In This Issue:

- Flexible Spending Account Open Enrollment [P. 2]
- Mandatory Training [P. 2]
- UNM Gives Campaign Prizes [P. 3]
- CARS Offerings for Supervisors [P. 3]
- Nov Financial Wellness Workshops: SSI [P. 4]
- Time for Your Flu Shot [P. 4]
- Operation Gratitude [P. 5]
- Employee Wellness Individual Counseling [P. 5]
- Fun Hybrid Workout [P. 5]
- EOD Calendar [P. 6]
- How’s Your Sleep? [P. 7]
- PEP Now Online [P. 7]
- How’s Your Sleep? [P. 7]
FSA Open Enrollment Begins

UNM’s 2019 Flexible Spending Account (FSA) Open Enrollment starts Wednesday, Oct. 31. Enroll in an FSA for 2019 and maximize your pre-tax dollars.

What is an FSA?
FSA plans allow you to set aside part of your paycheck to reimburse yourself for qualified expenses you may already pay for, such as dependent day care expenses or out-of-pocket medical expenses such as eyeglasses, prescription drugs, and first aid supplies.

How to Enroll
Enrollment is done on-line via LoboWeb. This money can then be utilized for eligible out-of-pocket expenses. Eligible expenses are determined and set by the IRS. Eligible employees (including graduate students) are required to complete three trainings:

• Health Care Flexible Spending Account- IRS-eligible health care expenses for you and your eligible dependents
• Dependent Care Flexible Spending Account- IRS-eligible dependent daycare or dependent elder daycare expenses

Based on your annual FSA election, a fixed dollar amount is deducted each payday on a pre-tax basis. This money can then be utilized for eligible out-of-pocket expenses. Examples of eligible Health Care FSA expenses are copays, coinsurance, and deductibles, and many more qualifying out-of-pocket expenses.

Eligible expenses are determined and set by the IRS. Eligible employees electing one or both of these plans should review the applicable plan rules including IRS “use it or lose it” provisions, specific claims submission deadlines, IRS allowable eligible expenses, and eligible dependent rules. See the HR Flexible Spending Accounts webpage for details.

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

CARS Offers 14 Vital Skills for Supervisors

CARS (Counseling, Assistance & Referral Services) offers an on-line resource that covers 14 skills for supervisors. The training program involves various aspects of communication, from listening well to resolving conflicts.

Feature Story

UNM Gives Campaign in Full Swing

UNM Gives Campaign in effect through December 20

The annual UNM Gives Campaign is in full swing! Through our partnership with the United Way of Central New Mexico and the UNM Foundation, faculty and staff can contribute time and money to charitable organizations in an effort to change lives and circumstances.

The campaign allows our Lobo community to direct their support, whether it be a financial donation or a pledge of volunteered time and talent, to programs and nonprofits of their choosing.

If each of us makes a small donation, we can collectively have an enormous impact in our community.

This year, all those who make a monetary pledge to the campaign, now through December 20, will be entered into a random drawing for prizes including dinner with the President and her husband at University House! UNM Gives will pick prizes throughout the campaign.

Check out all the prizes at unmgives.unm.edu. Please consider making a monetary donation today at unmgives.unm.edu.

Let’s show our community that UNM Gives, as we focus on the future together.

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

CARS Offers 14 Vital Skills for Supervisors

Learn to detect signs of potential problems before they worsen, provide lasting impact through effective feedback, and free yourself to focus on what matters most by delegating work.

This course is not intended to replace UNM policies and procedures, but offers a supplemental learning experience for new and experienced supervisors.

To take the free, self-paced course, log into the CARS resources website using your NetID and password.

Don’t forget…CARS is here to help with all aspects of your work + life. 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.

For more information about CARS and the services they provide please visit cars.unm.edu
Your Benefits

SOCIAL SECURITY INCOME: WHEN & HOW TO CLAIM IT

Thursday, Nov. 15 | 12-1 p.m. | UNM Business Center 1016 (Main Campus)
Friday, Nov. 16 | 12-1 p.m. | HSLIC Library Room (North Campus)

Join Nicholas Maly and Rose Ronquillo, Fidelity Retirement Planners, in partnership with UNM HR, as we dispel common myths about the health of the social security system, learn more about how to estimate your SSI, and how timing impacts your SSI benefit. Take away valuable tips and resources to plan retirement on your own terms.

To register or attend virtually, visit the Monthly Financial Wellness Seminars webpage.

UNM Financial Wellness Workshops are a part of your UNM benefits and are offered monthly to help you improve your overall financial wellness and retirement security. For more information contact us at wellness@unm.edu.

Time for Your Flu Vaccination!

The Centers for Disease Control and Prevention lists the statistics and many benefits for getting a flu vaccine each year. Flu vaccines prevent millions of illnesses and flu-related doctor’s visits each year. It is estimated that flu vaccinations prevented an estimated 5.3 million influenza illnesses, 2.6 million influenza-associated medical visits, and 85,000 influenza-associated hospitalizations during 2016-2017.

