



UNM at Work

YOUR MONTHLY HUMAN RESOURCE

NOVEMBER 2018

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?

FSAs are IRS governed plans that 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. FSA contributions are taken on a pre-tax basis, which should reduce your federal, state, and social security taxes.

UNM offers two FSA Plans:

- **Health Care Flexible Spending Account-** IRS-eligible [health care expenses](#) for you and your eligible dependents
- **Dependent Care Flexible Spending Account-** IRS-eligible dependent child daycare or dependent elder [daycare expenses](#)

Based on your 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.

Examples of eligible **Health Care FSA** expenses are copays, coinsurance, and deductibles, and many more qualifying out-of-pocket expenses.

Dependent Care FSA helps with expenses for child and/or elder dependent daycare, enabling employees to remain gainfully employed. This account is for daycare expenses only, and not for dependent health care 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.

How to Enroll

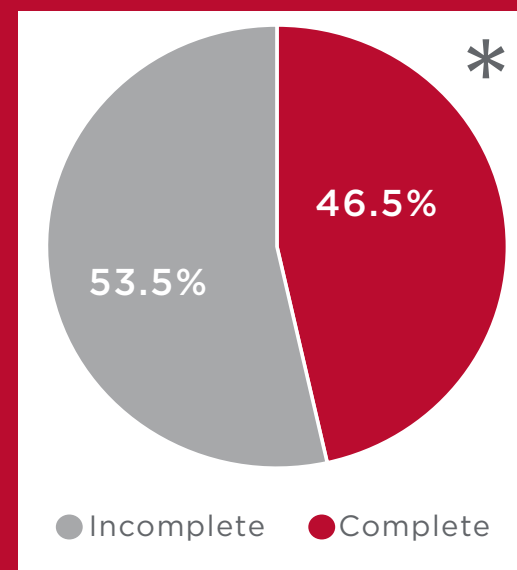
Enrollment is done on-line via [LoboWeb](#), and is available beginning at 8 a.m. on Wednesday, **Oct. 31** until 11:59 p.m. on Friday, **Nov. 16**.

Already Participating?

You MUST **re-enroll** during Open Enrollment if you are currently enrolled in an FSA plan and would like to participate in the 2019 Plan Year.

Questions? Contact our HR Service Center at 505-277-MyHR(6947) or visit [FSA Open Enrollment](#).

MANDATORY TRAINING COMPLETION 2018



46.5% of UNM Employees have completed their 2018 Mandatory Training! Have you?

Complete your Mandatory Training by **December 1**.

All regular faculty and staff, temporary faculty and staff, on-call staff and student employees (including graduate students) are required to complete three trainings:

- SRS 0118 Basic Annual Safety Training 2018
- EOD 1018 Intersections: Preventing Discrimination and Harassment 2018
- EOD 481-18 Active Shooter on Campus: Run, Hide, Fight 2018

Visit [Learning Central](#) to complete your training.

*ALL UNM DEPARTMENTS AS OF 10.29.18

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.

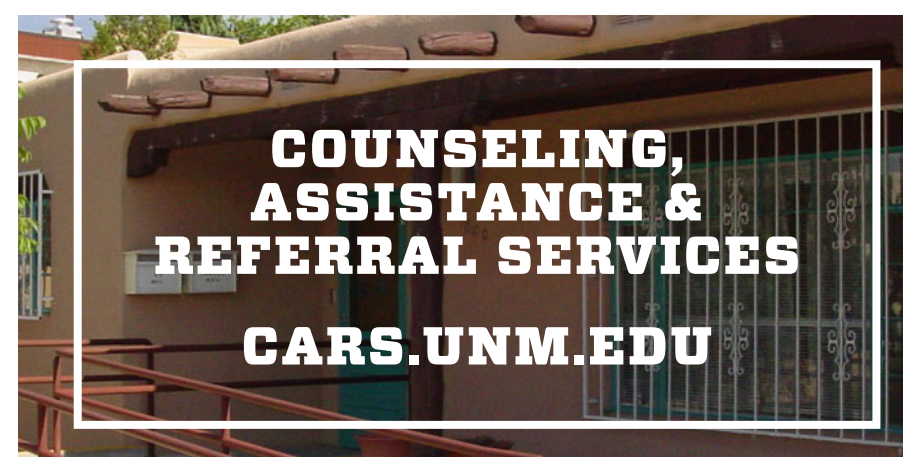
This year, all those who make a monetary pledge to the campaign, now through December 20, will be entered into a random drawing for prizes including dinner with the President and her husband at University House!

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



Regardless of the number of employees or type of work, a supervisor must develop a variety of skills to manage, motivate and **problem-solve** effectively.

Counseling, Assistance & Referral Services (CARS) 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.

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](#).



UNM WORK + LIFE FINANCIAL WELLNESS NOVEMBER WORKSHOP

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.



Scan Me to Register

Benefits Tip Corner

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 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 take advantage of their benefit of **no cost** flu shots. Be sure to discuss with your doctor before proceeding, to ensure that your health status warrants taking the flu vaccine. Simply show your

[Express Scripts](#) member card to receive your **vaccine** this season at the various [flu shot clinics](#) being offered in November or your participating pharmacy. Employees may also obtain flu shots through their primary care providers.

For employees and dependents not currently participating in UNM's Medical/Prescription plan's, [UNM Health Science Center](#) is offering **free** community flu shots.

Flu shots **protect** you, your family, your co-workers and your community. Get your flu shot this season or see your primary care provider this fall to address your questions about flu shot or other vaccinations.



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 our respect and appreciation to the men and women of the U.S. Military. **Thank you** for supporting our troops!



Employee Wellness Individual Counseling

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.



