
Welcome to LOBO U

NEW EMPLOYEE ORIENTATION

Agenda

Welcome Kit

Foundations of UNM

Payroll

Division of Human Resources

Benefits

Retirement

Technology and Systems

Parking and Transportation (PATS)

IPRA

Next Steps – Checklist

Optional: Meet with Benefits & Retirement Reps

Logistics

Emergency Exits

Restrooms

Drink Machines

Cell Phone Etiquette

Foundations of UNM

A View to the Horizon

UNM 2020

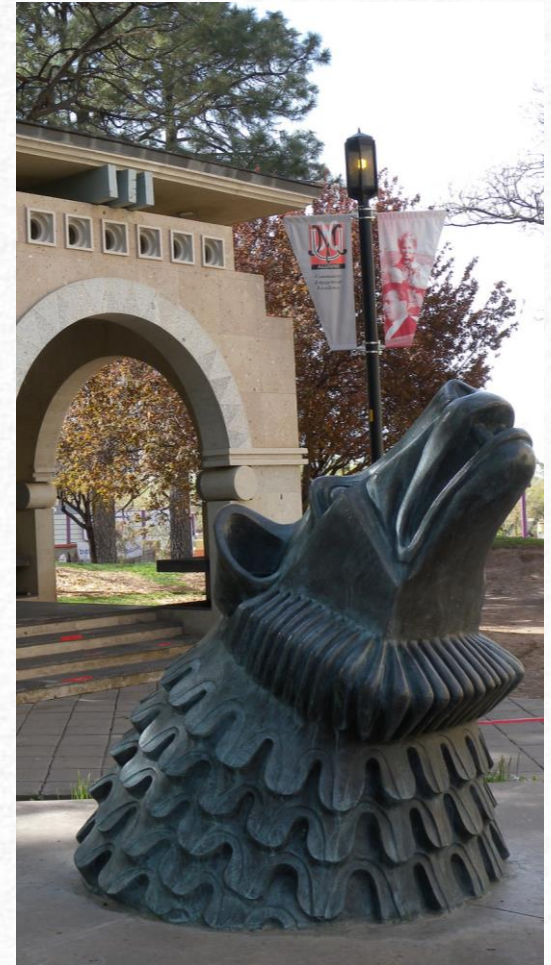


Students: The Lobo Experience
Leadership and Governance
Teaching and Learning
Discovery and Innovation
Market Position and Brand
Institutional Culture
Faculty and Staff
Health Sciences
Strategic Partnerships
Infrastructure and Financial Performance

UNM Mission Statement

The University will engage students, faculty, and staff in its comprehensive educational, research, and service programs.

- **UNM** will provide students the values, habits of mind, knowledge, and skills that they need to be enlightened citizens, to contribute to the state and national economies, and to lead satisfying lives.
- **Faculty, staff, and students** create, apply, and disseminate new knowledge and creative works; they provide services that enhance New Mexicans' quality of life and promote economic development; and they advance our understanding of the world, its peoples, and cultures.
- **Building on its educational, research, and creative resources**, the University provides services directly to the City and State, including health care, social services, policy studies, commercialization of inventions, and cultural events.



Guiding Principles



Freedom of Inquiry

We encourage, protect, and respect the exploration of ideas and their free expression.

Integrity

We build trust through transparency, truthfulness, and responsibility.

Inclusiveness and Respect

We thrive in a diverse environment characterized by respectful regard for other persons, recognition of their dignity, and considered use of influence and power.

Responsibility to Community

We reflect upon our past, serve our present, and strive to improve our future through thoughtful stewardship of our cultures and environment.

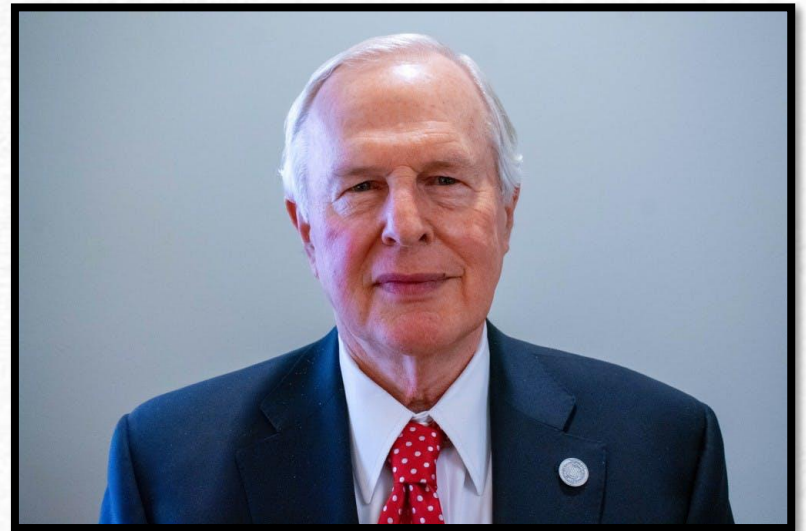
UNM Leadership

- President – **Garnett Stokes**
 - 23rd and first female
- Provost – **Dr. James Paul Holloway**
- Chancellor for Health Sciences / Dean, UNM School of Medicine – **Paul Roth**
- Senior Vice President for Finance and Administration - **Teresa Costantinidis**



UNM Board of Regents

- President – **Douglas M. Brown**
- Vice President – **Kimberly Sanchez Rael**
- Secretary Treasurer– **Sandra K. Begay**



UNM HSC Vision, Mission and Core Values

■ Vision

- The University of New Mexico Health Sciences Center will work with community partners to help New Mexico make more progress in health and health equity than any other state..

■ Mission

- Our mission is to provide an opportunity for all New Mexicans to obtain an excellent education in the health sciences. We will advance health sciences in the most important areas of human health with a focus on the priority health needs of our communities. As a majority-minority state, our mission will ensure that all populations in New Mexico have access to the highest quality health care..

■ Values Statement

- The Health Sciences Center's most important value is a steadfast duty to improve the health of all New Mexicans. We will serve our patients and the public with **integrity** and **accountability**. We will strive as an institution and as individuals to recognize, cultivate and promote all forms of **diversity**; to fully understand the health needs of our communities; and to advance clinical, academic, and research **excellence**. We are committed to perform our duties with **compassion** and **respect** for our patients, learners, and colleagues; and always to conduct ourselves with the highest level of **professionalism**.

UNM – Family Friendly Business

UNM is the proud recipient of the New Mexico Family Friendly Business Award. In support of our employees, UNM offers a wide range of family friendly policies, including:

- Paid Leave
- Health Support
- Work Schedules
- Economic Support
- Community Investment
- Pay Equity
- Diversity & Inclusion

More information on the award can be found at www.nmfamilyfriendlybusiness.com



Foundations of UNM

Questions?

Payroll



Pay Schedule

UAP 3300: Paid Time

Important Details:

- Exempt vs. Non-Exempt
 - Offer Letter
 - Job description
 - Employee Dashboard
- Time Entry Deadlines
 - PHATIME vs LOBOTIME?
 - Ask your department what system they use for time/leave entry
 - Ask what deadlines they have within the department
 - Holidays may have earlier deadlines
 - Monthly employees report leave
- Pay Dates

Resources:

