



HUMAN
RESOURCES

UNM at Work

YOUR MONTHLY HUMAN RESOURCE

OCTOBER 2018

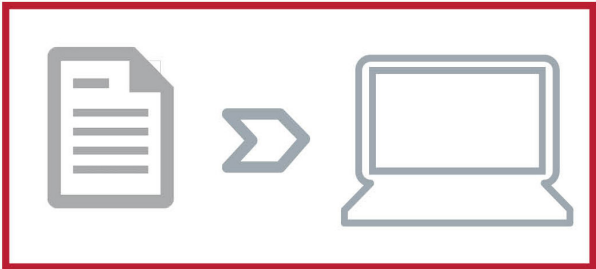
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PERFORMANCE EVALUATION & PLANNING

PEP ONLINE

UNMJOBS.UNM.EDU



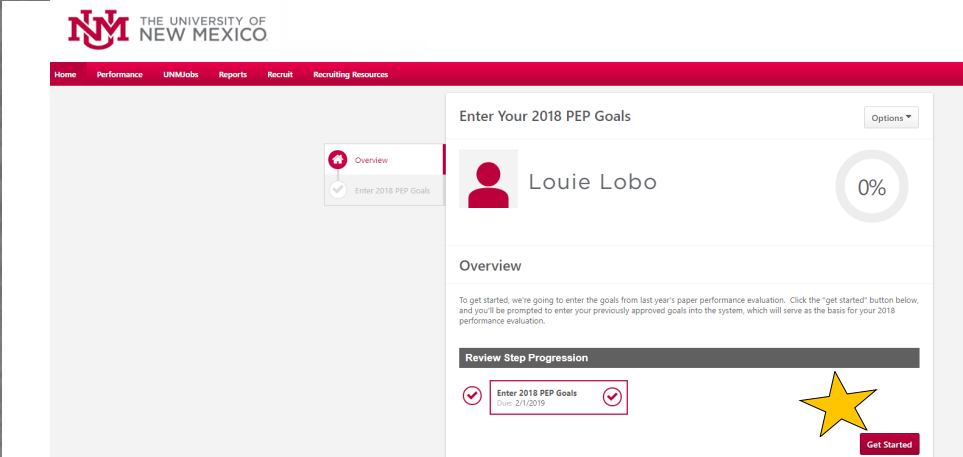
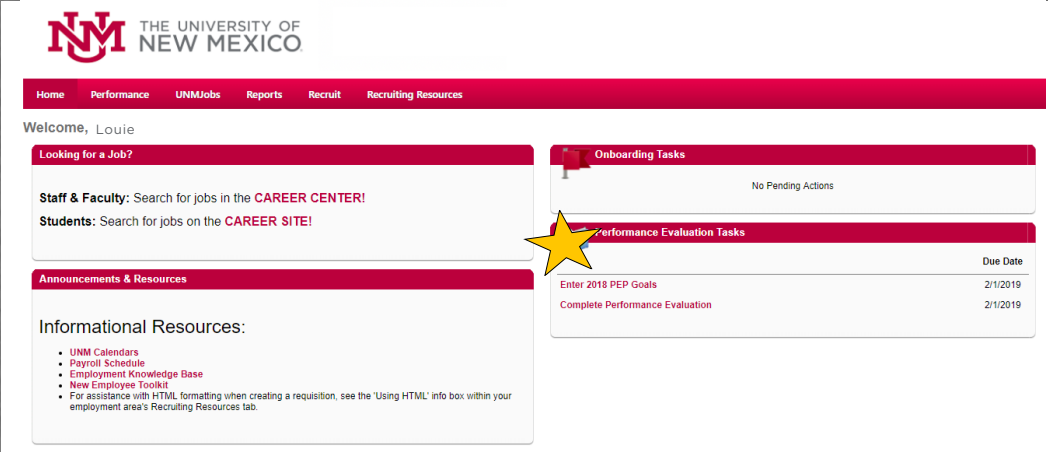
Last month we announced the new performance evaluation process move to an online, paperless process through the UNMJobs Talent Management System. Some of the great perks to the new process include:

- Populated personnel information and goals ease the transfer of information from year to year.

- Secured online access to completed PEP year-round. No need to request a review of your personnel file.
- Electronic routing, signature and email notifications throughout the process. Centralized, paperless collection of PEPs through the system and into personnel files.

Step 1: Goal Entry

On October 1, 2018, all regular staff will be assigned a task to enter the goals they set out to complete in calendar year 2018. Staff will receive an email notification that the task is assigned. The task can also be found under “Performance Evaluation Tasks” on the UNMJobs homepage when logged in. Using the final paper evaluation for the 2017 review period, enter into the system the 2018 goals you



and your Manager agreed upon last year. You will only need to do this task once. After the initial entry, all goals auto-populate where needed.

