AGENDA

- Welcome and Updates
- SHRM Conference Announcement
- Payroll Adjustment Forms Process Change
- BeKind Week
- Financial Wellness
- Benefits Update: Open Enrollment 2019 & VEBA Opt-In/Out
- Employee Wellness Events
WELCOME & FAREWELL

WELCOME! 😊
Kyle Ryan, HR Analyst – 2/1/19
Farewell and happy retirement, John Rivera!

Last day: 1/31/19

Employee Benefits Specialist,
UNM Benefits
Farewell and happy retirement, Judy Goering!

Last day: 2/28/19

Training and Development Consultant,
Employee and Organizational Development (EOD)
STAFF CHANGES

• Robert Crooks: Promoted to TA1 position within IT Campus Outreach & Engagement Dept. 12/18

• Sandra Velasquez: Promoted to HR Analyst (11/18)

• Erica Brown: Promoted to HR Analyst (11/18)
GENERAL UPDATES

• As of Jan. 1, 2019, the minimum wage rates for the City of Albuquerque have changed ($9.20 per hour or $8.20 if benefits eligible).

• The change does not pertain to The University of New Mexico.

• While the State of New Mexico’s minimum wage is $7.50 per hour, UNM’s remains at $9.00 per hour for staff employees and $7.50 per hour for student employment jobs.
GENERAL UPDATES

PEP Deadline Extended!

New Deadline: March 15, 2019

Questions about the PEP? Contact pep@unm.edu
PRESENTATIONS

HUMAN RESOURCES
SHRM CONFERENCE 2019

Magdalena Vigil-Tullar
Labor/Employee Relations Officer
2019 CONFERENCE

- Day 1-2019 SHRM Leadership Conference (April 1, 2019)
- Day 2-2019 SHRM Legislative Conference (April 2, 2019)
- [http://shrmnm.org/events.aspx](http://shrmnm.org/events.aspx)
- 7 Professional Development Credits pending for each day
- Special pricing for both days
- Crown Plaza Hotel

*Keep checking for when the registration site will be up.*
PAYROLL UPDATE

Patty McLaughlin, Supervisor
UNM Payroll Department
PAYROLL ADJUSTMENT FORM

- Biweekly Adjustment
- Monthly Adjustment
- Adjustment Reason
- Docu Sign for signatures
- 2nd quarter
- Once we go live with the new form and Docu Sign, the new adjustment form will be the only one accepted.
- Result of Internal Audit 2015-01
QUESTIONS?
Patty McLaughlin, Supervisor, Fiscal Services
505-277-2353
Patty@unm.edu
FINANCIAL WELLNESS & BEKIND UPDATES

Brenda De La Pena, Manager
HR Benefits
BEKIND UPDATES

- Random Acts of Kindness Week: Feb. 11-15
- **Teddy Bear Drive:** NEW Teddy Bears being collected to benefit APD and ABQ Fire and Rescue; Collection throughout campus.
- Visit [www.studentaffairs.unm.edu/about-us/BeKind](http://www.studentaffairs.unm.edu/about-us/BeKind)

### Celebrate Kindness
February 11-15, 2019

<table>
<thead>
<tr>
<th>FEB</th>
<th>Time</th>
<th>What</th>
<th>Where</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>8-10 a.m.</td>
<td>Donut Wednesday</td>
<td>Hodgin Hall</td>
</tr>
<tr>
<td>9</td>
<td>1 p.m.</td>
<td>Lady Lobo Game (collect toys)</td>
<td>Dreamstyle Arena (a.k.a. the Pit)</td>
</tr>
<tr>
<td>12</td>
<td>11 a.m. - 2 p.m.</td>
<td>Kindness Carnival games, food, music, &amp; more</td>
<td>SUB Atrium</td>
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<tr>
<td>13</td>
<td>8-10 a.m.</td>
<td>Fill It Forward /Coffee with a Cop let us fill your cup while you help our cause</td>
<td>Satellite Coffee SUB 2nd Floor</td>
</tr>
<tr>
<td>13</td>
<td>7 p.m.</td>
<td>Men's Lobo Basketball game (collect toys)</td>
<td>Dreamstyle Arena (a.k.a. the Pit)</td>
</tr>
<tr>
<td>15</td>
<td>10 a.m. - noon</td>
<td>Lobo Food Pantry</td>
<td>South Parking Lot</td>
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[studentaffairs.unm.edu/about-us/BeKind](http://studentaffairs.unm.edu/about-us/BeKind)
FINANCIAL PLANNING 101

Main Campus: Thursday, February 14, Noon to 1 p.m.
UNM Business Center Room 1016

North Campus: Friday, February 15, Noon to 1 p.m.
HSLIC Library Room 428

Presenters: Mark Cherryhomes and Angelo Burns, Financial Advisors, VALIC

What is a financial plan and do you need one? Assess where you are currently with financial needs and goals. What should your plan look like now? Learn about tools to help explore different scenarios. Create an action plan to manage competing priorities now to have the lifestyle you envision down the road.