Flu vaccines have been shown to reduce the risk of having to go to the doctor with flu by 40 to 60 percent. Employee Wellness and Human Resources encourage all UNM benefit eligible employees enrolled on the UNM Medical and Prescription plan to receive their flu shot. Flu shots protect you, your family, your co-workers and your community. Get your flu shot this season or see your primary care provider in person to address your questions about flu shot or other vaccinations.

Employee Wellness now offers complementary individual counseling to benefits-eligible faculty and staff. Use this one-on-one service to be the healthiest person you can be! We have three different counseling options depending on your need: nutrition, fitness, or health and wellness. Visit our website for more details or contact Employee Wellness at wellness@unm.edu to schedule your appointment.

Show Your Support with Operation Gratitude

Is that extra Halloween candy haunting you? To honor our U.S. service women and men, Employee Wellness invites you to support Operation Gratitude by donating your extra candy this Halloween. Operation Gratitude sends care packages containing donated items to individual service members who are deployed in remote regions around the world.

We encourage you and your coworkers to give the gift of wrapped candy, food items such as granola bars, beef jerky, trail mix, and toiletry items. Drop off locations can be found across campus. Find a location near you Nov. 1 through Nov. 7. 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!

Fun Hybrid Workout

Shake up your workout routine and try this fun hybrid workout led by Lisa Corsello, which mixes cardio, Pilates, and strength training. The killer combination of exercises not only raises your heart rate but fuses classic Pilates moves with traditional strength training. Modifications are provided for all levels, and for an extra burn, add a pair of medium free weights.

Interested in customized wellness ideas for your work group? Contact Employee Wellness for a variety of stretching and strength building classes for your group events or meetings.

Employee Wellness Individual Counseling

Employee Wellness offers a variety of stretching and strength building classes for your group events or meetings.

Fun Hybrid Workout

Shake up your workout routine and try this fun hybrid workout led by Lisa Corsello, which mixes cardio, Pilates, and strength training. The killer combination of exercises not only raises your heart rate but fuses classic Pilates moves with traditional strength training. Modifications are provided for all levels, and for an extra burn, add a pair of medium free weights.

Interested in customized wellness ideas for your work group? Contact Employee Wellness for a variety of stretching and strength building classes for your group events or meetings.

Daylight Saving Time is Coming Nov. 4! Check out Page 7 for tips on getting good sleep.
### NOVEMBER 2018

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lobo U - New Employee Orientation</td>
<td>Changing Perspectives of Time Management</td>
<td>Retirement 101</td>
<td>Banner Workshop for Advisors</td>
<td>LoboAchieve for Staff</td>
</tr>
<tr>
<td>8:30 - 12:10</td>
<td>8:30 - 11:30</td>
<td>9:00 - 11:30</td>
<td>9:30 - 12:00</td>
<td>10:00 - 11:00</td>
</tr>
<tr>
<td>E-Mail Correspondence</td>
<td>2:00 - 4:00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### EOD SPOTLIGHT: How Many Hours of Sleep Do You Need to Achieve?

Daylight Saving Time, shorter days, and gloomy fall weather can all impact our sleep patterns and leave us feeling like we can't get anything done. But forget coffee, one of the best strategies for increasing your productivity at work is sleep.

**The Impact of Sleep on Productivity**

Sleep is essential to our memory-formation processes and for flushing out the toxins of our brain. Sleep deprivation adversely affects our productivity by causing short attention span, processing speed, and reasoning, among many other cognitive problems.

In contrast, good sleep improves our mood, buffers against stress, and reduces irritability. Best of all, studies have shown that sleep boosts creativity. Check out this video from Franklin Covey to learn more about the affects of sleep on productivity.

The National Sleep Foundation recommends 7 to 9 hours per night to maximize your sleep-productivity connection. How many hours are you getting?

### TIPS FOR GOOD SLEEP

- Increase bright light exposure during the day (take a walk or open a window shade during the day)
- Reduce blue light exposure in the evening (put the phone down at night)
- Don’t consume caffeine late in the day
- Try to sleep and wake at consistent times
- Don’t eat or workout late in the evening
- Relax and clear your mind in the evening
- Take a relaxing bath or shower
- Be sure to invest in a comfortable mattress & pillow
- Exercise regularly, just not before bed!

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 all of our services and course offerings.

### What's Next for Your PEP

<table>
<thead>
<tr>
<th>Dec. 1, 2018 - Jan. 31, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee completes Self-evaluation PEP form</td>
</tr>
</tbody>
</table>

This Month: Visit your UNMJobs dashboard and click on Enter 2018 PEP Goals under Performance Evaluation Tasks to enter last year’s goals. If you have not yet done so. For details, visit the PEP Timeline.