UNM Payroll- <http://payroll.unm.edu/>

Position Class Description-
<https://jobdescriptions.unm.edu/>

UNM PAYROLL						2020	
Payroll Timekeeper and Approver Schedule							
Deadlines listed here are ONLY for biweekly time entry and monthly exception time and the approvals of biweekly time entry and monthly exception time.							
For EPAN/EPAF/Hiring Proposal deadlines/questions, consult the Employment Knowledge Base at confluence.unm.edu							
Bi-Weekly Payroll (2R)				Monthly Payroll (5R)			
Non-exempt Time Entry				Exempt Exception Time			
Pay Period	Time Entry Deadline	Pay Date		Pay Period	Exception Time Deadline	Pay Date	
1	12/21/19 - 01/03/20	01/06/20	01/10/20	1	01/01/20 - 01/31/20	01/13/20	01/31/20
2	01/04/20 - 01/17/20 <i>Note 1</i>	01/17/20	01/24/20	2	02/01/20 - 02/29/20	02/12/20	02/28/20
3	01/18/20 - 01/31/20	02/03/20	02/07/20	3	03/01/20 - 03/31/20	03/12/20	03/31/20
4	02/01/20 - 02/14/20	02/17/20	02/21/20	4	04/01/20 - 04/30/20	04/14/20	04/30/20
5	02/15/20 - 02/28/20	03/02/20	03/06/20	5	05/01/20 - 05/31/20	05/12/20	05/29/20
6	02/29/20 - 03/13/20	03/16/20	03/20/20	6	06/01/20 - 06/30/20	06/12/20	06/30/20
7	03/14/20 - 03/27/20	03/30/20	04/03/20	7	07/01/20 - 07/31/20	07/13/20	07/31/20
8	03/28/20 - 04/10/20	04/13/20	04/17/20	8	08/01/20 - 08/31/20	08/12/20	08/31/20
9	04/11/20 - 04/24/20	04/27/20	05/01/20	9	09/01/20 - 09/30/20	09/15/20	09/30/20
10	04/25/20 - 05/08/20	05/11/20	05/15/20	10	10/01/20 - 10/31/20	10/13/20	10/30/20
11	05/09/20 - 05/22/20 <i>Note 1 & Note 2</i>	05/22/20	05/29/20	11	11/01/20 - 11/30/20	11/12/20	11/30/20
12	05/23/20 - 06/05/20	06/08/20	06/12/20	12	12/01/20 - 12/31/20	12/14/20	12/22/20
13	06/06/20 - 06/19/20	06/22/20	06/26/20				
14	06/20/20 - 07/03/20	07/06/20	07/10/20				
15	07/04/20 - 07/17/20	07/20/20	07/24/20				
16	07/18/20 - 07/31/20	08/03/20	08/07/20				
17	08/01/20 - 08/14/20	08/17/20	08/21/20				
18	08/15/20 - 08/28/20	08/31/20	09/04/20				
19	08/29/20 - 09/11/20	09/14/20	09/18/20				
20	09/12/20 - 09/25/20	09/28/20	10/02/20				
21	09/26/20 - 10/09/20	10/12/20	10/16/20				
22	10/10/20 - 10/23/20 <i>Note 2</i>	10/26/20	10/30/20				
23	10/24/20 - 11/06/20	11/09/20	11/13/20				
24	11/07/20 - 11/20/20 <i>Note 1</i>	11/20/20	11/27/20				
25	11/21/20 - 12/04/20	12/07/20	12/11/20				
26	12/05/20 - 12/18/20 <i>Note 1</i>	12/18/20	12/24/20				

Biweekly time entry & approval deadline is 4:00 PM on Monday unless otherwise indicated on the schedule.
Monthly exception time entry & approval deadline is 4:00 PM on the 12th unless otherwise indicated.

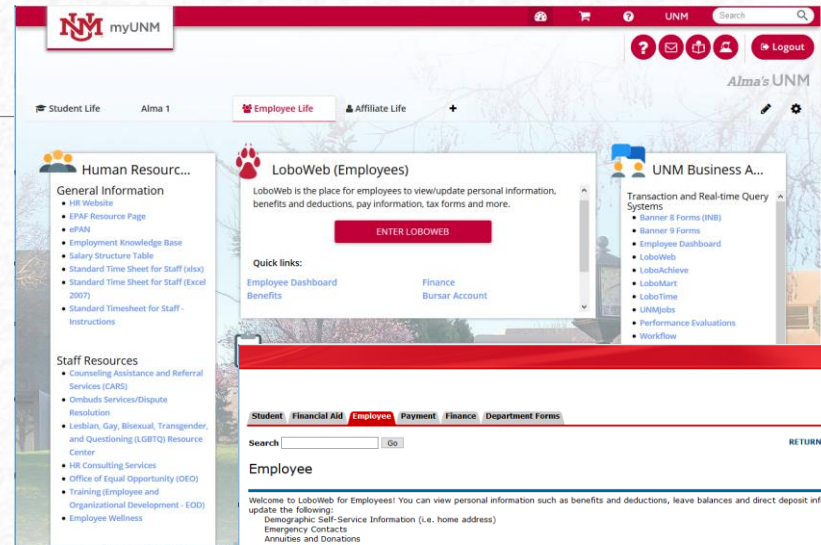
Note 1 - Due to the holiday, biweekly time entry/monthly exception time & approvals are due early.
Note 2 - When three biweekly paydays occur within the month, only mandatory deductions are withheld on the third payroll.

UNM Payroll Department
Last updated: November 27, 2019

Direct Deposit

UAP 2620: Distribution of Pay

- Direct Deposit is mandatory and must be set up online via MyUNM
- An automatic email is sent if you do not have direct deposit set up with instructions



Student Financial Aid **Employee** Payment Finance Department Forms

Search Go

[RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Pay Information

[Employee Dashboard](#)
[Direct Deposit Allocation](#)
 View and update your direct deposit information. You will be prompted to login using [Duo two-factor authentication](#).
[Pay Administration](#)

RELEASE: 8.8.3

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Student Financial Aid **Employee** Payment Finance Department Forms

Search Go

[RETURN TO MAIN MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Employee

Welcome to LoboWeb for Employees! You can view personal information such as benefits and deductions, leave balances and direct deposit information. You also have the ability to update the following:

- Demographic Self-Service Information (i.e. home address)
- Emergency Contacts
- Annuities and Donations
- W4 Forms
- Direct Deposit Information

Please remember that history will build beginning January 2, 2008. Information such as previous pay stubs or job history prior to January 2008 is not available. Should you have any questions, be sure to call us at the Banner HR/Payroll Support Center at **277-7864 (4777)**. Hours of operation will be Monday - Friday, 8am to 5pm.

New Employee Checklist
 New Employees, please complete all items immediately.

Personal Information
 Opt-out of public disclosure of home information ; View and update emergency contacts, addresses, race/ethnicity, disability, veteran, and directory information.

Make Bursar Payments
 Pay Bursar billed insurance, parking tickets, etc. by credit card, checking or savings account.

Benefits and Deductions
 Retirement, Health, Flexible Spending, Miscellaneous, Beneficiaries, Benefit Statement, VEBA Opt-Out Election

Pay Information
 Direct Deposit, Earnings History, Deductions History, Pay Stubs

Tax Forms
 W4 Form, W2 Statement

Jobs Summary
 List of Jobs and Associated Transactions

Leave Balances
 List of Leave Balances

Time Sheet (Approvals and View Only)
 Departmental Time Entry Approvals and View

RELEASE: 8.8.3

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DUO

2-Factor Authentication

- Implemented for additional protection of your sensitive information
-
- Secure from potential hacking attempts
- Administered by UNM IT department
 - (505)277-5757
- Brand new employees will take 2 business to recognize on DUO
- Make sure you are using either Firefox or Internet Explorer because Safari and Google Chrome do not work with UNM applications

UNM THE UNIVERSITY OF NEW MEXICO

Welcome to Duo 2 factor authentication
You will see this screen when you access secure information in LoboWeb.

The first time you sign in, you will need to enroll a phone. This can be a mobile (cell) phone or a landline (desk) phone. After you enroll a phone, you will use it (along with your netid and password) to login going forward. [Learn more](#)

Click [Continue](#) below to proceed.

[Continue](#)

UNM THE UNIVERSITY OF NEW MEXICO

Please enter your UNM NetID (**not email**) and password

Username

Password

Logon

What is 2 factor authentication?
Two-factor authentication adds a second layer of security to sensitive **EMPLOYEE** information in LoboWeb. Verifying your identity using a **second factor** (desk phone or mobile device) helps prevent anyone but you from logging in, even if they know your password. [Learn more](#)

Important notes

- The first time you access sensitive information, you must enroll one or more devices. After enrolling, you will use the device for authentication to secure LoboWeb modules going forward.
- Avoid using the Safari browser on OS X and IOS - there are [known issues](#). If you encounter issues (like Banner ID/PIN login screen) on other browsers/devices, try using "Incognito" or "Private" OR a laptop/desktop instead of a mobile device.

When you first enroll, it may take 2 or more days for your Duo account to initialize - you may see an "Account Disabled" message until initialization completes.

Do NOT use for [Student bursar account direct deposit](#).

Contact UNM IT

UNM THE UNIVERSITY OF NEW MEXICO

Choose an authentication method

Call Me

Passcode

Remember me for 7 days

[What is this?](#) [Add a new device](#) [My Settings & Devices](#) [Need help?](#)

Powered by Duo Security

Direct Deposit

UAP 2620: Distribution of Pay

- 100% of remaining box should be checked
- If you are a retuning employee, you will just have to activate the Direct Deposit record that is already there.
 - Click on the name of bank
 - Uncheck the inactivate box found underneath account number
 - Click Save
- Direct Deposit must be set up 4 business days before payday for any updates to be effective.**
- To verify active direct deposit, call UNM Payroll (505)277-2353

Student Financial Aid **Employee** Payment Finance Department Forms

Search Go

RETURN TO PAY MENU SITE MAP HELP EXIT

Direct Deposit Allocation

The following accounts are listed in the order in which your pay will be distributed.

[Update Direct Deposit Allocation](#)

RELEASE: 7.3

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* - indicates a required field.

