

# UNM at Work

YOUR MONTHLY HUMAN RESOURCE



## Benefits Open Enrollment Starts Today!

April 26 - May 12, 2017

**Open Enrollment** for all benefits-eligible employees begins today, April 26, 2017 and runs through Friday, May 12, 2017. The VEBA Opt-Out period runs concurrent with Open Enrollment, applicable to current [VEBA](#) participants only.

Open Enrollment is your annual opportunity to enroll in, cancel, or make changes to your medical, dental, vision, life, and disability\* insurance plans. Changes made during Open Enrollment are effective **July 1, 2017**. You will not be able to make changes to these benefits after Open Enrollment unless you experience a [Qualifying Change of Status](#) Event.

During the Open Enrollment period, current VEBA participants have the opportunity to opt-out of VEBA. The option to opt-out of VEBA is only available once a year during this time. For more information about VEBA, please visit the [VEBA](#) webpage.

As a reminder, Open Enrollment materials for active employees will be posted *online*\*\* this year to reduce costs of producing and mailing printed materials. Please visit the [Open Enrollment webpage](#) for details about FY18 changes, how to make changes to your benefits, FY18 premium rates, vendor sessions, how to opt out of VEBA, and other important information related to Open Enrollment.

**NOTE: Your current benefits elections will continue for the 2017-2018 Plan Year unless you make changes during Open Enrollment. If you would like to review your current Benefits, please follow the instructions below:**

Review Your Current Benefits Statement

1. Log into [myUNM](#) with your UNM NetID and Password
2. Click on **Enter LoboWeb**
3. Click on **Benefits and Deductions**
4. Click on **Benefits Statement**
5. Verify your identity through [Duo](#) two-factor authentication (Duo protects your sensitive information in LoboWeb)

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## Benefits Open Enrollment Starts Today!

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For newly added dependents during Open Enrollment, you will be required to submit proof of dependency documents. To retain health coverage for dependents, proof documents must be provided when requested. Failure to submit proof documents will result in the cancellation of your dependent's UNM health coverage, and UNM may seek reimbursement for associated healthcare costs.

Please review all email communications from HR Benefits and the Division of Human Resources for important benefits updates. You can also check the [HR website](#) for updated information. If you have additional questions, contact the Benefits Office at 505-277-MyHR (6947).

*\*To confirm which benefits you are eligible for, please review [Benefits Eligibility at a Glance](#).*

*\*\*Printed copies of materials will be available upon request.*

## Benefits Tip Corner – May 2017

### *When to NOT Access the Open Enrollment System*

*After reviewing your current Benefit elections in LoboWeb, if you do not wish to make changes for the 2017-2018 Plan Year during Open Enrollment, we recommend you do not access the online Open Enrollment system, as navigating through the process may inadvertently reset dependent information.*

*If you would like to keep the same benefits you are currently enrolled in, no action is required during 2017 Open Enrollment.*

## May 2017 Thrive Thursday / Financial Friday Seminars

Are you caring for an aging parent? This seminar is for you! The May Thrive Thursday / Financial Friday seminars will help you to better understand your roles and responsibilities, learn more about the spectrum of options for care, discuss important legal and financial issues, and learn about valuable planning tips and resources for your action plan.

The sessions are from 12:00 – 1:00 pm on Thursday, May 11 (Main Campus, Business Center, EOD 1016) and Friday, May 12 (North Campus, Domenici West Room B116). For information, participant handouts, and Skype or webinar access 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).

We are here to help you and your loved ones make progress with your finances in 2017! Brought to you by HR Benefits.

