

UNM at Work

YOUR MONTHLY HUMAN RESOURCE



Flexible Spending Account (FSA) Open Enrollment Coming Soon

Open Enrollment for Flexible Spending Accounts (FSA) is approaching, and employees are reminded to start planning. FSA Open Enrollment is tentatively scheduled for Wednesday, November 2 - Friday, November 18, 2016. There are two FSA plans offered to benefits-eligible staff and faculty: the Health FSA and Dependent Care FSA.



Based on an employee’s annual election, a predetermined dollar amount is deducted each payday on a pretax basis. This money can then be utilized for eligible out-of-pocket expenses. Eligible expenses are determined and set by the IRS. Participants are encouraged to review the [list of current eligible expenses](#). 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. In anticipation of this, start thinking about those out-of-pocket expenses in order to decide how much to elect for the upcoming plan year. 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).

Duo for Benefits

Effective starting October 3, 2016

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Benefits - Duo Implementation

Effective October 3, 2016

Duo was implemented in late spring for Payroll Direct Deposit, and will be expanded to Benefits services in LoboWeb, effective October 3, 2016. Please read through the details of this article and ***note: for added security and in order to access your Benefits in LoboWeb (including FSA Open Enrollment), it is important to establish your Duo authentication when Duo goes live on October 3, 2016.***

What is Duo?

Duo is a two-factor authentication security process needed to view or make changes to your sensitive information in LoboWeb. Duo adds a second layer of security to your online accounts. Verifying your identity using a second factor (like your phone or other mobile device) helps prevent anyone but you from logging in, even if they know your password.

[What is Two-Factor authentication, how does it work, and how is UNM using this technology to improve security?](#)

Where will I see Duo authentication for Benefits in LoboWeb?

After logging in to [MyUNM](#), select Employee Menu, then Benefits and Deductions. Duo will apply to the following LoboWeb Benefits elements:

- Open Enrollments
- Benefit Statement
- Benefit Enrollment
- Miscellaneous

How do I enroll in Duo?

Duo's self-enrollment process prompts you to enroll the first time you log into a secured area in LoboWeb, such as those listed above. Register your phone and select to receive a text (SMS) message, phone call, or Push notification when you are accessing Benefits in LoboWeb. You can also use a landline phone for Duo.

When Duo goes live on October 3, 2016, we encourage you to log in to [MyUNM](#) and enroll in Duo, in order to retain access to certain Benefits services in LoboWeb. For more enrollment details see the [Duo Enrollment Guide](#)

Note: If you previously enrolled in Duo for Payroll Direct Deposit, you will not be required to repeat enrollment for Duo for Benefits. You will, however be prompted to authenticate every time you access these Benefits elements.

Once you've enrolled in Duo...

Log into the Benefits area in LoboWeb with your username and password, and then use your device to verify that it is actually you. The two "factors" involve your password and your designated device. For more info visit Duo [Frequently Asked Questions](#)

Benefits Tip Corner

Travel Assistance via The Standard

If you are a benefits-eligible employee enrolled in UNM's Basic Life Insurance Plan offered through the Standard, you're automatically eligible to take advantage of Standard's comprehensive Travel Assistance program. The Standard partners with UnitedHealthcare Global to provide 24/7 benefits and services, such as pre-trip assistance, medical assistance, emergency transportation, emergency evacuation arrangements, emergency credit card, ticket and passport replacement assistance, to name a few.*

Family members, including your spouse or domestic partner and children through age 25, regardless of student or marital status, are also covered. Find detailed information in the [Travel Assistance brochure](#).

**Some restrictions apply*

Financial Wellness Sessions - October 2016

Do you know that almost everyone has an estate? But many people won't be in charge of what happens to their estate after they are gone, due to lacking a current and valid will. Learn more about this important topic for yourself and for your loved ones at the next Thrive Thursday / Financial Friday lunch hour seminars. The upcoming Thursday seminar will be offered on main campus at Collaborative Teaching & Learning (CTLB) 110 on Thursday, October 20 from 12:00 - 1:00 pm. The same topic will be repeated on north campus at Domenici Center Auditorium on Friday, October 21 from 12:00 - 1:00 pm.

Thursday's session will be available via Skype meeting by clicking on this link: [Join Skype Meeting](#). On Friday you can attend the session virtually via webcast using this link: [Webcast 10/21/2016](#). For updated details about speakers and content, visit the [Financial Wellness Program](#) website.

Moratorium on Personnel Actions

As the State of New Mexico faces a significant budget shortage, UNM Leadership is preparing for a shortfall in the current mid-year budget, as well as a reduction in recurring State appropriations.

To remain fiscally prudent, a [moratorium](#) has been placed on certain personnel actions.

See the [Moratorium on Personnel Actions webpage](#) for positions affected, the waiver request process, and the measures in place for safeguarding positions on a go-forward basis.

