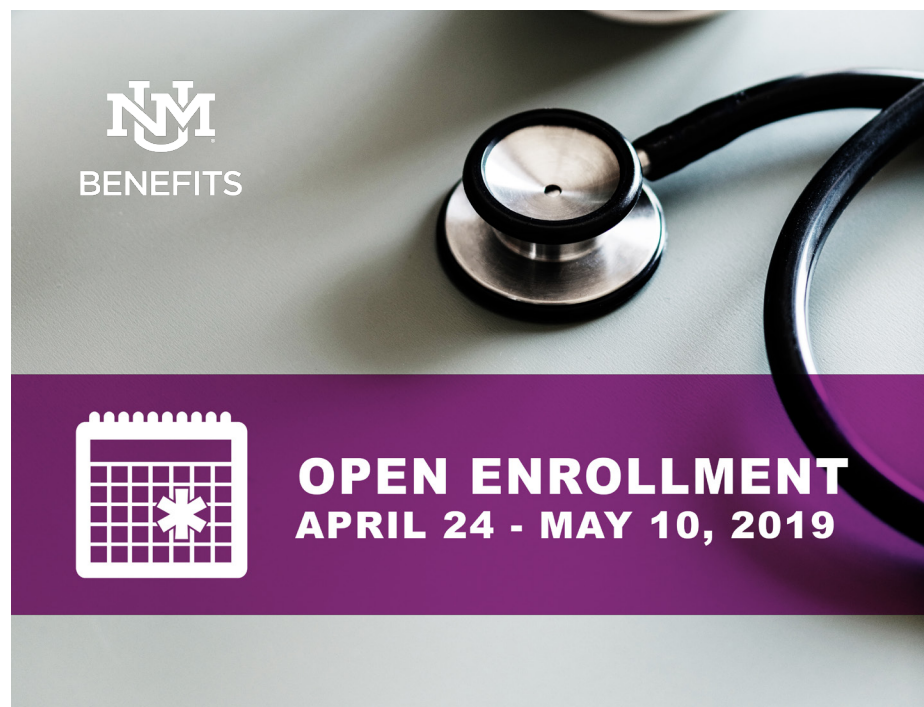
In This Issue:

- Open Enrollment Preview [P. 2]
- PEP Deadline Extended [P. 2]
- ABQ Changes to Minimum Wage [P. 3]
- Beware of Scams this Tax Season [P. 3]
- Benefits Tip: Prep for Open Enrollment [P. 4]
- Stadium Stair Challenge Training [P. 4]
- Walk Out on Work! [P. 5]
- Yoga Chill [P. 5]
- EOD Calendar [P. 6]
- Spring ULead [P. 7]
- Leadership Presence [P. 7]

Feature Story

OPEN ENROLLMENT PREVIEW:

Positive Changes to Your Benefits Are On the Way



With **Open Enrollment** (OE) just around the corner, we want to tell you about two exciting **changes** coming soon to your benefit options. OE is tentatively scheduled for **April 24-May 10, 2019**. More details will be provided in the coming weeks, but for now, we recommend you begin preparing for OE by reviewing your current Benefit Statement in LoboWeb. (See Page 4 for more details.)

UNM LoboHealth Plan

Beginning July 1, employees enrolled in Blue Cross Blue Shield (BCBS) and UNM Team Health (UNMTH)

will be automatically enrolled in a new plan called [UNM LoboHealth](#). The newly **combined plan** offers lower out-of-pocket costs that are more predictable and simplified for budgeting purposes when accessing Tier 1 services, as well as access to Tier 2 (BCBS national network) providers without the need for approval, at slightly higher out-of-pocket costs.

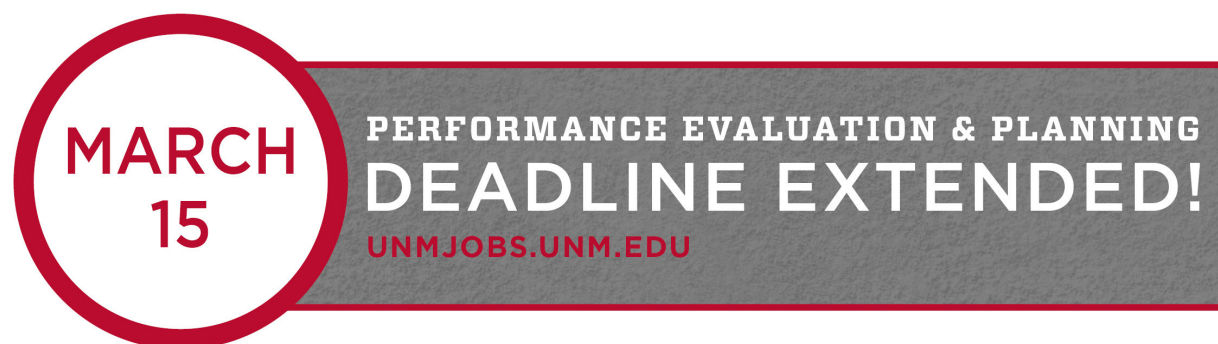
UNM LoboHealth sets the foundation to continue to provide valuable health care benefits for all employees and their dependents, and **preserves** your ability to have choice in where you receive your health care, while striving to manage health care costs and providing a framework for sustainable benefits in the future. A [website](#) has been established to keep you updated as we make this **transition**.