What if I participated in the Pilot last year and already entered my goals?

Staff who participated in the pilot last year will not have to enter goals since they will already appear. These staff are encouraged to review and edit their goals if they require updating.

Coming Soon- Step 2: Employee Self-Evaluation

Self-evaluations will kick off around Dec. 1. Details on this step will be included in the December Newsletter. For questions and more resources on how to set goals using SMART goal setting, visit the [PEP website](#).



UNM Gives Kicks Off Oct. 1

Did you know UNM faculty and staff raised \$735,000 last year during the **UNM Gives Campaign**?

We are an institution that values community spirit and commitment to helping those in need. That's why UNM once again is partnering with United Way of Central New Mexico and the UNM Foundation for the UNM Gives Campaign, **Oct. 1 through Dec. 20.**

The UNM Gives Campaign provides many opportunities to give back including support to your preferred non-profit or to a **United Way** program, as well as over 3,000 funds that support our students through the **UNM Foundation**. But support for the campaign is not

just monetary. UNM Gives encourages you to **volunteer** your time and talent to the community. UNM Gives has tons of volunteer resources. [Log your volunteer hours here](#) and share how you volunteer!

Best of all, your donations can be conveniently deducted from your paycheck. Let's focus on the future together. Visit [UNM Gives](#) for more information on ways to give, frequently asked questions, and to complete your pledge form.

UNM Gives Quick Fact: United Way of Central New Mexico has helped 20,226 students graduate from college since 2010 through the [Mission Graduate Program](#).

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

Make a Plan to Complete Your Mandatory Training



Mandatory Training is an **opportunity** to check-in and remind ourselves of the importance of a **safe** and **harassment-free** campus, for each other as well as our students. But it can be a challenge to take the time to complete it! Here are a few **tips** to help you get it done:

Make a plan. Work with your supervisor to set aside time and to find a quiet place to complete your training. Set a

reminder on your calendar to complete them.

You don't have to complete all three at once! Challenge yourself to complete one per week, or all of them by a specific date.

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

The deadline for completing mandatory training is **December 1**. The courses are currently available in your learning assignments in [Learning Central](#).

Your Benefits

Coming Soon: UNM Flexible Spending Account Open Enrollment 2019

The annual open enrollment period for UNM's 2019 Healthcare and Dependent Care Flexible Spending Accounts (FSA), available to all benefits-eligible employees, is tentatively set for **Wednesday, Oct. 31 - Friday, Nov. 16**.

If you are a benefits-eligible UNM employee, consider taking advantage of one or both Flexible Spending Accounts (FSAs) for 2019. FSAs are offered on a yearly basis and require enrollment each plan year.

What is a Flexible Spending Account (FSA)?

FSAs are an IRS regulated benefit that allows you to set aside funds on a pre-tax basis and be reimbursed for IRS approved healthcare or dependent care expenses.

- The **Health Care FSA** reimburses you for certain medical, dental, vision, prescription drug, and hearing care expenses that are not covered by any health plan, for you and your eligible dependents as outlined by IRS guidelines.
- The **Dependent Care FSA** reimburses you for dependent day care expenses at a licensed facility for services provided by individuals (see regulations for restrictions), dependent day care centers, and other qualified care expenses as defined by the IRS.

What is the Advantage of an FSA?

Taking advantage of this **pre-tax benefit** reduces your taxable wages and also benefits you by paying for your out of pocket healthcare and dependent care expenses on a pre-tax basis. *This allows you to use pre-tax dollars for expenses you would normally pay for with after-tax dollars!* An additional benefit of participating in the Healthcare FSA is that you may access your total 2019 election at any time during the year for eligible medical expenses.

How the FSA Plan Works

The FSA plan year is currently based on the calendar year, **Jan. 1 to Dec. 31**. If you are interested in participating in the upcoming **2019 FSA plan year**, you should begin estimating the out of pocket expenses you anticipate in 2019 for health care (medical, dental and vision expenses) or dependent care (child or adult day care expenses). Allowable expenses for reimbursement are limited to IRS designated out of pocket expenses and should be carefully thought out prior to enrollment for this pre-tax benefit.

In 2019, the maximum allowable election is \$2,650 for the Healthcare FSA and \$5,000 (\$2,500 if you are married and filing separate tax returns) for the Dependent Care FSA. The Healthcare FSA allows you to carry over up to \$500 of unused funds from year to year. This means that if you do not use all of your Healthcare FSA funds in 2018, you may carry over up to \$500 into 2019. It's important to plan both your out-of-pocket expenses and your FSA contributions accordingly.

Visit the [FSA website](#) to find out more about eligible expenses, dependent coverage, and other program details.