Add Allocation:

Bank Routing Number: *

Account Number: *

Account Type:

100% of Remaining:

Dollar Amount:

Save *It is your responsibility to verify that the BANK ROUTING and BANK ACCOUNT numbers you entered are correct. Incorrect information WILL result in delay of payment.*

Federal Tax Exemptions or Allowances (W4)

UAP 2635: Payroll Deductions, W-2s, and Tax Reporting

- ENTER LOBOWEB > “Employee” tab > Tax Forms > Federal Tax Exemptions or Allowances (W4)
- DUO is Required
- Default is Single and 0 allowances
- Click **Update** to make changes
- To claim EXEMPT or add additional withholding for **State Taxes**, a form will be required to be turned into the Payroll Department.
 - payroll.unm.edu > Payroll Forms > State Tax Additional Amount Withholding or Exemption Form

The screenshot shows the LOBOWEB interface for an employee. The top navigation bar includes 'Student', 'Financial Aid', 'Employee', 'Payment', 'Finance', and 'Department Forms'. The 'Employee' tab is selected. Below the navigation bar is a search field and a 'Go' button. The main content area is titled 'Employee' and contains a welcome message and a list of links for updating personal information, including Demographic, Self-Service, Emergency Contacts, Annuities and Donations, W4 Forms, and Direct Deposit Information. A second navigation bar is visible, also with 'Employee' selected. Below this, there is a search field and a 'Go' button. The 'Tax Forms' section is highlighted, showing 'Federal Tax Exemptions or Allowances (W4)', 'Electronic W-2 Consent', 'W-2 Wage and Tax Statement', and 'State Tax'.

The screenshot shows the 'W4 Tax Exemptions or Allowances' page. The top navigation bar is the same as the previous screenshot. Below the navigation bar is a search field and a 'Go' button. The main content area is titled 'W4 Tax Exemptions or Allowances' and contains a message: 'To claim additional withholding or exempt New Mexico State Taxes, please visit the UNM Payroll Department.' Below this is a section for 'Federal Tax Withholding' with the following information:

As of Date:	Feb 01, 2019
Name:	Lobo Louie
Address:	1 University of New Mexico Albuquerque, NM 87131
Last Name differs from SSN card:	No
Deduction Status:	Active
Start Date:	Feb 17, 2016
End Date:	
Filing Status:	Single
Number of Allowances:	0
Additional Withholding:	.00

Below the table is a note: 'Note: Additional amount, if any, you want withheld from each paycheck.' and a 'Print' button. At the bottom of the page, there is a footer with the text: 'History | Update | Contributions or Deductions | Vendor Web Site' and '[W2 Year End Earnings Statement]'.

Payroll Calculator

What will my pay be after taxes and deductions?

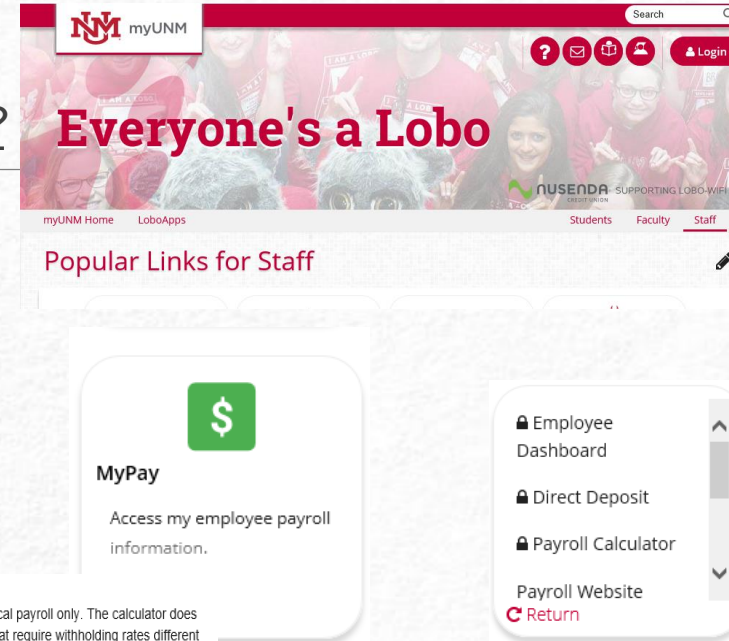
my.unm.edu

“Staff” tab > “MyPay” tile > Payroll Calculator > Log In

- ✓ Gross Pay
- ✓ Bi-Weekly/Monthly
- ✓ W4 status
- ✓ Eligible for retirement
- ✓ Benefits

Good estimate of how much your take home pay will be

Notice MyPay tile has quick links to Employee Dashboard, Direct Deposit, Payroll Website, etc.



Disclaimer:

The calculator is only meant to provide general guidance and estimates for your typical payroll only. The calculator does not provide calculations for one-time payments, adjustments, or non-standard pay that require withholding rates different from your Form W-4. The calculator does NOT factor in any actual year-to-date amounts from your previous paystubs. Employees cannot rely upon the calculator to calculate exact taxes, exact net payroll, or other exact amounts. The calculator is not intended to provide tax or legal advice and the Payroll Department will not answer these types of questions. You should consult with a professional advisor or accountant concerning your specific concerns.

Gross Pay

<p>🔍 \$ Gross Pay for Pay Period</p> <p>🔍 Pay Period ▼</p> <p>🔍 Estimated Gross Annual Pay: \$</p>	<p>☹ Taxable Fringe/Non-Cash Earnings</p> <p>☹ \$ 0</p> <p>Periods Per Year</p>
---	---

Tables Used:

- Federal 2019 ANNUAL Table for Percentage Method for Income Tax Withholding (IRS Notice 1036, Table 7, pg 4)
- Federal 2019 Percentage Method Amount for One Withholding Allowance (IRS Notice 1036, pg 1)
- State 2019 ANNUAL Table for Percentage Method for Income Tax Withholding (NM Tax and Rev, FYI-104, Table 7, pg 5)
- State 2019 Amount for One Withholding Allowance (NM Tax and Rev, FYI-104, pg 3)

Enter your Username and Password

Username:

Password:

Warn me before logging me into other sites.

LOGIN
CLEAR

Employee Dashboard

Pay Stubs

To access your
Pay Stub:

1. Go to my.unm.edu
2. Log-in using UNM credentials
3. Enter LoboWeb
4. Click on **Pay Information**
5. Select **Employee Dashboard**

The screenshot displays the UNM Employee Dashboard interface. At the top, there is a navigation bar with the UNM logo and the text 'THE UNIVERSITY OF NEW MEXICO'. Below this, the page title 'Employee Dashboard' is visible. The main content area is divided into several sections:

- Employee Profile:** A placeholder for a profile picture, the name 'Lobo, Louie', and a 'My Profile' button.
- Leave Balances as of 02/01/2019:** A table showing various leave types and their balances, each with a corresponding progress indicator (green for full, yellow for partial, and red for none).
- Pay Information:** A section with a dropdown menu showing 'Latest Pay Stub: 01/31/2019' and links for 'All Pay Stubs' and 'Deductions History'.
- My Activities:** A section with a dropdown menu showing 'Earnings', 'Benefits', 'Taxes', 'Job Summary', and 'Employee Summary'.

Leave Type	Balance
Annual Leave in hours	Full (Green)
Sick Minor in hours	Full (Green)
Catastrophic Lv Donated in hours	Full (Green)
Annual Leave Banked in hours	Full (Green)
Sick Minor - Banked in hours	Full (Green)
Catastrophic SL in hours	Partial (Yellow)

**YOU DO NOT NEED
DUO TO ACCESS**

YOU ONLY HAVE ACCESS WHILE EMPLOYED
-Keep Record by Downloading/Printing/Saving
-After employment Payroll will only provide a max
of 2 pay stubs

Taxable Events

1. payroll.unm.edu

2. Employee Toolbox

3. Taxable Events Matrix

- Travel
- Tuition Remission
- Season Tickets
- Moving Expenses
- These events are taxable:
 - The amount is added to your gross income and you are taxed accordingly