New Life and Disability Insurance Carrier

Through a competitive procurement process, The Hartford has been chosen as UNM's life and disability insurance carrier to be effective July 1. The transition from The Standard to The Hartford will enable you to retain the **same** level of coverage at a **lower cost**, including possible opportunities for some employees to enroll in or increase coverage during Open Enrollment.

As we approach Open Enrollment, UNM Benefits will offer presentations at various locations throughout campus. Stay tuned for more information about Open Enrollment and these changes in the coming weeks.

Questions? Contact UNM Benefits at hrbenefits@unm.edu.



Already Completed Your PEP? Download a PDF Copy of Your Evaluation

Employees, it's important to review your entire performance evaluation prior to signing. This is quick and easy in UNMJobs - you have on-demand access to your evaluation at any time. Follow [these instructions](#) to see how to quickly download a copy of your evaluation. Note that you won't be able to view your manager's evaluation or comments until **after** they have signed and submitted their portion of the evaluation.

ABQ Changes to Minimum Wage

On January 1, 2019, the City of Albuquerque increased its minimum wage (\$9.20 per hour or \$8.20 per hour if benefits eligible), which has raised **questions** as to whether the University of New Mexico will adjust its Staff Salary Structure accordingly.

As a state-wide employer, the University adheres to state minimum wage requirements, rather than City of Albuquerque requirements. Currently, while the state of New Mexico's minimum wage is \$7.50 per hour, UNM remains at \$9.00 per hour for staff employees and \$7.50 per hour for student employment jobs.

Minimum wage remains a major **legislative** topic and



several proposals are currently under review by the State Legislature. The University will ensure the Staff Salary Structure aligns with the state's minimum wage requirements and will **communicate** updates as needed.

Feedback on the HR Newsletter?

Send it to hinfo@unm.edu

Beware of Scams this Tax Season



Tax season is a prime time for **scammers** and UNM IT would like to remind you of the many ways fraud can occur during tax season, whether in-person, over the telephone, through regular mail and even via email.

As tax documents, including your W-2, are delivered, this is an especially **vulnerable** time for mail theft. Watch your mail closely for your W-2, 1099, and other tax documents.

UNM IT is also seeing an increase in **phishing** email targeting people for personal tax information. Some of these phishing emails may seem to be from the IRS, a bank, and even someone from UNM. Here are a few

things you should be aware of so you can avoid **tax-season scams**:

1. The IRS will **never** email or call you. Do not give out your social security number and personal information over the telephone or through email. The IRS contacts taxpayers via registered mail.
2. Never click on links in an email from an **unknown** sender. If you open such a link don't enter your private information or bank account. Copy the link, then go to the website from a browser and paste the URL.
3. Use your UNM email for UNM business only. It is easier to spot a phishing email if you separate your personal business from UNM. For example, if you registered your PayPal account with your personal email, then any PayPal related email you see in your UNM mailbox is probably a phishing email.
4. Do not use an unknown **hotspot** or public Wi-Fi network to file your tax return or to do your banking. Anyone can harvest your data over a public Wi-Fi network.
5. Always use a virtual private network, or **VPN**, if you have to work while traveling.

For more information about tax season scams, go to the [IRS website](#) for the latest scam alerts, or visit [UNM Payroll](#) for helpful tax resources and information.

Your Benefits

Benefits Tip Corner

Prep for Open Enrollment

As Open Enrollment season approaches, it's a good idea to review your current benefits statement.

Benefits Open Enrollment for medical, dental, vision, short-term and long-term disability, life and accidental death and dismemberment (AD&D) insurance is tentatively scheduled for **April 24 - May 10, 2019**. Changes you make to these benefits are effective **July 1, 2019**.

How to Review Your Current Benefits Statement:

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. Follow prompts for [Duo](#) (Two-2 factor authentication to protect your sensitive Benefits information in LoboWeb)
6. Click "Benefit Statement"

If you have questions, contact the Benefits Office at 505-277-MyHR (6947).

