

UNM at Work

YOUR MONTHLY HUMAN RESOURCE



HUMAN
RESOURCES

Open Enrollment for Health, Life and Disability is Available!

Period to make changes: Apr. 25 - May 11, 2018

[Open Enrollment](#) is the annual opportunity for all benefits-eligible employees to enroll in, cancel, or make changes to: medical, dental, vision, life and disability* insurance plans. Changes made during Open Enrollment are effective July 1. Employees will not be able to make these types of changes outside the Open Enrollment window unless they experience a [Qualifying Change of Status Event](#).

Employees adding dependents at this time will later receive notification in the mail requiring the submission of dependent proof documentation. Failure to submit proof documents will result in the cancellation of the dependent’s coverage and UNM may seek reimbursement for associated healthcare costs.

As a sustainability measure, all Open Enrollment materials including fiscal year 2019 changes, vendor fairs, premium rates, can be [found online](#).

Note: If you are satisfied with your current benefit elections, you do NOT need to make changes during this Open Enrollment period; your current benefits elections will continue for the 2018 - 2019 plan year. See page 2 for instructions on how to review your current benefits statement.

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

How to Enroll In or Change Your Medical, Dental and Vision Plans

1. Log in to my.unm.edu with your NetID and password
2. Click **Enter LoboWeb**
3. Click on **Benefits and Deductions**
4. Click **Open Enrollment**
5. Verify your identity through [Duo 2-factor authentication](#) (Duo protects your sensitive information in LoboWeb)
6. Follow the prompts to enroll in, cancel, or make changes
7. Print (or print to PDF) your confirmation statement and retain it as proof of your change

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offer this month

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How to Enroll In or Change Your Life, Disability and AD&D Plans

1. Visit the [Standard Enrollment/Member website](#) or call 1-844-573-0229.
2. Enter your Banner ID and date of birth if enrolling online.
3. If you are a first-time online user, please review the instructions at [standard.com/eforms/19462_649112.pdf](#).

Voluntary Employee Beneficiary Association (VEBA) Opt Out

VEBA applies to faculty and staff employed in a benefits-eligible position between June 30, 2013 and June 30, 2015. During the Open Enrollment period, VEBA participants have the opportunity to opt out of the VEBA trust. Electing to opt out means that VEBA contributions will no longer be deducted from an employee's paycheck effective July 1. Opting out of VEBA participation is only permitted during the Open Enrollment window, and results in the loss of any applicable grandfathered VEBA service credit and forfeiture of access to UNM Post-Retirement Benefits. To opt out, go to the [VEBA Open Enrollment page](#). For information on VEBA in general, see the [VEBA Post-Retirement Health Benefits page](#).

Just Want to Review Your Current Benefits Statement?

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

For all information regarding benefits, check the [HR website](#). If you have additional questions, contact the Benefits office at 505.277.MyHR (6947).

Employee & Organizational Development

Division of Human Resources
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TRAINING

May 2018				
Monday	Tuesday	Wednesday	Thursday	Friday
	1	2 Leading at the Speed of Trust 8:00 - 5:00 Department Time Entry 8:30 - 12:00	3 Purchasing & A/P Policies & Procedures 2:00 - 4:30	4 Banner Workshop for Advisors 9:30 - 12:30 LoboAchieve for Staff 1:00 - 3:00
7 Lobo U - New Employee Orientation 8:30 - 12:10	8	9 LoboTime Time Manager/Supervisor 9:00 - 11:30	10 Discover your DISC Behavioral Style Workshop 8:30 - 11:30	11
14 Lobo U - New Employee Orientation 8:30 - 12:10	15 Project Management Essentials for the Unofficial Project Manager 8:30 - 5:00	16 Mastering the Art of Communication 8:30 - 11:30	17 Strategies for Influencing Others 8:30 - 12:30 5 Choices for Extraordinary Productivity 8:30 - 5:00	18
21 Lobo U - New Employee Orientation 8:30 - 12:10	22 Purchasing & A/P Policies & Procedures 2:00 - 4:30	23 Retirement 101 with NMERB 10:30 - 12:00	24	25
28 Memorial Day UNM Closed	29 Lobo U - New Employee Orientation 8:30 - 12:10	30	31	

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

Understanding Medicare

A New Course for Faculty and Staff

The Human Resources Benefits department is pleased to announce a new course, offered through Learning Central, and presented by UNM's Medicare Advantage and Medicare Supplement Plan vendors. This classroom/instructor-led course will be offered on a quarterly basis.

It may be of interest to you if you are Medicare-eligible and thinking about retiring, if you are Medicare-eligible but plan to continue working, or are simply interested in understanding more about how Medicare benefits and eligibility works. This course is not an endorsement of any of UNM's Medicare Plans, but provides a general overview of Medicare.

It will cover the basics of Medicare to include what it is, the different parts of Medicare, the current year cost of Medicare, how and when you can enroll in Medicare, consequences of not enrolling timely, the types of Medicare coverage choices (Original Medicare, Medicare Advantage Plans) and resources for financial assistance.

Enroll via [Learning Central](#), under the "Retirement" offerings.



Feeling a Little Overwhelmed?

CARS is here to help!

Did you know that as an employee of the University you can get free services through [Counseling Assistance & Referral Services](#) (CARS)?

All regular full-time or part-time employees (as described in [UAP 3200, Employee Classification](#)) are eligible to use CARS services. In addition, their spouse/domestic partner and retirees are eligible to receive services through 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 helping identify and resolve 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 [UAP 3750](#), CARS services can be utilized during your normal working hours as paid time off - certain restrictions apply, please review the policy for the specific details.

If you have questions regarding CARS services or would like to schedule an initial appointment to meet with one of their clinical staff, call 505.272.6868. More information is available at cars.unm.edu.

CARS is open Monday through Friday 8 a.m. to noon and 1 to 5 p.m.

Financial Wellness Sessions - May 2018

Create A Budget, Ditch Your Debt, and Build For Your Future!

Join Financial Representative Keith Hardy from Fidelity, who will help you to build or renew your commitment to living within a budget. Learn ways to better manage and prioritize paying off your debt, as well as improve and monitor your credit score. Create an action plan to save for your most important goals. [See the Flyer](#) for more details on this free session occurring at noon on May 24 and 25, 2018.

Registration and virtual access are available on the [Monthly Financial Wellness Seminars webpage](#), or via the links included in the flyer. Brought to you by the Division of Human Resources Benefits department.