

# UNM at Work

YOUR MONTHLY HUMAN RESOURCE



HUMAN RESOURCES

## Tuition Remission Forms Due



The Employee Tuition Remission benefit covers tuition costs for eligible UNM employees and their spouses or domestic partners for qualified courses.

Now that the Fall 2017 semester has begun, the deadline to submit your [tuition remission form](#) is coming soon. Be sure to email your form to the Bursars office - [tuiremission@unm.edu](mailto:tuiremission@unm.edu) - by Friday, September 8 to avoid late fees.

For more information about the Tuition Remission Program, visit the [Tuition Remission webpage](#).

Please contact the HR Service Center at 505-277-MyHR (6947) if you have questions.

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## HR Reports - Mandatory Training Report

The Mandatory Training report displays employee completion records for the three mandatory training courses:

- Intersections: Preventing Discrimination and Harassment (EOD 1017)
- Basic Annual Safety Training-2017 (SRS 0117)
- Active Shooter on Campus: Run, Hide, Fight (EOD 481-17)

This report has been enhanced for users who need to monitor training status of several organizations. To accommodate this need, a Level 3 Org select list is now available. This eliminates the need to build a filter for several orgs within the report.

The new Mandatory Training deadline is December 1, 2017. Supervisors can monitor their employees' training status using the Mandatory Training report located within HR Reports. Go to [HR Reports](#) and login with your NetID and Password. Click on the **Employee Application**, then click the **Mandatory Training Report\*** link on the left sidebar navigation menu.

### Mandatory Training Report 2017

Under **Report Type**, selecting **View All Data** will display the original report design that shows all data based on the user-approved orgs within their Banner Authorization Request (BAR).

### Mandatory Training Report 2017

Choosing **Select by Level 3 Org** displays a list of Level 3 Orgs for the user to select. Make a selection by moving the Level 3 Orgs to the right side using the arrows. Once the Level 3 Orgs are selected, the orgs within the Level 3 Orgs are displayed. Select the desired orgs, then click the **Run Report** button to view data.

*\*If you do not have access to the Mandatory Training*

*Report, a Banner Authorization Request (BAR) needs to be submitted requesting the **HR Reports Viewer for Departments** role.*

SEPTEMBER 2017 TRAINING CALENDAR

Employee & Organizational Development

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

September 2017

TRAINING

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Go to <a href="#">Learning Central</a> 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 <a href="#">our website</a>.</p>				1
Labor Day UNM Closed 4	Lobo U - New Employee Orientation 8:30 - 12:10 5	Department Time Entry 8:30 - 12:00 6	7	Banner Workshop for Advisors 9:30 - 12:00 LoboAchieve for Staff 1:00 - 3:30 8
Lobo U - New Employee Orientation 8:30 - 12:10 11	Conflict Management Skills 8:00 - 12:00 Purchasing Process for Departments Lab 8:30 - 12:00 12	LoboTime Time Manager/Supervisor 9:00 - 11:30 The UNM Retirement Process: An Overview 10:00 - 12:30 Customer Care: A Service YOU Provide 1:00 - 4:00 13	I want to retire - NOW 12:00 - 1:30 14	15
Lobo U - New Employee Orientation 8:30 - 12:10 18	19	Communicate Effectively with Your Supervisor 9:00 - 12:00 Retirement 101 with NMERB 10:30 - 12:00 Americans with Disabilities Act: An Overview 2:30 - 4:30 20	Basics of Social Security 1:00 - 2:00 21	22
Lobo U - New Employee Orientation 8:30 - 12:10 25	Building Bridges Across Generations at Work 8:30 - 12:00 26	Purchasing & A/P Policies & Procedures 2:00 - 4:30 27	28	Banner General Person Certification 8:30 - 5:00 29

Register via the [Learning Central website](#)

For more information, contact [eod@unm.edu](mailto:eod@unm.edu) or call 505-277-1555.

## Payroll Calculator Job Aids

Payroll has created two job aids to help UNM employees utilize the [payroll calculator](#) (login with your UNM NetID and password is required). The payroll calculator is designed to provide general guidance and estimates for your typical payroll amounts.

