

UNM at Work

YOUR MONTHLY HUMAN RESOURCE



HUMAN
RESOURCES

Dependent Education Application Deadline



The deadline to apply for the Dependent Education program for the Spring 2018 semester is Thursday, November 30, 2017. If you currently have a dependent in the program, you do not need to reapply.

If you are a new enrollee or need to reapply, please fill out the [Dependent Education Program Application](#) and return it to the HR Service Center by Thursday, November 30, 2017. The HR Service Center is located in the John & June Perovich Business Center at: *1700 Lomas Blvd. NE, Suite 1400, MSC01 1220, Albuquerque, NM 87131*

Please refer to [University Administrative Policy 3700](#) for eligibility requirements. For more information [visit the HR website](#) or contact HR Benefits at 505-277-MyHR (6947).

FSA Open Enrollment

Runs November 1 -
November 17

Page 2

Training Calendar

See what EOD has
to offer this month

Page 3

Preventive Health Checkup

Premium Credit
coming soon!

Page 4

Operation Gratitude 2017

Give to the troops

Page 5

Open Enrollment for Flexible Spending Accounts (FSA) Wednesday, November 1 – Friday, November 17, 2017

Open Enrollment for Flexible Spending Accounts (FSA) begins on Wednesday, November 1, 2017 and ends on Friday, November 17, 2017.

Enrollments must be completed online **between November 1 and November 17, 2017**. To access the FSA Open Enrollment online 24 hours a day, 7 days a week, go to [MyUNM](#), select the **LoboWeb** tile, click on **Benefits and Deductions**, and login using your UNM credentials.

There are two FSA plans offered to benefits-eligible staff and faculty: the Health FSA and Dependent Care FSA. The maximum annual election amount for a Health Care FSA in 2018 is \$2,650. The maximum annual election amount for a Dependent Care FSA in 2018 is \$5,000 (head of household or married filing jointly) or \$2,500 (married filing separately).

Based on an employee's annual FSA election, a fixed dollar amount is deducted in equal installments each payday on a pre-tax basis. This money can then be utilized for eligible out-of-pocket expenses. Eligible expenses are determined and set by the IRS. Examples of [eligible expenses for the Health FSA](#) are copays, coinsurance, and deductibles, and many more out-of-pocket expenses qualify.

The Dependent Care FSA helps with [expenses for child and/or elder dependent care](#), enabling employees to remain gainfully employed.

During FSA Open Enrollment, employees have the opportunity to enroll in a Health FSA, a Dependent Care FSA, or both. When enrolling in a particular FSA, participants must decide how much their annual election will be for the designated time frame. Keep in mind: participants need to carefully evaluate their reimbursable expenses or risk forfeiture of unused FSA balances according to IRS rules and plan eligibility.

Current FSA participants must reenroll every year if they wish to continue participating.

For additional information, visit the HR [Flexible Spending Account webpage](#). For further assistance or questions, contact the Benefits office at 505-277-MyHR (6947).

NOVEMBER 2017 TRAINING CALENDAR

Employee & Organizational Development

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

November 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>		<p>Changing Perspectives of Time Management 9:00 - 12:00 Engaging and Retaining Talent 12:30 - 4:30 Intro to Professional Writing 2:00 - 4:00</p>		<p>Banner Workshop for Advisors 9:30 - 12:00 LoboAchieve for Staff 1:00 - 3:30 Preventing Sexual Harassment in Your Workplace 2:30 - 4:30</p>
<p>Lobo U - New Employee Orientation 8:30 - 12:10</p>	<p>Strategies for Influencing Others 12:30 - 4:30</p>	<p>LoboTime Time Manager/Supervisor Training 9:00 - 11:30</p>	<p>Coaching for Peak Performance 8:30 - 12:30</p>	
<p>Lobo U - New Employee Orientation 8:30 - 12:10</p>	<p>Purchasing Process for Departments Lab 8:30 - 12:00 The UNM Retirement Process: An Overview 10:00 - 12:30</p>	<p>Retirement 101 with NMERB 10:30 - 12:00</p>	<p>Department Time Entry 8:30 - 12:00</p>	
<p>Lobo U - New Employee Orientation 8:30 - 12:10</p>	<p>Get Savvy about Social Security 12:00 - 1:30</p>			
<p>Lobo U - New Employee Orientation 8:30 - 12:10</p>			<p>Discover your DISC Behavioral Style 9:00 - 12:00 Americans with Disabilities Act: An Overview 10:00 - 12:00 Purchasing & A/P Policies & Procedures 2:00 - 4:30</p>	

Register via the [Learning Central website](#)

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

Coming Soon! Onsite Preventive Health Checkup Premium Credit

The Onsite Preventive Health Checkups concluded on October 6, 2017. We want to be sure everyone who participated receives their credit in a timely manner. Help us make sure you get yours by following these steps:

- You must have completed your checkup or submitted your Primary Care Provider Form to Catapult Health by October 6, 2017.
- You must continue to be enrolled in your UNM medical plan at the time of payment to receive the medical premium credit.
- **The credit is \$200 for eligible employees and \$100 for eligible spouse/domestic partners and the credit will begin to appear in employee paycheck(s) in late November 2017.** One or more of your paychecks will show an adjusted amount for your medical premium.
- **You will see a reduced deduction for your medical premium** rather than a line-item deduction. The full medical premium credit may be spread across multiple months, depending on your per-pay-period premium amount. Be sure to confirm the full credit is deducted over the necessary number of months to equal the complete credited amount.