TAXABLE AND NONTAXABLE FRINGE BENEFITS FOR ELIGIBLE EMPLOYEES THAT FLOW THROUGH THE PAYSTUB						PROCESSING FREQUENCY ON THE PAYROLL											
CATEGORY	EVENT	TAXABLE	NOT TAXABLE	IRS PUBLICATION # @ irs.gov	UNM POLICY # REFERENCE(S) @ policy.unm.edu	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
MISCELLANEOUS FRINGE BENEFITS INCLUDING, BUT NOT LIMITED TO:	SAME DAY TRAVEL (MEALS WITH NO OVERNIGHT STAY) AS INCURRED	✓		463	4030	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	ACCOUNTABLE PLAN REIMBURSEMENTS OCCURRING AFTER 60 DAYS	✓		463	4000, 4030, 4320	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	GIFT CARDS, MERCHANDISE, INCENTIVES, EMPLOYEE RECOGNITION (UNLESS SPECIFICALLY EXCLUDED BY IRS)	✓		15-B	2480, 3235	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
TUITION REMISSION - ACADEMIC CREDIT COURSES (UNM or NMSU only)	EMPLOYEE UNDERGRADUATE AND GRADUATE LEVEL COURSES <=\$5,250/TAX YEAR *	✓	✓	15-B, 970	3700			✓					✓		✓		
	EMPLOYEE UNDERGRADUATE AND GRADUATE LEVEL COURSES >\$5,250/TAX YEAR **	✓		15-B, 970	3700								✓		✓		
	SPOUSE UNDERGRADUATE LEVEL COURSES		✓	15-B, 970	3700			✓					✓		✓		
	SPOUSE GRADUATE LEVEL COURSES	✓		15-B, 970	3700			✓					✓		✓		
TUITION REMISSION - CONTINUING EDUCATION (UNM only)	DOMESTIC PARTNER UNDERGRADUATE AND GRADUATE LEVEL COURSES	✓		15-B	3700, 3790			✓					✓		✓		
	EMPLOYEE ONLY PERSONAL ENRICHMENT AND HEALTH FITNESS, INCLUDING, BUT NOT LIMITED TO: ARTS, SPORTS, HOBBIES, HEALTH, CPR, FIRST AID, WQOW PASSES	✓		15-B, 970	3700	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	PROFESSIONAL DEVELOPMENT: EMPLOYEES ONLY <= \$5,250/TAX YEAR * PROFESSIONAL DEVELOPMENT: EMPLOYEES ONLY > \$5,250/TAX YEAR **	✓	✓	15-B, 970	3700												✓
DEPENDENT EDUCATION (UNM only)	DEPENDENT IS LESS THAN 24 YEARS OLD AT THE END OF THE CURRENT TAX YEAR, UNMARRIED AND CLAIMED AS A DEPENDENT ON ANY TAX RETURN		✓	15-B, 970	3700												
	DEPENDENT IS 24 YEARS OR OLDER AT THE END OF THE CURRENT TAX YEAR OR MARRIED OR NOT CLAIMED AS A DEPENDENT ON ANY TAX RETURN	✓		15-B, 970	3700				✓	✓					✓	✓	
DISCOUNTED SEASON TICKETS	FOOTBALL - 80% OF DISCOUNT IS TAXABLE PER IRS	✓		15-B									✓				
	MEN'S/WOMEN'S BASKETBALL - 80% OF DISCOUNT IS TAXABLE PER IRS	✓		15-B												✓	
	POPEJOY - 80% OF DISCOUNT IS TAXABLE PER IRS	✓		15-B											✓		
RELOCATION EXPENSES AND USE OF A BUSINESS VEHICLE:	RELOCATION (MOVING) EXPENSES FOR NEW EMPLOYEES 100% TAXABLE DURING TAX YEARS 2018-2025	✓		15-B, 521	4020	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	COURTESY CAR (PERSONAL USE)	✓		15-B, 535		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
OPTIONAL FRINGE BENEFITS ELECTED BY THE EMPLOYEE	DOMESTIC PARTNER INSURANCE IMPUTED INCOME	✓			3790	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	LONG TERM DISABILITY PREMIUM PAID BY UNM	✓				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	IMPUTED INCOME FOR LIFE INSURANCE	✓		15-B		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Your Pay Stub & Deductions

- It is important to understand your pay stub and deductions
- You have a responsibility to review your pay and ensure your deductions are accurate, especially at times when new deductions may occur as part of enrollment in new a benefit.

- Pay stubs include:

- Earnings**

- Gross Pay
- Net Pay
- Leave Used
- CAT Leave donations

- Benefits and Deduction & Taxes**

- Pre-Tax Deductions
- Taxes
- Taxable Benefits
- Direct Deposit Allocations
- Federal and State Tax Withholdings

Pay Date: 01/31/2018		Current	YTD
Type			
Gross		\$4,313.54	\$4,313.54
Total Personal Deductions		\$1,619.53	\$1,619.53
Net		\$2,694.01	\$2,694.01
Employer Contributions		\$1,267.74	\$1,267.74

ID:	000000000
SUN/SIN/TIN:	*****1234
Name:	Lobo Lucy
Address:	1 University of New Mexico, Albuquerque, NM 87131
Pay Period:	01/01/18-01/31/2018

Title	Earnings	Shift	Hours or Units	Rate	Amount	YTD
Official Mascot	Regular Base Pay		1		\$3,915.36	\$3915.36
	Annual Leave		1	24	\$308.18	\$308.18
	Total:				\$4,313.54	\$4,313.54

Title	Amount	YTD
Non-cash Earnings		
Official Mascot	Cat Leave Donation	1
		\$149.31

Benefit or Deduction	Employee	Employee YTD	Employer	Employer YTD	Applicable Gross	Applicable Gross YTD
Deductions before Federal Tax						
BlueCross BlueShield NM Pre-tax	\$187.60	\$187.60	\$281.40	\$281.40	\$4,313.54	\$4,313.54
Delta Dental of New Mexico Premier Pre-tax	\$16.00	\$16.00	\$24.00	\$24.00	\$4,313.54	\$4,313.54
New Mexico Education Retirement Association	\$461.55	\$461.55	\$599.58	\$599.58	\$4,313.54	\$4,313.54
Vision Service Plan Pre-tax	\$6.32	\$6.32	\$0.00	\$0.00	\$4,313.54	\$4,313.54
Taxes						
FICA Medicare Withholding	\$59.57	\$59.57	\$59.57	\$59.57	\$4,076.94	\$4,076.94
Federal Tax Withholding	\$428.75	\$428.75	\$0.00	\$0.00	\$3,592.09	\$3,592.09
New Mexico State Withholdings	\$129.46	\$129.46	\$0.00	\$0.00	\$3,592.09	\$3,592.09
Social Security Withholding	\$254.70	\$254.70	\$254.70	\$254.70	\$4,076.94	\$4,076.94
Deductions after Federal Tax						
AD&D	\$1.50	\$1.50	\$0.00	\$0.00	\$4,313.54	\$4,313.54
Basic Life Insurance Employee Paid-Monthly	\$1.77	\$1.77	\$0.00	\$0.00	\$4,313.54	\$4,313.54
Basic Life Insurance Employer Paid-Monthly	\$0.00	\$0.00	\$2.65	\$2.65	\$4,313.54	\$4,313.54
Long Term Disability-Monthly Employees	\$2.95	\$2.95	\$0.00	\$0.00	\$4,313.54	\$4,313.54
Long Term Disability- UNM Contribution	\$0.00	\$0.00	\$4.43	\$4.43	\$4,313.54	\$4,313.54
Long Term Care-Employee	\$7.40	\$7.40	\$0.00	\$0.00	\$4,313.54	\$4,313.54
Short Term Disability	\$18.12	\$18.12	\$0.00	\$0.00	\$4,313.54	\$4,313.54
Supplemental Life Monthly	\$11.49	\$11.49	\$0.00	\$0.00	\$4,313.54	\$4,313.54
Unemployment	\$0.00	\$0.00	\$6.47	\$6.47	\$4,313.54	\$4,313.54
Voluntary Employee Benefit Assoc	\$32.35	\$32.35	\$32.35	\$32.35	\$4,313.54	\$4,313.54
Workers Compensation N-Haz	\$0.00	\$0.00	\$2.59	\$2.59	\$4,313.54	\$4,313.54
Total:	\$1,619.53	\$1,619.53	\$1,267.74	\$1,267.74		

Number	Document Type	Bank Name	Account Type	Amount
1234567	Direct Deposit	My Bank	Checking	\$2,694.01

Filing Status	Number of Allowances	NRA	Additional Withholding
Single	1		\$0.00

Filing Status	Allowance	Additional Withholding
Single	1	\$0.00

For Further Information

payroll.unm.edu

pay@unm.edu

(505)277-2353

1700 Lomas Blvd NE

Suite 3500

Albuquerque, NM 87106

For In-Person Contact:

Window Hours

10am – 2pm

The screenshot shows the UNM Payroll website. At the top is the UNM logo and navigation links: UNM A-Z, myUNM, Directory, Help, more, and a search bar. The main heading is "Payroll". Below it is a navigation menu with links: Home, MyPay, Retirement, Employee Toolbox, Payroll Forms, Time Entry, FAQ's, and Contact Us. The page content includes a "What's New?" section with two items: "2020 Form W-4" and "Electronic W-2/1095-C". The "2020 Form W-4" item includes text about questions regarding the new form and a link to the IRS website. The "Electronic W-2/1095-C" item includes text about opting in to receive forms electronically through LoboWeb. The "Welcome to Payroll" section features a green box with a message about payday and direct deposit, and a "Payroll Distribution Program" section with the NUSENDA logo and information about signing up for a payroll card. On the right side, there are three boxes: "Payroll Bulletin", "Employment Verification", and "The Payroll Department cannot provide investment or tax advice to employees. Please contact a Financial Planner or Tax Advisor for questions." Below these is an "Other Resources" section with links to "UNM Hospital Employee Information", "UNM Human Resources", "UNM Policies & Procedures 2018-2019 Campus Calendar", and "529 Education Plan".