Positive Changes for the Future

As you prepare for your 2019 FSA election, we also want to let you know of a change to expect for 2020. To better coordinate with your medical, dental and vision plans, we anticipate changing the FSA plan year from calendar year to fiscal year in 2020. In order to accomplish this change, the fall 2019 open enrollment will be for the shortened FSA plan year, Jan. 1 to June 30, 2020. We will then include FSA again during spring 2020 open enrollment for the 2020-2021 plan year.

We are communicating the FSA plan year change in 2020 now to help you best plan for your health care needs. We will continue to communicate this upcoming change throughout 2019 as details emerge to better prepare you in how to consider planning ahead for 2020-2021.



On-site Health Checkups end Oct. 19!

The On-site Preventive Health Checkups are going on now through **October 19**. All active, benefit eligible faculty and staff enrolled in a UNM medical plan are eligible to earn a **\$200 premium credit** and spouses/domestic partners enrolled in the UNM medical plan are also eligible to earn a \$100 premium credit.

Time slots are going **fast**, sign up now! Schedule your appointment to learn your health status and receive your premium credit. For more information and to **sign up**, visit the [Preventive Health Checkups](#) webpage.



Chronic Disease Self-Management Program

People with chronic health conditions who learn how to manage their symptoms can improve their quality of life.

The Chronic Disease Self-Management Program (CDSMP) is a **FREE** guided workshop delivered two and a half hours, once per week, for six weeks. These workshops are licensed through Stanford University School of Medicine and are facilitated by UNM's Employee Wellness Health Educators.

Join us for a CDSMP workshop where sessions are highly **participative** and where we build mutual support and success in participants' confidence in their ability to manage their health and **maintain** active and fulfilling lives. Participants will be given a supporting reference book and two audio CDs.

When: Every Friday, Oct. 12 through Nov. 16, 2018

Time: 1:30 – 4 p.m.

Where: UNM Continuing Education

To register contact Osher Institute at 505-277-0077 or ce.unm.edu.

Did you know UNM Employee Wellness offers one-on-one nutrition, fitness, and health and wellness counseling? Schedule an appointment at wellness@unm.edu.

Get Moving

30-Minute Legs & Core Workout

Take [30 minutes](#) to build stronger legs while toning your core. The first 20 minutes of this workout are about standing moves to target your legs and activate your core. We throw in some cardio moves, like sumo squat jumps and side skaters, to increase your calorie burn before the final floor circuit, which focuses on your backside.

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.

"Work Your Legs and Core in One Killer Workout." YouTube, uploaded by Employee Wellness 24 September, 2018, https://www.youtube.com/watch?v=PONy_fNaFEQ



Your Professional Development



EMPLOYEE &
ORGANIZATIONAL
DEVELOPMENT

Employee & Organizational Development
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MSC01 1222 505.277.1555

OCTOBER 2018

Monday	Tuesday	Wednesday	Thursday	Friday
Lobo U - New Employee Orientation 8:30 - 12:10 1	2	3	4	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 8	9	Mastering the Art of Communication 8:30 - 11:30 Department Time Entry 8:30 - 12:00 10	11	12
Lobo U - New Employee Orientation 8:30 - 12:10 Intro to Professional Writing 2:00 - 4:00 15	Purchasing Process for Departments Lab 8:30 - 12:00 Get Savvy about Social Security 12:30 - 2:00 16	LoboTime Time Manager/Supervisor 9:00 - 11:30 Retirement 101 with NMERB 10:30 - 12:00 17	18	19
Lobo U - New Employee Orientation 8:30 - 12:10 22	Employee Life Cycle Management Workshop 8:30 - 3:30 23	Understanding Medicare 1:30 - 3:00 24	25	Banner General Person Certification 8:30 - 5:00 26

TRAINING

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.



The American Bar Association has designated the second Thursday in October **Ombuds Day**. Please join us for an Open House and celebration!

11 - 1 **OPEN** 1800 THURSDAY, **HOUSE** LAS LOMAS OCTOBER 11 277-2993



LEARN ABOUT OMBUDS SERVICES:

- 11:15** Ombuds 101
- 11:45** Trainings offered by Ombuds Services
- 12:15** Ombuds Services for teams and groups
- 12:45** Title IX and Supportive Listening



MAKE PERSONALIZED BUTTONS



ENJOY A "MEDIATED MENU" OF SNACKS



CAKE CUTTING AT 12:30



FOR MORE INFORMATION VISIT:

ombudsforstaff.unm.edu
ombudsday2018.wordpress.com



OMBUDS SERVICES
FOR STAFF

**OMBUDS
DAY**



UNM at Work

YOUR MONTHLY HUMAN RESOURCE

PUBLISHED BY THE UNM DIVISION OF HUMAN RESOURCES

Questions? Contact Us!

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