OCTOBER 2016 TRAINING CALENDAR

Employee & Organizational Development

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

TRAINING

October 2016

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|--|--|--|
| Lobo U - New Employee Orientation 8:00 - 1:00 3 | ABC's of ERB - Your Educational Retirement Board Benefits 10:00 - 11:30 4 | UNMJobs Department Originator Training Staff 1:15 - 3:30 5 | Department Time Entry 10:30 - 2:00 6 | 7 |
| Lobo U - New Employee Orientation 8:00 - 1:00 10 | Mindfulness: Embracing the Present in Daily Life 8:30 - 11:30 Purchasing Process for Departments Lab 8:30 - 12:00 11 | 12 | Purchasing & A/P Policies & Procedures 8:30 - 11:00 13 | Banner Workshop for Advisors 9:30 - 12:00 LoboAchieve for Staff 1:00 - 3:00 14 |
| Lobo U - New Employee Orientation 8:00 - 1:00 17 | Civil Rights at Work at UNM 8:00 - 12:00 LoboTime Time Manager/Supervisor Training 9:00 - 11:30 Get Savvy about Social Security 12:00 - 1:30 18 | 19 | Introduction to Business Writing 2:00 - 4:00 Department Time Entry 8:30 - 12:00 20 | 21 |
| Lobo U - New Employee Orientation 8:00 - 1:00 Department Time Entry 8:30 - 12:00 24 | Direct Pay Training Lab 1:00 - 5:00 25 | LoboTime Time Manager/Supervisor Training 9:00 - 11:30 26 | UNMJobs Department Originator Training Student 8:30 - 11:30 27 | 7 Habits: Leader Implementation: Coaching Your Team to Higher Performance 8:30 - 4:30 Banner General Person Certification 9:00 - 5:00 28 |
| Lobo U - New Employee Orientation 8:00 - 1:00 31 | | | | |

Register via the [Learning Central website](#)

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

StrengthsFinder Assessment

Are You Using Your Strengths Every Day?

People realize their full potential when they have the opportunity to use their greatest strengths every day. StrengthsFinder is a tool developed by Gallup, Inc. that identifies an individual's Top Five strengths.

This knowledge helps the individual, their manager, and their team to expand what can be accomplished and how engagement increases when our talents are put to work.

EOD is now offering the StrengthsFinder assessment and accompanying debrief to small, intact groups throughout the organization. Contact EOD at 505-277-1555 or eod@unm.edu to learn more about StrengthsFinder and if it's right for you and your group.

2016 University-Wide Mandatory Training

Who is Required to Complete It?

In 2016 all regular faculty and staff, temporary faculty and staff, on-call staff, and student employees (including Grad Students) are required to complete the designated University-wide mandatory training.

The two University-wide mandatory trainings are:

- SRS 0116 Basic Annual Safety Training 2016
- EOD 1007 Intersections: Preventing Discrimination and Harassment

Intersections: Preventing Discrimination and Harassment is a NEW mandatory online training module that raises awareness on various topics of discrimination, harassment, and sexual violence. ***Intersections*** training includes animated scenarios, skill practices, UNM policies and resources, and sound and closed caption (CC) capability. The training lasts one hour. However, you can exit and return to the module and it will begin where you left off.

To complete the ***Intersections: Preventing Discrimination and Harassment*** module successfully, follow these important tips:

- Internet Explorer is the recommended browser
- Ensure pop-up blockers are disabled prior to launching the training module
- The module has smart tracking capability
 - Do not engage in other activities utilizing the computer. If other activities are detected, the training module will stop and you will need to re-launch the course.

Both University-wide mandatory trainings are available through [Learning Central](#). Questions? Contact (EOD) at 505-277-1627 or eod@unm.edu

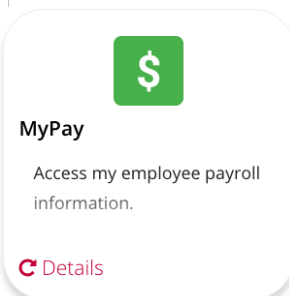
Payroll Updates - October 2016

New Employment Verification Process for UNM Employees

On 9/12/16, UNM began using a secure third party to administer employment and salary verifications for current and past employees. Visit [the Payroll website](#) for more information.

Payroll Resources at your Fingertips

Visit the MyPay tile on [MyUNM](#), it's your one-stop source for many payroll questions. The MyPay tile offers a variety of payroll tools and information in one handy location! The MyPay tile connects you to Direct Deposit, Payroll Calculator, W-4, Address Change, Pay Stub, W-2, and more.



Be sure to take advantage of the Payroll Calculator, which allows employees to see in real time how changes in pay frequency, deductions, allowances, and filing status can impact their paycheck. To use the Payroll Calculator:

1. Click on the Staff tab on [MyUNM](#)
2. Click on the MyPay tile > Select Payroll Calculator

Mailing Address and Direct Deposit

Is your mailing address current? Please [verify and/or update your mailing address](#) to ensure your 2016 W-2 is mailed to the appropriate place at the end of January 2017.

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?

Email hrinfo@unm.edu

EHP Calendar of Events - October 2016



Exercise Physiology Lab Blood Testing

Where: Exercise Physiology Laboratory, Johnson Center, B-143
 Cost: Cholesterol testing costs \$20 (full lipid panel), glucose testing is \$12, and HbA1C costs \$22 (cash or check only).
 Details: Call for an 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.

Recreational Services Fitness Classes

Fall WOW and Works passes are on sale now! The WOW Pass has increased to \$135. WOW Pass now includes the Excel Pass and a dri-fit t-shirt! Purchase yours online or at Johnson Center. Visit the [Recreational Services website](#) for fitness schedules.

7 Exercises to Help Prevent Injuries



No one likes being sidelined due to injury. It's important to include exercises and stretches in your fitness plan that help prevent injuries. [Watch and learn](#) seven moves as fitness host Anna Renderer teaches Dr. Travis Stork how to strengthen, stretch, and mobilize the hip and ankle.

If you're 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.

Onsite Preventive Health Checkups Continue

Employee Health Promotion (EHP) is coordinating comprehensive onsite preventive health checkups, which are conveniently located near your workplace! Earn a \$200 discount on your UNM medical plan premium while learning more about your health.

Catapult Health is providing checkups and consultations for all active, benefits-eligible employees enrolled in a UNM medical plan. Onsite preventive checkups are available until October 14, 2016. If you have already received a health checkup from your doctor in 2016, or prefer to visit your primary care provider (PCP) to receive testing, you must send your completed [PCP form](#) to Catapult Health by November 14, 2016 to be eligible for the discount.

For more details, visit EHP's [Onsite Preventive Health Checkup](#) website.