Payroll *Questions?*

Division of Human Resources



Division of Human Resources



Dorothy Anderson, MA, SPHR
VP of HR

Mission

As a strategic partner, we support the University's success by:

- Providing guidance, tools and processes to foster a culture of workforce effectiveness
- Designing, implementing and promoting a total rewards program that attracts and retains high quality employees

Vision

To create an environment where great people thrive and excel

HR Consulting Services

Outreach and Support

HR Consultants work with UNM administrators/HR Liaisons, managers, supervisors, and employees.

Recruitment & Hiring
Coaching and Employee Development
Employee & Labor Relations
Conflict Resolution
Organizational Structure
Policy Interpretation
Process Improvement
Compensation

Sample Offer Letter



12/15/2018

Lobo Lucy

1 University Of New Mexico
Albuquerque, NM 87131

Dear Lobo Lucy,

I am pleased to extend to you a formal offer of employment with the University of New Mexico (UNM). The major terms and conditions of this assignment are listed below. Should you accept this offer, **you must complete a Form I-9, Employment Eligibility Verification, at least three (3) business days prior to your start date.** The Form I-9 must be completed at the HR Service Center located at 1700 Lomas NE. You will receive an email with further instructions on how to complete other new hire forms. To see what new hire forms you will need to complete you can go to [New Employee Toolkit](#).

Position Details

Department Name:	Lobo Athletics (123A)
Position Title:	Official Mascot
Appointment Type:	Term - Full-Time
Appointment Percentage:	100
Exempt/Non-Exempt:	Exempt
Subject to Overtime:	No
Benefits Eligible Position:	Yes
Pay Grade:	11
Pay Rate:	2,000.00 Monthly
Start Date:	12/18/2018
Term End Date:	12/31/2019
Covered by Collective Bargaining:	06/17/2018
Bargaining:	No
Pre-Employment, Post-Offer Physical Exam Required:	No
Supervisor:	Louie, Lobo, Sr. CheerSquad Supervisor
Supervisor Phone:	
Supervisor Email:	LLobo@unm.edu

New Employee Orientation (NEO)

You are scheduled to attend Lobo U – NEO on: 12/18/2018

Term appointment employees scheduled to work twenty (20) or more hours per week are considered benefits eligible and therefore, are required to attend Lobo U – New Employee Orientation. As indicated above, you have been pre-scheduled to attend Lobo U. Lobo U begins promptly at 8:30 a.m. and concludes at 12:10 p.m. During this session you will receive information pertaining to UNM's benefits and enrollment instructions.

All UNM staff members must successfully complete a probationary period. Your probationary period gives UNM the opportunity to evaluate your performance and it allows you an opportunity to understand the mission and goals of UNM and

Performance Evaluation Process (PEP)

UAP 3230: Performance Review & Recognition

- Solicit frequent feedback from your supervisor
- End of Probation Review
 - Newly-hired regular employees: six-month probationary period
 - Temp employees: “at will” throughout their assignment
 - Formal review conducted at the end of probationary period or temp assignment
- Annual Performance Review
 - Conducted for regular staff
 - Focused on meeting goals and representing University values / Guiding Principles
 - Formal reviews kept in employee’s personnel file (housed in HR)



Plan – Coach & Support – Review

Employee Development

UAP 3260: Career Development



Meet frequently with your supervisor to discuss career development opportunities.

Utilize your resources with Continuing Education, Employee & Organizational Development, and Tuition Remission.

Mechanisms are in place to advance internal employees when a business need presents itself.

Resources:

Continuing Education- <http://ce.unm.edu/>

Tuition Remission- <https://hr.unm.edu/benefits/tuition-remission>

EOD-<https://hr.unm.edu/eod>

Compensation- <https://hr.unm.edu/compensation>

Employee Safety



UNM is committed to providing a safe campus through the following resources:

- UNM Police Department (UNMPD)
- Security Escorts
- Emergency Blue Phones
- Lobo Alerts
- Lobo Guardian Mobile App
- Non-violence policies
 - [UAP 2210: Campus Violence](#)
 - [UAP 2740: Sexual Violence & Misconduct](#)

Resources:

UNMPD- 277-2241

Lobo Alerts- <https://loboalerts.unm.edu/>

Lobo Guardian Mobile App- <https://loboguardian.unm.edu/>

Tobacco-Free Campus

UAP 2250: Transition to a Smoke- and Tobacco-Free Campus

- Smoking and the use of all tobacco products are restricted at the University of New Mexico and its branches
- Designated areas are now only available to full-time residence hall students



Resources:

Tobacco/Smoking Cessation- <https://hr.unm.edu/wellness/tobacco-smoking-cessation>

CARS-<http://cars.unm.edu/>

Campus Office Of Substance Abuse Prevention (COSAP)- <http://cosap.unm.edu/>

Reporting Responsibilities to OEO

UAP 2740: Sexual Misconduct

UAP 3100: Equal Opportunity & Affirmative Action

- ALL employees are required to report:
 1. Disclosures of sex/gender discrimination, including sexual misconduct; and/or
 2. Observations of potential sex/gender discrimination
 3. Involving anyone affiliated with UNM
- Supervisors and Managers have responsibilities to report any civil rights concerns within 24 hours
- Civil rights concerns are related to *protected status*
 - Sex/Gender
 - Gender Expression
 - Gender Identity
 - Ancestry
 - National Origin
 - Race
 - Color
 - Age
 - Serious Medical Condition
 - Physical or Mental Disability
 - Pregnancy/Lactation
 - Veterans Status
 - Spousal Affiliation
 - Genetic Information

Resources:

Office of Equal Opportunity- <https://oio.unm.edu/>505-277-5251

Americans with Disabilities Act (ADA)

UAP 3110: Reasonable Accommodation for Employees with Disabilities

- Employees with disabilities or serious medical conditions are entitled to reasonable accommodation in the workplace.
- A Reasonable Accommodation is a modification or adjustment to a job, work environment, or work process, that helps individuals with disabilities enjoy equal employment opportunity and perform their job more successfully.
- The supervisor and the employee with a disability should work together to arrange for necessary and reasonable accommodations and report accommodation to OEO.

Resources:

Office of Equal Opportunity- <https://oeo.unm.edu/> 505-277-5251

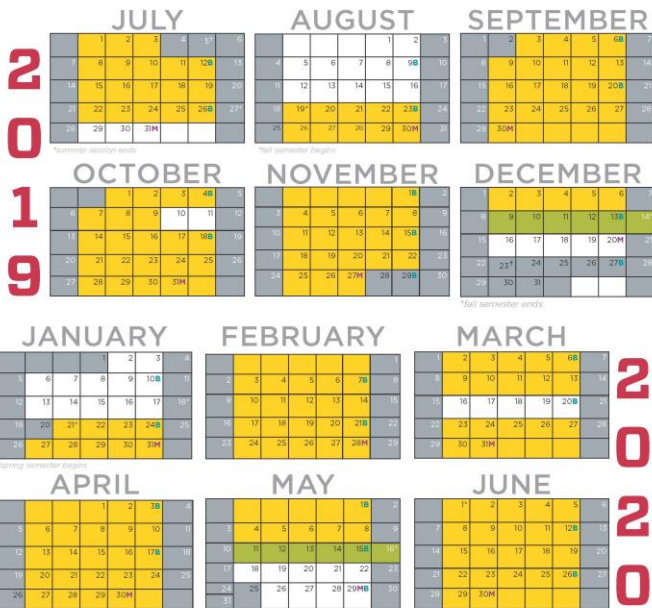
UNM Holidays

UAP 3405: Holidays



THE UNIVERSITY OF
NEW MEXICO

2019-2020 Campus Calendar



- Weekends/Observed Holidays
- Classes in Session
- Finals
- B - Biweekly payday
- M - Monthly payday

For more details on the academic calendar visit <https://unm.edu/academic> and on the payroll calendar visit payroll.unm.edu. Observed holiday dates are approved by the UNM President's Office and are subject to change. Visit hr.unm.edu/calendars for updates.

Observed Holidays

- Independence Day July 4-5¹, 2019
- Labor Day September 2, 2019
- Thanksgiving November 28 - 29, 2019
- Winter Break December 23, 24, 25, 26, 27, 30 & 31, 2019 and January 1, 2020
- Martin Luther King Jr. Day January 20, 2020
- Memorial Day May 25, 2020

¹Additional holiday dates approved by the UNM President's Office.