## MAY 2017 TRAINING CALENDAR

## Employee &amp; Organizational Development

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

## May 2017

## TRAINING

Monday	Tuesday	Wednesday	Thursday	Friday
1 Lobo U - New Employee Orientation 8:00 - 12:00	2 Your Leadership Journey Workshop 8:30 - 12:30 The UNM Retirement Process: An Overview 10:00 - 12:30	3 Department Time Entry 8:30 - 12:00 I want to retire - NOW 12:00 - 1:30	4	5 Banner Workshop for Advisors 9:30 - 12:00 Preventing Sexual Harassment in Your Workplace 1:30 - 3:30
8 Lobo U - New Employee Orientation 8:00 - 12:00	9 The UNM Retirement Process: An Overview 10:00 - 12:30	10 LoboTime Time Manager/Supervisor Training 9:00 - 11:30 I want to retire - NOW 12:00 - 1:30	11 Purchasing Process for Departments Lab 8:30 - 12:00	12 LoboAchieve for Staff 1:00 - 3:30
13 Lobo U - New Employee Orientation 8:00 - 12:00 Americans with Disabilities Act: An Overview 2:30 - 4:30	14 5 Choices for Extraordinary Productivity 8:00 - 5:00 Get Savvy about Social Security 12:00 - 1:30	15 Retirement 101 with NMERB 10:30 - 12:00	16 Mastering the Art of Communication 9:00 - 12:00	17
22 Lobo U - New Employee Orientation 8:00 - 12:00	23	24 Engaging and Retaining Talent 8:30 - 12:30	25	26 Banner General Person Certification 8:30 - 5:00
29 Memorial Day UNM Closed	30 Lobo U - New Employee Orientation 8:00 - 12:00 Purchasing & A/P Policies & Procedures 2:00 - 4:30	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.

## Joining the UNM Retiree Association

Think you're getting close to retiring? The Transamerica Center for Retirement Studies' survey of American retirees and pre-retirees found the median age when Americans retire is 62 years old. Those who retire later in life usually do so by age 67. If you're thinking about retirement—if you're emotionally ready to quit working and start traveling, playing in your garden, going to events you couldn't previously attend during the day—



consider joining the UNM Retiree Association (UNMRA), your voice as a retiree to UNM's administration, the Board of Regents, and the New Mexico State Legislature.

Why join this inexpensive association? Two benefits stand out for current Association members. UNMRA makes sure retirees receive updates on new policies, or changes in policies, affecting them. In particular, UNMRA pays close attention to any proposed changes in benefits for retirees. If the changes are beneficial, they will be supported. If they are not, the Association works with University authorities and state legislators to make necessary changes.

And yes, you can join now! Any currently employed UNM faculty or staff member eligible for retirement or within one year of eligibility may become a member of the Association upon payment of annual dues. Only UNM retirees shall vote, be members of the Board of Directors, or hold office in UNMRA. Retired UNM employees, for the purpose of being eligible for membership in the Association, shall include retired employees of all branch campuses, foundations, and other affiliated organizations of the University.

How do you join? For \$15/year, you can join, vote, serve on the Board, attend events, meet your friends, and keep up to date with what's going on at UNM. Go to the [membership website](#) and click on Join Now! Joining takes only a few minutes.

So if you're thinking retirement, think UNMRA. The Association can help you with your transition to retirement and keep helping you as you enjoy the opportunities retirement offers. Contact us via our website: [retiree.unm.edu](http://retiree.unm.edu), by email: [retiree@unm.edu](mailto:retiree@unm.edu), or by phone at 505-277-3187.

Feedback on the HR Newsletter?  
Send it to [hrinfo@unm.edu](mailto:hrinfo@unm.edu)

## **This is Your Brain... On Change!**

### **Summer 2017 Leadership Bite Series**

This summer, Employee and Organizational Development will launch the second Leadership Bite Series with a new theme, *This is Your Brain on Change!* We'll explore the neuroscience behind change, and discover what's physically going on in your brain when you experience a change. You'll learn some simple self-care tips you can practice to move the process along, and how to bring about brain-friendly change for yourself and others.

Choose from the exciting session topics below! Remember, the sessions are independent, so you can attend as many as you want and as your schedule allows. Registration in [Learning Central](#) is encouraged, but you can also just show up!

#### **The Cycle of Change: Where Do I Fit? (LBS009)**

Tuesday, May 2, 2017

8:10 – 8:50 am, EOD 1016

#### **EQ 101: What's Going on in my Brain? (LBS010)**

Wednesday, May 17, 2017

12:10 – 12:50 pm, EOD 1018

#### **Why Do Brains Hate Change? (LBS011)**

Thursday, June 1, 2017

12:10 – 12:50 pm, EOD 1016

#### **The Brain Science Behind Storytelling: Your Message Matters (LBS012)**

Wednesday, June 14, 2017

8:10 – 8:50 am, EOD 1018

#### **My Brain's Hot Buttons (LBS013)**

Thursday, June 29, 2017

8:10 – 8:50 am, EOD 1016



**Special Giveaway!** Come to four out of the five sessions and receive a free booklet on Organizational Change. All program details, including session topic summaries, are available on the [Leadership Bite Series website](#).