If You Don't See the Premium Credit in Your Paycheck

If you meet all the criteria for the medical premium credit, and do not receive a November or December 2017 premium reduction, **you must notify EHP at ehp@unm.edu by January 15, 2018.** EHP will review your eligibility and participation to ensure that any necessary corrections for credit are implemented.

Financial Wellness Sessions - November 2017

The November Financial Wellness Sessions are from 12:00 - 1:00 pm on Thursday, November 16 at HSLIC, Room 428 (north campus) and Friday, November 17 at UNM Business Center, Room 1018 (main campus). This month's topic is Life Insurance - What Kind And How Much For Financial Security?

Valic Financial Advisors Angelo Burns and Karen Shotter will help you calculate how much life insurance you want for your loved ones, better understand term and permanent (cash value) insurance, see how your UNM life insurance benefits can be part of the solution, and decide what your budget can afford. Registration and virtual access are available on the [Financial Wellness Program](#) website.

Watch for more information on future Financial Wellness presentations. All sessions are from 12:00 - 1:00 pm and will include virtual access via Skype Meeting or webcast. Visit the [Financial Wellness Seminars webpage](#) for details.

Operation Gratitude 2017 Halloween Candy and Food Collection



To honor our United States service women and men, Employee Health Promotion (EHP) would like to invite you to support [Operation Gratitude](#).

Operation Gratitude sends care packages containing donated items to individual Soldiers, Sailors, Airmen, and Marines who are deployed in remote regions around the world.

Encourage your coworkers to give the gift of wrapped candy, food items such as granola bars, beef jerky, trail mix, and [other items](#). Find [a location near you!](#)

Operation Gratitude provides a way to express your respect and appreciation to the men and women of the U.S. Military. Thank you for supporting our troops!

30-Minute Tabata Session



Equinox Tabata instructor Raneir Pollard's amazing energy will inspire you. [Tabata](#) is a form of HIIT (high

intensity interval training) that alternates between 20 seconds of intense bursts of work and 10 seconds of rest in four-minute rounds. You don't need any equipment for the workout, but do grab a towel and a bottle of water — you're going to need both. Then press play and get ready to sweat, tone, and burn!

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

UNM Step Challenge Coming Soon!



Employee Health Promotion is excited to announce we're partnering with HealthyWage again, but this time to bring you the Step Challenge! It's a great way to increase your activity in a fun environment, and help avoid the holiday weight gain from all those tasty treats!

Get Ready

- Encourage your coworkers, friends, and family to join you and [sign up](#). The more participants, the bigger the pot!
- Registration is only \$30/month for two months (\$60). All money will be pooled (minus HealthyWage administration fees) and redistributed to participants who hit their goal!

Get Set

- Connect your step tracker when you register ([how to connect](#)) and find out your goal.
- Increase your individual daily average steps by 25% over the course of 60 days.

Walk!

- Win a share of the pot if you increase your average individual steps by 25%!

The challenge starts on November 15, 2017 and ends January 13, 2018. [Register here!](#)

Your Mailing Address and Direct Deposit Info Time to Update!

To ensure your 2017 W-2 will be mailed to the correct address at the end of January 2018, please [verify and/or update your mailing address](#) in LoboWeb. Log into My UNM, enter LoboWeb, and select Demographic Information to view, confirm, or change your mailing address.

To enroll or update your direct deposit using Payroll's secure multi-factor authentication system, visit [Payroll's Direct Deposit page](#). Here you'll find instructions on how to enroll or make changes to your direct deposit.

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

Time to Update Your Personal Information Demographics in LoboWeb

UNM is an Equal Opportunity Employer. As a government contractor, UNM is required to submit reports to the U.S. Department of Labor and to create an Affirmative Action Plan pursuant to Executive Order 11246. The Affirmative Action Plan is utilized to determine underutilization in job categories for women, minorities, veterans and individuals with disabilities, and can assist the University in recruitment efforts and other diversity planning data and outreach. The University is committed to Equal Opportunity principles that ultimately sustain and foster a diverse and inclusive environment.

If you are a woman, minority, veteran or individual with a disability, and you did not previously self-identify in your application or hiring information, you are invited to update your demographic information on [MyUNM](#). Log into LoboWeb, and under Personal Information you can update your ethnicity, disability, or veteran status. Submission of this information is voluntary and it will not subject you to adverse treatment. The information is confidential and will only be used in ways consistent with Affirmative Action and diversity principles and federal law.

Staffing Services: Shared Service Center Launch!

[UNM Staffing Services](#) launched its Shared Service Center (SSC) model on October 23, 2017. With the SSC model, departments can engage in our full-service staffing model or choose from an a la carte menu to tailor our services to fit their needs.

Services will include:

- Posting and Advertising of Positions
- Sourcing Candidates
- Screening & Recommendation of Top Candidates
- Coordination of Department Interviews
- Pre-Employment Screening (reference checks, background checks, fingerprinting, scheduling of EOHS physicals)
- Processing of Hiring Request and Offer Letter



The SSC model will be an invaluable resource and cost effective model for departments that don't have dedicated resources focused on hiring needs and for larger departments that need to expedite recruitment & hiring actions.

Please visit our [Shared Service Center](#) page for more information, and complete our [Shared Service Request Form](#) to get the process started. Contact us at 505-277-2013 or staffrecruiting@unm.edu with any questions. We're excited to serve you!

Holiday Schedule: Happy Thanksgiving!



The University will observe Thanksgiving on Thursday, November 23 and Friday, November 24, 2017.

Here is a [complete list of other holidays](#) observed throughout the year. For more information, visit [Administrative Policies and Procedures Manual - Policy 3405: Holidays](#).