Compliments of UNM's Division of Human Resources
505-277-MyHR (6947) • hr.unm.edu

Last updated June 3, 2019

UNM observes six holidays a year:

- Martin Luther King Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving
 - Day after Thanksgiving
- . . . plus Winter Break!

Unexpected Closures

UAP 3435: Inclement Weather

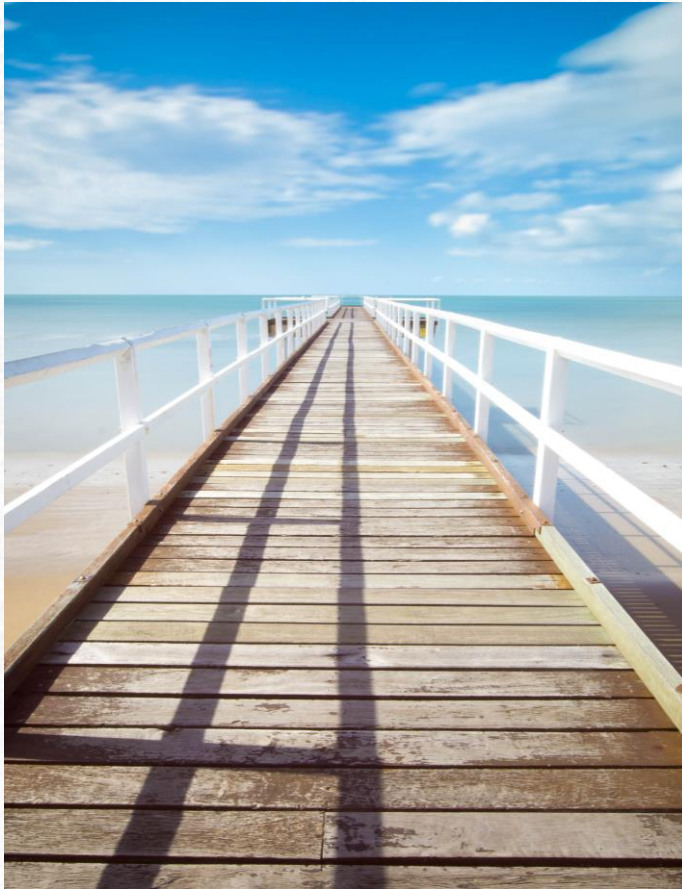
The University closes from time to time due to inclement weather. Prepare for these situations by:

- Asking your supervisor if your position requires work during University closures
- Checking UNM Notifications
- Calling 505-277-SNOW to confirm the closure



Annual Leave

UAP 3400: Annual Leave



- Planned Leave that requires pre-approval
- If full-time, you earn per paycheck:
 - Exempt, 14 hours
 - Non-Exempt, 6.47 hours
 - Totals to 21 days or 168 hours per year
 - Maximum accrual is 252 hours
 - Voluntary separation payout is 168 hours
- Work with your supervisor to understand your departments process for requesting annual leave.

Sick Leave

UAP 3410: Sick Leave



- Time off due to:
 - Personal and/or immediate family illness, injury, or medical treatment
- If full-time, you earn per paycheck:
 - Exempt, 8 hours
 - Non-Exempt, 3.7 hours
 - Totals to 12 days or 96 hours per year
 - Maximum accrual is 1040 hours
 - Sick Leave is not paid out upon separation
- Work with your supervisor to understand your departments expectations for call-in procedures, including any documentation that may be required.

Other Types of Paid Leave

[UAP 3415: Leave with Pay](#)

[UAP 3425: Military and Related Service Leave](#)

[UAP 3430: Catastrophic Leave](#)



- **Leave with Pay**

- Bereavement
- Jury Duty
- Paid Parental leave (after 12 months)
- Marriage
- Voting

- **Military Leave**

- **Catastrophic (CAT) Leave Program**

- **Up to 6 months of paid leave**

- Eligibility

- Have an illness that is defined as catastrophic in nature
- One year of full time employment
- Donation of annual leave for the fiscal year
- Exhausted all sick and annual leave
- Have no disciplinary action for misuse of leave within the past 12 months

Family Medical Leave Act (FMLA)

UAP 3440: Family and Medical Leave



- Unpaid job protected leave for:
 - Eligible family and medical reasons for up to 12 weeks/480 hours
 - Military Family Leave for up to 26 weeks
- May be used in conjunction with sick and / or annual leave
- Eligibility- After one year of employment and 1250 hours worked

Resources:

FMLA Toolkit- <https://hr.unm.edu/fmla-toolkit>

Frequently Referenced UNM Policies

Take the time to learn UNM policies, such as:

- [UAP 2200: Whistleblower Protection](#)
- [UAP 2240: Respectful Campus](#)
- [UAP 2500: Acceptable Computer Use](#)
- [UAP 3215: Performance Improvement](#)
- [UAP 3630: Worker's Compensation](#)
- [UAP 3720: Employee Code of Conduct and Conflicts of Interest](#)

Resources:

UNM Policy Office- policy.unm.edu

Employee Support Services

Ombuds Services for Staff – Dispute Resolution

<https://ombudsforstaff.unm.edu/>

Office of Equal Opportunity (OEO)

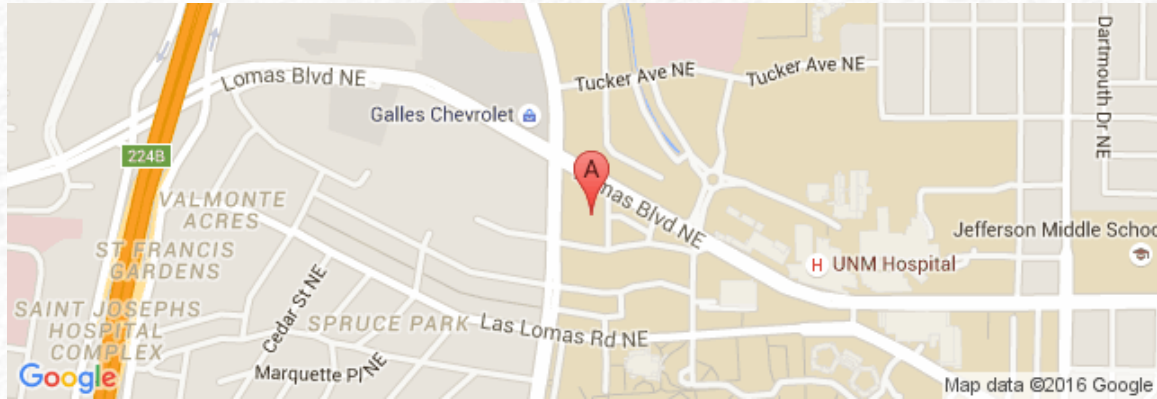
<https://oeo.unm.edu/>

Counseling, Assistance, and Referral Services (CARS)

<https://cars.unm.edu/>

For more information about available support services,
reach out to your supervisor or [HR Consultant](#).

Contact HR



HR Service Center, 1700 Lomas Blvd. NE
505-277-MyHR (6947)

HRPR Technical Support
505-277-HRPR (4777)

Online

<https://hr.unm.edu/>

or

Find your HR Consultant via the [HR website](#) – Department Resources tab

Break

UNM Benefits



Benefits Resources

- Benefits & Retirement Information on our Website
 - Visit hr.unm.edu/benefits
- Questions? Contact the HR Service Center*
 - 1700 Lomas Blvd. NE (corner of University & Lomas), Suite 1400
 - 505-277-MyHR (6947)
- Email: hrbenefits@unm.edu

**Due to COVID-19 HR is currently working at remote locations during regular business hours, Monday – Friday, 8 AM to 5 PM.*

- *Email us hrbenefits@unm.edu*

Benefits Overview

- Eligibility & Enrollment
- UNM Benefits Highlights
 - Medical
 - Prescription Drug
 - Dental
 - Vision
 - Flexible Spending Accounts (FSA)
 - Life Insurance
 - Accidental Death & Dismemberment Insurance (AD&D)
 - Short-Term & Long-Term Disability Insurance
 - Long-Term Care Insurance
- Education & Other Employee Benefits
- Retirement Benefits
 - Mandatory Retirement Plans
 - Voluntary Retirement Plans

Note: Per UNM Policy 3600: The University offers eligible employees, retirees, and dependents a diversified suite of benefit plans ("Benefit Plans") from which they may elect coverage. Specific components of the Benefit Plans are subject to change or termination.

Eligibility for UNM Benefits

Who is Eligible?

- **Faculty members** who have a minimum three-month contract and an appointment of 50% or greater FTE (Full-Time Equivalent)
- **Adjunct faculty** with a minimum three-month contract and an appointment of 75% or greater FTE are eligible for certain benefits



[Policy #3600: Eligibility for Employee, Retiree, and Dependent Benefit Plans](#)

Eligibility (cont'd)

Policy #3600: Eligibility for Employee, Retiree, and Dependent Benefit Plans

Who is Eligible?