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

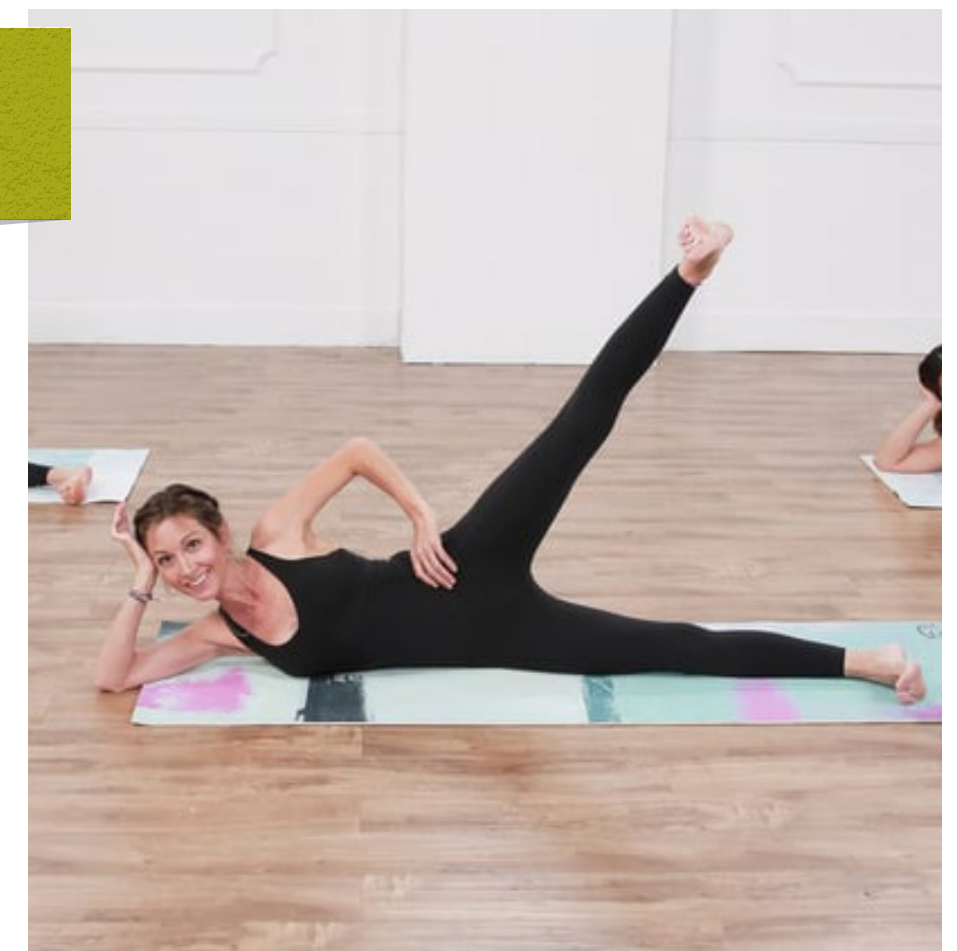
Get Moving

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](#) offer a **variety** of stretching and strength building classes for your group events or meetings.

"40-Minute Cardio Pilates and Strength Workout." YouTube, uploaded by Employee Wellness 23 October, 2018, <https://youtu.be/pvOocEd9MYI>





EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

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

NOVEMBER 2018

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|---|---|---|---|
| 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. | | | 1 | 2 Banner Workshop for Advisors 9:30 - 12:30 LoboAchieve for Staff 1:00 - 3:30 |
| 5 Lobo U - New Employee Orientation 8:30 - 12:10 | 6 Changing Perspectives of Time Management 8:30 - 11:30 E-Mail Correspondence 2:00 - 4:00 | 7 Retirement 101 with NMERB 10:30 - 12:00 | 8 | 9 |
| 12 Lobo U - New Employee Orientation 8:30 - 12:10 | 13 The UNM Retirement Process: An Overview 10:00 - 12:30 | 14 LoboTime Time Manager/Supervisor 9:00 - 11:30 | 15 Purchasing Process for Departments Lab 8:30 - 12:00 | 16 |
| 19 Lobo U - New Employee Orientation 8:30 - 12:10 | 20 | 21 | 22 Observed Holiday Thanksgiving UNM Closed | 23 UNM Closed |
| 26 Lobo U - New Employee Orientation 8:30 - 12:10 | 27 | 28 | 29 Discover your DISC Behavioral Style Workshop 8:30 - 11:30 Purchasing & A/P Policies & Procedures 2:00 - 4:30 | 30 Banner General Person Certification 8:30 - 5:00 |

TRAINING

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
 - REDUCE IRREGULAR OR LONG DAYTIME NAPS
 - TRY TO SLEEP AND WAKE AT CONSISTENT TIMES
 - OPTIMIZE YOUR BEDROOM ENVIRONMENT
 - 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

Dec. 1, 2018 - Jan. 31, 2019

PEP STEP 2

.....



.....

Employee completes Self-evaluation PEP form

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](#).



UNM at Work

YOUR MONTHLY HUMAN RESOURCE

PUBLISHED BY THE UNM DIVISION OF HUMAN RESOURCES

Questions? Contact Us!

UNM HR is located at:

Perovich Business Center
1700 Lomas Boulevard N.E.
Albuquerque, NM 87131

UNM HR Mailing Address

MSC01 1220
1 University of New Mexico
Albuquerque, NM 87131-0001

hr.unm.edu
505-277-MyHR (6947)

GET SOCIAL

UNMJobs

 [@UNMSTAFFCAREERS](https://www.facebook.com/UNMSTAFFCAREERS)

 [@UNMJOB](https://twitter.com/UNMJOB)

Employee Wellness

 [@UNMEmployeeWellness](https://www.facebook.com/UNMEmployeeWellness)

 [@UNMWellness](https://twitter.com/UNMWellness)