Prep for Open Enrollment



Review Your Benefits



Consider Changes



Enroll
April 24-May 10

Stadium Stair Challenge 8-Week Training Sessions



[REGISTER HERE](#)

Ready to step it up? Employee Wellness is hosting the 4th Annual [Stadium Stair Challenge](#) on April 27! Come walk, jog, or run 1,668 stairs at the Dreamstyle Stadium. This year we have added a **kids race** so bring your kids to join in on the fun! All fitness levels welcome.

Employee Wellness is offering an eight-week **training** course to prep for the challenge. Lauren Lewis, NASM-CPT, Health Education Consultant, will lead exciting and **effective** sessions to help you reach your fitness goals, including proper stair climbing technique, tips on injury prevention, and motivation to encourage you to perform your best!

Guests from a local gym will also provide **valuable** information about nutrition and fitness.

Participants will have **access** to the Stadium Stair Challenge private Facebook group which will include the latest updates, **support**, and much more. Training is open to the UNM community.

Eight-Week Training Course

Who: UNM Community
Where: Johnson Center and Dreamstyle Stadium
When: [Wednesdays starting March 6](#)
Time: 12:15 - 1:15 p.m.

Costs:

8-Week Training Course + Entry Fee	\$120
Includes six training classes (Choose "8 WK Training/SSC entry-\$120 TR" in the registration form)	Tuition Remission Eligible
Stair Challenge Entry Fee Only	\$35 - until 2/28
NOT Tuition Remission Eligible	\$45 - until 4/26
	\$55 - Day of event
Kids Race	\$10 - until 4/26
	\$20 - Day of event

Questions? Visit the [Stadium Stair Challenge website](#).

Walk Out on Work Wednesday Set for April 3



April is “Move More Month” and to encourage UNM staff and faculty to move more during their workdays, Employee Wellness will be organizing its annual [Walk Out on Work Wednesday](#) event on Wednesday, April 3.

If you would like to be a walk leader for your area/department, [email Employee Wellness](#) with your walk start location, start time, and the length of your walk in time/distance. We will promote all April 3 walk locations and provide you with a stack of “I Walked Out on Work” stickers to share with all fellow walkers and coworkers who join you!

Employee Wellness is also excited to announce new Lobo Trails to be unveiled in March and April. More details will be coming soon on the location and distances of these new trails!