- **Regular staff employees** who are full-time or part-time and have an appointment percent of 50% or greater
- **Term or contract staff employees** who are full-time or part-time, have an appointment percent of 50% or greater, and a minimum three-month term appointment or contract



Eligibility (cont'd)

Policy #3600: Eligibility for Employee, Retiree, and Dependent Benefit Plans

- **Temporary staff employees** with an appointment percent of 75% or greater and a minimum three-month appointment are eligible for certain Benefit Plans
- **Post-doctoral fellows** with a minimum three-month contract and an appointment percent of 50% or greater are eligible for certain Benefit Plans



Eligibility for UNM Benefits (cont'd)



Dependents

- Legal spouse
- Domestic partner ([Policy# 3790](#))
- Children up to age 26
- Children (mentally/physically disabled) over 26 **who are enrolled in a UNM medical plan as a dependent immediately prior to turning age 26**, may extend coverage with application/certification within 60 days of turning age 26
- Surviving spouse & eligible dependents

[Policy #3600: Eligibility for Employee, Retiree, and Dependent Benefit Plans](#)

Dependent Eligibility Verification

All benefits-eligible employees enrolling dependents for health coverage are required to provide proof documents to validate that their covered dependents are eligible.

Proof Documents include but are not limited to:

- Marriage Certificate
- Birth Certificate or Proof of Birth (for newborns)
- Adoption Documentation/Certificate
- Affidavit of Domestic Partnership and proof of joint financial responsibility
- Recent Tax Return Documents
- Court Documents supporting Legal Guardianship



Dependent Eligibility Verification (cont'd)

Adding dependent(s) to Medical, Dental, and/or Vision Coverage:

- Proof documents must be provided directly to **Alight Solutions**.
- You will receive a home mailing from the Dependent Verification Center with information and instructions on how to provide documents to Alight.
 - To comply with ACA reporting requirements, Alight will request **Social Security numbers** for dependents.
- *If adding dependents to dental or vision coverage **only**, submit dependent proof documents to HR Service Center.*

Proof documents must be provided in the timeframe required to avoid termination of dependent coverage!

UNM Benefits Enrollment

- **No Enrollment Waiting Period** – You may enroll as early as the first day of work in your benefits-eligible position.
- **60 Calendar Day Enrollment Period** – Complete enrollment within 60 calendar days of your hire date in the new position.



Benefits Enrollment (cont'd)

- Benefits are effective the first day of the month after benefits elections have been **received and approved by the Benefits Office**.
- ***For Medical Plans Only*** – During their initial 60 calendar day enrollment period, newly benefits-eligible employees may opt to elect an immediate coverage effective on the date the enrollment form is submitted to the Benefits Office.
 - Medical Premiums are not prorated - The full month's premium will apply. Employees must 'elect' this effective date option on the form when form is turned in.

Benefits Enrollment (cont'd)

Enrollment in Benefits is not automatic.

Employees are responsible for meeting all designated benefit enrollment timelines.

After the initial 60 calendar day Enrollment Period, enroll or make changes to your Benefits only during:

Annual Open Enrollment

April / May: Benefits changes are effective July 1

Qualifying Change in Status Event

Changes allowed within 60 calendar days of event

(Proof Documentation required)

UNM 2020 - 2021 Open Enrollment

April 22 – May 15, 2020

Effective July 1, 2020:

- No significant changes to UNM Medical Plans
..but premiums for UNM medical plans will increase 4.9%
- No change to Delta Dental plans or premiums
- No change to VSP plans or premiums
- Re-enroll in a Flexible Spending Account
- No changes to Life, AD&D and Disability insurance plan design or premiums.
Limited guaranteed issue options available during Open Enrollment
- Long-Term Care insurance rates will increase

*Watch for HR email updates before and throughout the Open Enrollment period!
Visit our Open Enrollment website at goto.unm.edu/oe to learn more!*

Benefits Contributions

- Medical, Dental, Basic Life, and Long-Term Disability Coverage
 - UNM contributes a percentage of the overall premium, based on employee's FTE appointment percentage and salary
- Flexible Spending Accounts, Vision, Additional Life, AD&D, Short-Term Disability and Long-Term Care Insurance
 - 100% employee-paid


Medical, Dental and Vision Benefits allow you the option of having contributions deducted from your pay on a pre-tax (before tax) or post-tax (after tax) basis. Please discuss with your tax advisor to determine which option is more beneficial for you.


Benefit Providers

Medical	UNM LoboHealth Presbyterian
Prescription Drug	Express Scripts
Dental Insurance	Delta Dental, High or Low Option
Vision Insurance	VSP Wellness Vision Plan
Flexible Spending Accounts	McGriff Flexible Benefit Services
Basic Term Life Insurance	The Hartford
Additional & Dependent Life Insurance	The Hartford
Accidental Death & Dismemberment Insurance (AD&D)	The Hartford
Short-Term Disability Insurance	The Hartford
Long-Term Disability Insurance	The Hartford
Long-Term Care	Unum

Medical Plans

Choose One of Two Providers

		
Tier 1 Network: UNM Health System, Optum, First Choice Community Health and various additional BCBS providers	Tier 2 Network BlueCross BlueShield Nationwide PPO, Lovelace Health System providers and hospitals	Out-of-Network

		
Tier 1 Network UNM LoboCare Network	Tier 2 Network Presbyterian providers & hospitals; MultiPlan/ Presbyterian Health Center System (PHCS) providers outside of NM	Out-of-Network

Three Network Levels

* **Out-of-Pocket Maximum for Tier 1 & Tier 2:**
 Medical deductible, all medical and prescription copays, and coinsurance count toward the Out-of-Pocket Maximum

Tier 1 Network UNM LoboHealth	Tier 1 Network LoboCare/Presbyterian	Tier 2 Network (Network differs between the two medical plans)
\$10 Copay Primary Care Provider	\$25 Copay Primary Care Provider	\$30 Copay Primary Care Provider
\$20 Copay Specialist	\$35 Copay Specialist	\$45 Copay Specialist
DEDUCTIBLE \$600 Individual / \$1,200 Family		
OUT-OF-POCKET MAXIMUM* \$3,000 Individual / \$6,000 Family		
Copays apply for most services Example: \$500 inpatient hospital \$250 outpatient surgery	15% Coinsurance <i>(after deductible is met)</i>	25% Coinsurance <i>(after deductible is met)</i>

- Preventive Services are covered at 100%
 - » If non-preventive services are received during preventive service visit, office visit co-pay may apply
- For non-emergency services out of state (or area), call the customer service number on your medical card in advance

Three Network Levels (cont'd)

Out-of-Network
40% Coinsurance <i>(after deductible is met)</i>
Coinsurance applicable only after deductible is met
DEDUCTIBLE \$1,800 Individual / \$3,600 Family
OUT-OF-POCKET MAXIMUM* \$7,500 Individual / \$15,000 Family
<ul style="list-style-type: none">• Services are paid at Reasonable and Customary (R&C) rates; balances above R&C are patient's responsibility• Preventive Services are not covered

* Out-of-Pocket Maximum, Out-of-network, medical coinsurance ONLY counts toward Out-of-Pocket Maximum

Prescription Drug Plan – Express Scripts

Included with Medical enrollment

Pharmacy Retail

30-day supply

- **Generic:** \$10
- **Preferred Brand:** 25% coinsurance
 - minimum \$35, maximum \$70
- **Non-Preferred Brand:** 25% coinsurance
 - minimum \$55, maximum \$110

Prescription coinsurance & copays count toward the in-network medical out-of-pocket maximum!



Prescription Drug Plan – Express Scripts (cont'd)

Included with Medical enrollment

Pharmacy Retail, Mail Order

30-day to 90-day supply

- **Generic:** \$20
- **Preferred Brand:** 25% coinsurance
 - minimum \$87.50, maximum \$175
- **Non-Preferred Brand:** 25% coinsurance
 - minimum \$137.50, maximum \$275

Specialty Drugs:

- 20% coinsurance, up to \$250 maximum per prescription
 - \$0 copay after \$1,250 Specialty Drug out-of-pocket maximum is met
 - **Beginning July 1, 2020:** For certain specialty drugs, sign up for *SaveonSP* to avoid *significant* out-of-pocket costs



Prescription coinsurance/copays count toward the in-network medical out-of-pocket maximum!