Questions? Contact EOD at 505-277-1555 or [eod@unm.edu](mailto:eod@unm.edu).



## Changes Announced for 2017 University-Wide Mandatory Training



All regular faculty and staff, temporary faculty and staff, on-call staff, and student employees (including graduate students) are required to complete the designated 2017 University-wide mandatory training.

**Changes for the 2017 Mandatory Training process include a third module to complete and a new deadline of December 1.\***

In 2017 all regular faculty and staff, temporary faculty and staff, on-call staff, and student employees (including graduate students) are required to complete the designated University-wide mandatory training. The **three** University-wide mandatory trainings are:

- **SRS 0117 Basic Annual Safety Training - 2017**
- **EOD 1017 Intersections: Preventing Discrimination and Harassment - 2017**
- **EOD 481-17 Active Shooter on Campus: Run, Hide, Fight - 2017**

**The new deadline for completing the Mandatory Training is December 1, 2017.**

University-wide mandatory training sessions are available through [Learning Central](#). All applicable training plans have been loaded with the three mandatory training modules. Contact Employee and Organizational Development (EOD) at 505-277-1627 or [eod@unm.edu](mailto:eod@unm.edu) if you have questions.

*\*Previously December 31*

## Make an Appointment for Blood Testing Glucose, Hemoglobin A1C, and Cholesterol Testing

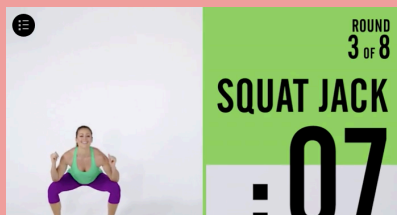
### **Exercise Physiology Lab Blood Testing**

**Where:** Exercise Physiology Laboratory, Johnson Center, B-143

**Cost:** Cholesterol testing - \$20 (full lipid panel); glucose testing - \$12; HbA1C - \$22 (cash or check only).

**Instructions:** Call for appointment. Eat nothing and drink only water for 12 hours before Cholesterol and Glucose testing. If only getting HbA1C, fasting is not necessary. Call 505-277-2658 for more information.

## 8-Minute Total Body Tabata



Ready to work your entire body in less time than it takes to make lunch? All you need is eight minutes to complete this high-intensity [Tabata workout](#). During each Tabata set, you'll alternate between two total-body exercises that will build lean muscle while also getting your heart rate up. You'll work hard for 20 seconds, taking a 10-second rest in between each move.

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

## Feeling Overwhelmed? CARS is Here to Help!

Did you know that as an employee of the University you have access to free services through [Counseling Assistance & Referral Services \(CARS\)](#)? All regular full-time or part-time employees (as described in [Policy 3200: Employee Classification](#)), employee spouses/domestic partners, and retirees are all eligible to use services offered by CARS.

CARS clinicians can help you by providing up to eight sessions of individual or couples counseling, as well as supervisory consultations, referrals to other resources for assistance, Faculty/Staff training, workshops, presentations, critical incident debriefing, and crisis intervention.

All of us, regardless of our positions within the University, face a variety of issues in our daily lives. Usually we can work them out on our own, but sometimes professional help can greatly assist in identifying and resolving personal or work-related concerns. CARS provides a confidential and accessible setting, strategically located on campus, where clients can freely discuss concerns that are affecting their personal lives or job performance.

Per [Policy 3750](#), CARS services can be utilized during your normal working hours as paid time off (certain restrictions apply, please review the policy for specific details).

If you have any questions regarding the services CARS provides, or would like to schedule an appointment to meet with one of the clinical staff, please do not hesitate to call 505-272-6868. You can also find more information on the CARS website at [cars.unm.edu](http://cars.unm.edu). The CARS hours of operation are Monday – Friday, 8:00 am – 12:00 pm and 1:00 pm – 5:00 pm.