Register and virtual access: hr.unm.edu/financial-wellness-program

Complimentary lunch provided to those attending in person
QUESTIONS?
Cherie Knight, MA, ChFC, HR Projects Specialist
505-277-2373
cheriejean56@unm.edu
UPCOMING BENEFIT EVENTS

Brenda De la Peña, Manager, HR Benefits
Human Resources, Benefits
ANNUAL OPEN ENROLLMENT PERIOD

Tentative dates for Health, Life and Disability Open Enrollment and VEBA Opt-in/Opt-out:

- April 24 – May 10

- All Open Enrollment and VEBA changes are effective July 1
What is Voluntary Employee Beneficiary Association (VEBA)?

- Effective July 1, 2013, UNM established a trust known as VEBA.
- The purpose of VEBA is to prefund a portion of the cost of post-retirement medical and dental coverage.
- VEBA applies to benefits-eligible Faculty and Staff employed between June 30, 2013 and June 30, 2015.
  - Participants contribute ¾% of their gross income per paycheck.
  - Upon opting out a participant has a ‘One-Time Opportunity’ to opt-in during the Open Enrollment immediately following five years after your opt-out effective date.
- VEBA contributions are taken via payroll deduction.
- To access post-retirement medical and dental benefits, a minimum of 5 continuous years of VEBA contributions are required, immediately leading up to retirement from UNM.

**NOTE:** Employees with an initial date of hire after June 30, 2015 are NOT eligible to participate in VEBA. Employees retiring from UNM as a “UNM Retiree” may obtain basic and supplemental life insurance coverage at retirement, in addition to other non-VEBA related post-retirement benefits, like education benefits, discounts on UNM Athletic and Popejoy Hall tickets, etc.
VEBA OPT IN PROCESS

This marks is the first year the ‘One-Time Opt-in Opportunity’ is available for eligible faculty and staff who opted out between Jul. 1, 2013 and May 1, 2014.

To Opt In:

- Those eligible will be mailed a notification and ‘VEBA Opt-In’ form to be turned in to the HR Service Center
- Opt in during Open Enrollment, tentatively scheduled for Apr. 24 – May 10
- Changes effective Jul. 1

*IF YOU MISS YOUR OPT-IN WINDOW YOU WILL NOT HAVE ANOTHER OPPORTUNITY TO PARTICIPATE IN VEBA FOR ACCESS TO POST-RETIREMENT MEDICAL AND DENTAL BENEFITS!*

The next VEBA Opt-In Period is in 2020 and will apply to those benefit eligible faculty or staff employees who opted out with an effective date anytime during Jun. 1, 2014 through May 1, 2015.
VEBA OPT OUT PROCESS

Deciding to Opt Out?

- Active VEBA participants have an annual opportunity to opt out during Open Enrollment
- Opting out of VEBA forfeits your access to UNM’s post-retirement medical and dental benefits and ends VEBA contributions
  - **First Opt-Out, can you Opt In?** Yes, there is a ‘One-Time Opportunity’ to opt-in during the Open Enrollment immediately following five years after your opt-out effective date
  - **Second Opt-Out, can you Opt In again a second time?** No, the ‘One-Time Opportunity’ to opt in has already been used

To Opt Out:

- Follow instructions provided with Open Enrollment materials to complete the online process via LoboWeb.
QUESTIONS?
Brenda De la Peña, Manager, HR Benefits
505-277-1378
bdelapen@unm.edu
EMPLOYEE WELLNESS EVENTS

Vanessa Roybal, Health Educator
Employee Wellness
NEW MEXICO JACKPOT CHALLENGE

• 12-week weight loss challenge
  February 15 – May 10
• Compete in teams of 4-9 against other New Mexico organizations - CNM, Gerald Champion RMC, and NMSU
• Hit a 6% average team weight loss and win cash prizes!
  $70 registration fee or $23.33/month for 3 months

Register HERE!
https://hr.unm.edu/wellness/jackpot-challenge
WALK OUT OF WORK WEDNESDAY

- National Walking Day
- Wednesday, April 3
- Volunteers needed to lead walks around campus
- Email Employee Wellness with your meet up time, location, and length of time/distance
- ** Updated This Year – New Lobo Trail signage and routes
4th Annual Stadium Stair Challenge
Saturday, April 27
Walk/Jog/Run the Dreamstyle Stadium Stairs
Eight-week training session starts March 6
• $120 – Tuition Remission eligible
• $35 – Day of Event (NOT Tuition Remission eligible)

** New This Year – Kids K

Visit the Stadium Stair Challenge website for more information
STADIUM STAIR CHALLENGE
QUESTIONS?
Vanessa Roybal, Health Educator
505-272-4460
vapodac1@unm.edu
HUMAN RESOURCES

NEXT HR FORUMS

April 9 & 11, 2019

THE UNIVERSITY OF NEW MEXICO