**FLEXIBLE SPENDING ACCOUNT (FSA) OPEN ENROLLMENT**

When: **Wednesday, November 1 – Friday, November 17**

<table>
<thead>
<tr>
<th>Health FSA</th>
<th>Dependent Care FSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual contribution Limit: IRS Maximum (Currently $2,600 for 2018)</td>
<td>Annual Contribution Limit $5,000</td>
</tr>
<tr>
<td>Carry-Over provision – permits unused funds for the 2017 plan year (up to $500) to be carried over into 2018 and beyond (Applies to Health FSA only)</td>
<td>Grace Period – Use unreimbursed 2017 funds to pay for claims incurred through March 15, 2018 (Applies to the Dependent Care FSA only)</td>
</tr>
<tr>
<td>Funds remaining at the end of 2017 above the $500 carry-over amount will be forfeited</td>
<td>Claims may be submitted for reimbursement through May 31, 2018 (for eligible claims incurred through March 15, 2018)</td>
</tr>
<tr>
<td>Employee must be in a benefits-eligible position to access carry-over funds</td>
<td></td>
</tr>
</tbody>
</table>

**How to Enroll:** Enrollments must be completed online during open enrollment (Wednesday, November 1 – Friday, November 17) using LoboWeb, which can be accessed 24 hours a day, 7 days a week by logging on to my.unm.edu. For more information, visit the HR website.

**Reminder:** Print and retain Open Enrollment Confirmation Statement for records and as proof of enrollment. Enrollments will not be accepted after Open Enrollment ends.

**FINANCIAL WELLNESS SESSIONS**

UNM Financial Wellness seminars will continue to be offered to all employees (except students) and retirees in FY 2018. The October sessions (Save More Now, Create A Comfortable Retirement Tomorrow) are from 12:00 – 1:00 pm on Thursday, October 19 at HSLIC, Room 428 (north campus) and Friday, October 20 at UNM Business Center, Room 1018.

CPA/PFS Edwin Fernandez from Voya will compare and contrast UNM’s 403(b) and 457(b) voluntary retirement plans, and explain why it’s never too late to build a bigger nest egg for retirement, no matter where you are in your financial journey. For more details visit the Financial Wellness Program website.

Future Financial Wellness topics include:

- January – Plan Your Estate: What Will Your Legacy Be?
- February – Strategies to Minimize Your Tax Bite
- March – Build A New Budget, Manage Your Debt, Improve Your Credit
- April – How Much Long Term Care Insurance Is Enough?
- June – Caring For Your Aging Parents: Conversations To Have Now
- July – Save For College With New Mexico’s 529 Plan
MANDATORY TRAINING REMINDER
The new deadline for completing Mandatory Training is December 1, 2017.
All supervisors may access direct reports completion status through Learning Central. Just click the tab My Employees on your Learning Central page.

Completion information for departments and organizations can be accessed via HR Reports. It’s easy to use and provides the most up to date information. See the HR website for details.

If you encounter issues accessing or completing any of the training, contact the IT Help Desk at 505-277-5757 or help.unm.edu.

In 2017, 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 three University-Wide mandatory trainings are:
- SRS 0117 Basic Annual Safety Training 2017
- EOD 1017 Intersections: Preventing Discrimination and Harassment
- EOD 481-17 Active Shooter on Campus: Run, Hide, Fight

CRIMINAL CONVICTION FORM UPDATE
As of January 1, 2018, departments will only need to complete the Criminal Conviction Form for the candidate that is hired. We are changing this procedure to streamline the hiring process and to address concerns from hiring officials about receiving criminal history information on everyone that is interviewed. The Criminal Conviction Form will be completed by the department and attached to UNMJobs when submitting your hire.

SHARED SERVICE CENTER
UNM Staffing Services is launching a Shared Service Center (SSC) model in Fall 2017. With the SSC model, departments can utilize our full-service staffing model, or tailor our services to fit their needs by selecting from an a la carte services menu.

The SSC model will be an efficient, cost effective, and invaluable alternative for smaller departments without dedicated resources focused on hiring needs, and for larger departments that need to expedite recruitment and hiring actions. For more information, Email: staffrecruiting@unm.edu / Call: 505-277-2013