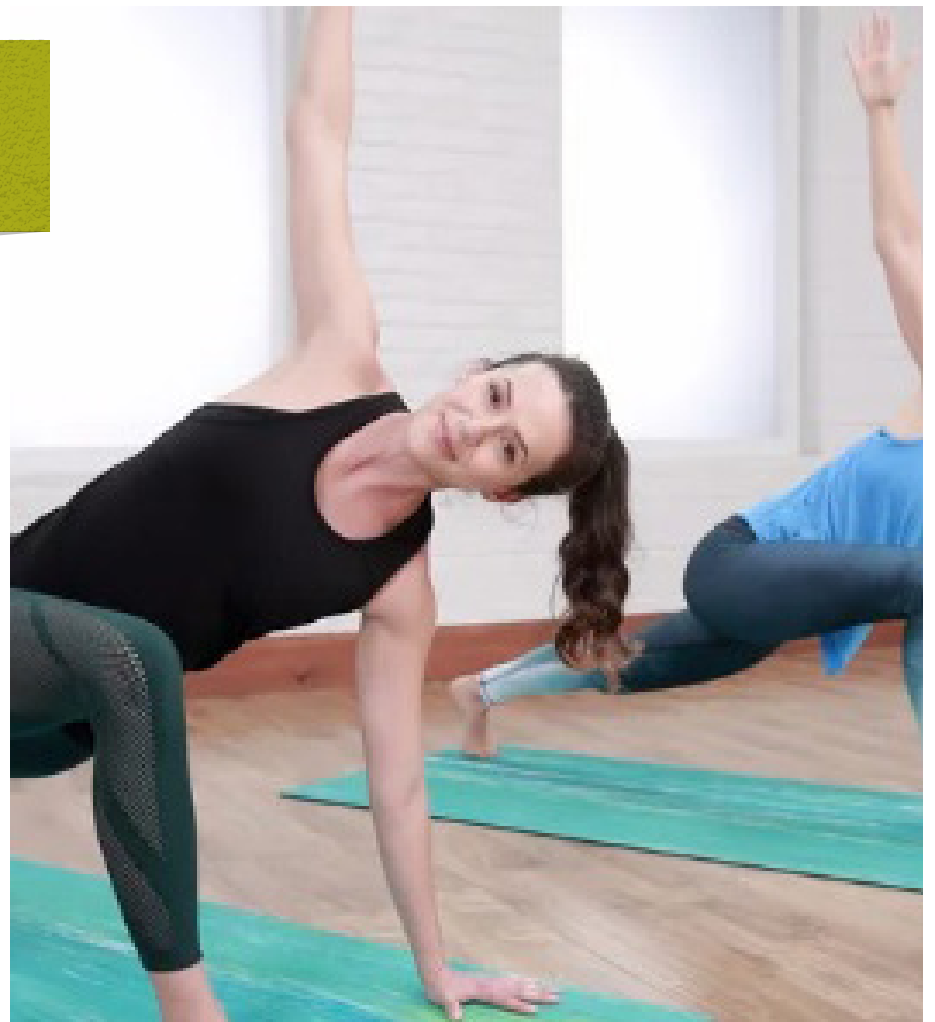
Get Moving

30 Minutes of Chill Yoga

If your stress level is up, [it's time to calm down](#) and center yourself with this relaxing yoga series from [Yoga with Adriene](#). Keep your chill attitude going by interacting with the “Yoga with Adriene” series, [TRUE: A 30-Day Yoga Journey](#).

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.

“Stop Your Stressing with 30 Minutes of Chill Yoga” Popsugar.com, uploaded by Employee Wellness 7 February, 2019, <https://www.popsugar.com/fitness/Yoga-Stress-30-Minute-Video-44317090>



Your Professional Development



EMPLOYEE &
ORGANIZATIONAL
DEVELOPMENT

**Employee & Organizational Development
Division of Human Resources
1700 Lomas Blvd NE, Suite 1200
MSC01 1222 505.277.1555**

MARCH 2019

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Register via the Learning Central website. For more information, including cancellation policy, parking and other EOD events visit the EOD website. Questions? Contact eod@unm.edu or call 505-277-1555.</p>				1
<p>Lobo U - New Employee Orientation 8:30 - 12:10</p> <p>4</p>	<p>Emotional Intelligence in the Workplace 8:30 - 12:00</p> <p>5</p>	<p>Communicating Effectively with Your Supervisor 9:00 - 12:00 Email Correspondence 2:00 - 4:00</p> <p>6</p>	<p>ULead Spring 2019: People, Projects, and Positive Persuasion 8:00 - 5:00</p> <p>7</p>	8
<p>Lobo U - New Employee Orientation 8:30 - 12:10</p> <p>11</p>	12	<p>LoboTime Time Manager/Supervisor 9:00 - 11:30</p> <p>13</p>	14	15
<p>Lobo U - New Employee Orientation 8:30 - 12:10</p> <p>18</p>	19	20	21	<p>Hire Right 1:00 - 5:00</p> <p>22</p>
<p>Lobo U - New Employee Orientation 8:30 - 12:10</p> <p>25</p>	26	27	28	29

TRAINING

Your Professional Development

ULEAD SPRING 2019: PEOPLE, PROJECTS AND POSITIVE PERSUASION

Leadership opportunities exist at every level. Whether you have years of leadership experience or you are just kick-starting your career.

ULead is a leadership development program designed to help you uncover your innate leadership abilities and positively impact the world around you within a supportive and challenging environment.

Sessions meet every Thursday for eight weeks, beginning March 7. ULead has a limited number of slots that have become available for the spring, so contact EOD as soon as possible to register.

[Visit ULead](#) to learn more about the program, or contact EOD at 505-277-1555.



Watch our [ULead video](#) to learn more!

EOD Spotlight: Leadership Presence



When searching for the definition of “Leadership Presence” Jo Miller, CEO of Women’s Leadership Coaching, Inc., discovered a variety of responses, including “We know it when we see it.”

As a young aspiring leader or someone seeking to move up in their department, hearing you need “**leadership presence**” is hard enough to define, much less knowing what to do about it.

Are some of us born natural leaders, while others will never have it? No, but developing your leadership presence does take **self-awareness** and the right attitude.

Amy Cuddy, a leadership presence researcher with the Harvard Business School defines two distinctive traits to leadership presence- **warmth** and **authority**.

Communicating Warmth & Authority

How do you communicate warmth? Look to leaders you admire, and observe their **trustworthiness**, communion,

and likability. Spend some time studying their body language, use of vocal tone, and word usage. List those things you would like to do more of as a leader.

How do you communicate authority? Again, observe how your favorite leader communicates authority. What language do they use to convey their **expertise**? What tone do they use to emphasize important information?

Read more about ways you can develop your Leadership Presence from [Jo Miller’s article](#), *The “Secret Sauce” Leaders Have and How You Can Get It, Too*. EOD’s ULead program is also a great way to develop your leadership skills. Can’t attend this spring? Check back with [ULead](#) for announcements on the fall 2019 ULead program.

EOD has resources to support you and 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 our services and course offerings.



UNM at Work

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Questions? Contact Us!

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