One job aid is for employees on the biweekly payroll, and one is for employees on the monthly payroll. These job aids are located at [payroll.unm.edu](http://payroll.unm.edu) under Other Resources.

**Gross Pay**

? **\$ Gross Pay for Pay Period** \_\_\_\_\_

? **Pay Period** \_\_\_\_\_

? **Estimated Gross Annual Pay: \$** \_\_\_\_\_

## 20-Minute Low Impact Cardio Workout

You can get a great cardio workout without all that jumping and hopping! This [20-minute low-impact cardio workout](#) is still high intensity and will raise your heart rate. You might be surprised just how sweaty you can get. This workout requires no equipment, so grab a towel along with a bottle of water, press play, and get ready to move!



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 for 2017

Employee Health Promotion (EHP) is coordinating Onsite Preventive Health Checkups from July 10 through October 6, 2017. Catapult Health is providing checkups and consultations for all active, benefits-eligible faculty and staff enrolled in a UNM medical plan. Spouses/domestic partners who are enrolled in the UNM medical plan are also eligible to earn a \$100 credit.

Sign ups are happening **NOW!** The Onsite Preventive Health Checkup locations are filling quickly. Schedule your appointment to know your numbers and receive your premium credit!

For more information and to sign up, visit the [Preventive Health Checkups](#) webpage.



## UNM's Unified Wellness Alliance

presents

# Welcome Back to Wellness



**Tuesday, September 5, 2017  
12:00 – 1:00 pm**

**NW corner of Johnson Field  
Near the Olympic Pool**

This dynamic vinyasa flow will offer modifications to meet your needs and music to keep you moving, in an outdoor yoga session for all levels! Bring your own mat or towel.



**Wednesday, September 6, 2017  
11:00 am – 1:00 pm**

**NW corner of Johnson Field  
Near the Olympic Pool**

Is your day full of meetings and errands? Do you wonder, *where did the fun go?* Look no further! Have kid fun again with kickball, hula hoops, corn toss, bubbles, origami, and laughter yoga!



**Thursday, September 7, 2017  
10:00 am – 1:50 pm  
North Campus, Fitz Hall 303**

Explore the fundamentals of mindfulness through basic meditations, including eating and walking meditation. Three 50-minute sessions available.

10:00 – 10:50 / 11:00 – 11:50 / 1:00 – 1:50

**Events are free and open to all UNM Staff & Faculty!**

UNM Wellness Alliance

[lobowell.unm.edu](mailto:lobowell.unm.edu)

505-272-4460

## Welcome Back to Wellness

Welcome back! Get your mind and body going this fall by participating in a series of wellness activities during the first week of September.

The [UNM Unified Wellness Alliance](#) is sponsoring three diverse, fun-focused events to kick start the new academic year: [Vinyasa Yoga](#), [Play Like a Kid Day](#), and [Mindful Meditation](#). Get your coworkers involved and share the flyer! Questions? Contact EHP at 505-272-4460 or [ehp@unm.edu](mailto:ehp@unm.edu)

## Feeling a Little Overwhelmed? CARS is Here to Help!

Did you know that as an employee of the University you have access to free services through [Counseling Assistance & Referral Services \(CARS\)](#)?

All regular full-time or part-time employees (as described in [Policy 3200: Employee Classification](#)), employee spouses/domestic partners, and retirees are all eligible to use services offered by CARS.

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.

All of us, regardless of our positions within the University, face a variety of issues in our daily lives. Usually we can work them out on our own. But sometimes professional help can greatly assist in identifying and resolving personal or work-related concerns.

CARS provides a confidential and accessible setting, strategically located on campus, where clients can freely discuss concerns that are affecting their personal lives or job performance.

Per [Policy 3750](#), CARS services can be utilized during your normal working hours as paid time off (certain restrictions apply, please review the policy for specific details).

If you have any questions regarding the services CARS provides, or would like to schedule an appointment to meet with one of the clinical staff, please do not hesitate to call 505-272-6868. You can also find more information on the CARS website at [cars.unm.edu](http://cars.unm.edu).

CARS hours: Monday - Friday, 8:00 am - 12:00 pm and 1:00 pm - 5:00 pm.

Feedback on the HR Newsletter?  
Send it to [hrinfo@unm.edu](mailto:hrinfo@unm.edu)