Dental Coverage

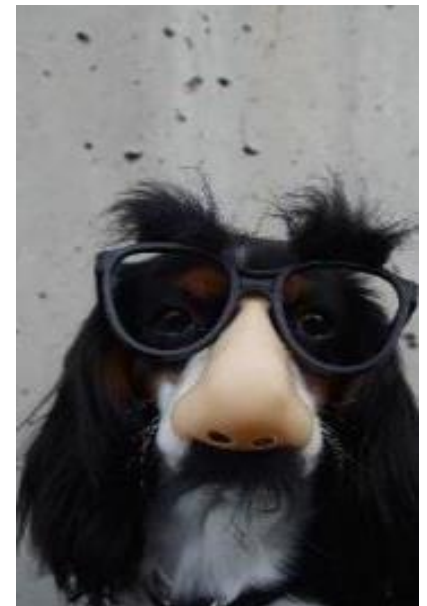
Delta Dental –Low or High Options

Delta Dental PPO (Low Option)	Delta Premier (High Option)
90% Diagnostic & Preventive Services	100% Diagnostic & Preventive Services
50% Restorative & Basic Services	85% Restorative & Basic Services
\$25 Deductible	\$50 Deductible
Orthodontia not covered	Orthodontia: \$1,000 maximum lifetime benefit per covered person
\$750 maximum benefit	\$1,500 maximum benefit
6 month waiting period for Major Services	No waiting period
Select dentist participating in the PPO network	Select dentists participating in the Premier network. <i>Receive the best value if Premier dentist also participates in PPO network!</i>

VSP Well Vision Plan

100% Employee-Paid Premiums

- In-Network & Out-of-Network Benefits
- No claims to file, and no prior authorization required for In-Network Benefits
- Annual eye exams
- Prescription eyewear coverage (contacts, lenses, and frames)
- Discount through participating surgeons for laser eye surgery



Flexible Spending Accounts (FSA)

100% Employee Contributions

McGriff Flexible Benefit Services

- Pre-tax dollars to pay for out-of-pocket qualified health and/or dependent care expenses
- Must re-enroll every year during annual Open Enrollment (no automatic re-enrollment)
- No changes during plan year unless Qualifying Change in Status that is consistent with the event (*example: birth of child, may increase or enroll in FSA*)



Types of Flexible Spending Accounts



Health Care FSA	Dependent Care FSA*
<p>Pre-tax dollars to pay for out-of-pocket qualified health expenses</p> <ul style="list-style-type: none"> • Doctor and prescription co-pays and coinsurance • Orthodontic services • Laser eye surgery 	<p>Pre-tax dollars to pay for out-of-pocket qualified day care expenses</p> <ul style="list-style-type: none"> • Child care (up to age 13) • Elder care <p><i>*This account does not pay for dependent health care expenses!</i></p>
<p>Maximum contribution</p> <ul style="list-style-type: none"> • <i>Through June 30, 2020:</i> \$1,350 • July 1, 2020 – June 30, 2021: \$2,750 	<p>Maximum contribution</p> <ul style="list-style-type: none"> • <i>Through June 30, 2020:</i> \$2,500 • July 1, 2020 – June 30, 2021: \$5,000
<p>Funds are available immediately upon enrollment effective date</p>	<p>Funds are available incrementally after payroll deductions have been taken</p>
<p>May affect Social Security income</p>	<p>May affect Social Security income</p>

Flexible Spending Accounts (cont'd)



▪ Use it or Lose it....

- **Health Care FSA** - **Carry over** up to \$500 of unused funds to the next plan year, if you remain an active employee in a benefits-eligible position
- **Dependent Care FSA** – **Grace-period** through September 15 of the next Plan Year, during which you may continue to incur claims and use funds remaining in your account, if you remain an active employee in a benefits-eligible position
- Generally, dependents claimed on your taxes are eligible for Health Care FSAs
 - *Verify with your tax advisor prior to enrollment*
- Once the Plan Year ends, you have until **Nov. 30** each year to submit your FSA claims for the prior Plan Year to McGriff.
- After termination of employment or retirement, you have 90 days to submit eligible incurred expenses
- Visit <https://www.mcgriffinsurance.com> for more information

Flex Convenience Debit Card

Instant access to Flex account funds – no need to use out-of-pocket dollars

No more waiting for reimbursement checks

Virtually eliminates claim forms

Not paperless! Receipts / health *Explanation of Benefits* (EOBs) may be requested

Access to real-time account balance information via McGriff Flexible Benefit Services website or phone app



Basic Term Life Insurance



Basic Life – 1 times your annual salary rounded up to the next higher multiple of \$1,000

- Minimum amount: \$25,000
- Maximum amount: \$150,000
- *Varies for Clinical and Executive Staff and Faculty*

Premium – based on monthly earnings

- \$0.087/per \$1,000 of coverage, before employee/UNM cost share is applied

Guaranteed issue for Basic Life during the initial 60-calendar day eligibility period only.

- If you enroll after the initial period, “Evidence of Insurability” is required. *The Hartford will review for approval; coverage is not guaranteed.*

Additional Life Insurance

100% Employee-Paid Premiums



Additional Life Insurance - 1-5 times your annual salary

- 1-3 times guaranteed during the first 60 days of benefits eligibility
- 4-5 times requires *Evidence of Insurability*
- Maximum coverage levels apply
- *Evidence of Insurability* required for amounts over \$1,000,000
- Premium is based on employee age
- *Must be enrolled in Basic Life to elect additional coverage*

Evidence of Insurability is required if you enroll **after** your 60 calendar-day enrollment period

- *The Hartford will review for approval; coverage is not guaranteed*

Annual Open Enrollment offers enrollment with certain provisions and restrictions for guaranteed issue

Additional Life Insurance (cont'd)

100% Employee-Paid Premiums



Spouse/Domestic Partner Coverage

- Offered in units of \$10,000
- \$10,000 minimum – \$100,000 maximum coverage level
 - *Up to \$50,000: guaranteed issue during the first 60 calendar days of benefits eligibility*
- Annual Open Enrollment offers enrollment with guaranteed issue if current coverage is below the \$50,000 level
- Premium is based on Spouse/Domestic partner age

Dependent Child(ren) Coverage

- Coverage is \$10,000 and is guaranteed issue
- Coverage for dependent child(ren) up to age 26
 - Coverage ends on 26th birthday
- Cost is \$.15 per month (regardless of number of children)

Accidental Death & Dismemberment (AD&D) 100% Employee-Paid Premiums



- Benefits are paid if loss is due to an accident
- Employee or Family Coverage
- Offered in \$10,000 increments:
 - Employee \$.12 per \$10,000 increment
 - Family \$.20 per \$10,000 increment
- \$10,000 minimum – \$600,000 maximum
- Eligible family members may be insured

Short-Term Disability

100% Employee-Paid Premiums



Pays 60% of base salary after 30 days of continuous disability due to accident or illness

- Maximum benefit is \$850 weekly
- Premium is \$.17/per \$100 of monthly earnings
- Enrollment requires no medical underwriting
- Enrollments after initial 60-day eligibility period will be subject to a “late entrant penalty”:
 - **Late Entrant Penalty:** Applies a 60-day waiting period during the initial 12 months from the enrollment date, for anything *other than an accidental injury*, before benefits may be paid

Long-Term Disability



Pays 60% of base salary after six months of continuous disability due to accident or illness

- Maximum benefit is \$5,000 monthly
 - Premium is \$.30/per \$100 of monthly earnings (before employee/UNM cost share is applied). *Varies for Clinical and Executive Staff and Faculty*
- Coverage is guaranteed as long as you enroll within 60 calendar days from your initial benefits eligibility date
 - LTD Enrollment is allowed anytime after initial 60-day eligibility period
 - *If enrolling after initial 60 calendar day period, “Evidence of Insurability” is required. The Hartford reviews for approval, coverage is not guaranteed.*
- Annual salary must be at least \$10,000

Long-Term Care (LTC)



Covers the cost of custodial care in a residential facility or private home after accident, injury, or illness

- Not restricted to the elderly
- Coverage options for self, spouse, dependents, parents, and grandparents
- LTC applications must be submitted within 60 calendar days of hire date for guaranteed issue
 - Applications submitted after the 60-day window are subject to Unum underwriting approval. Coverage is not guaranteed.
 - Applications submitted **at any time** for spouse, dependents, parents, and grandparents require Unum underwriting approval. Coverage is not guaranteed.

Go to the Unum website at <http://unuminfo.com/unm/> for LTC coverage information, rates, premium calculator, and enrollment

Education & Other Employee Benefits

Tuition Remission

Policy #3700

Fall and Spring – 8 credit hours each*

Summer – 4 credit hours*

**not to exceed the equivalent of resident undergraduate or resident graduate tuition & mandatory fees*

Eligible courses include:

- Courses taken for academic credit
- Courses taken from UNM departments for non-credit professional development
- Courses taken from New Mexico State University
 - 6 credit hour max per semester
 - 3 credit hours for summer semester



Tuition Remission does *not* cover books and course fees

Tuition Remission (cont'd)

Policy #3700

Approved Health & Fitness classes and/or Personal Enrichment classes

- In addition to the 8 hours for professional development / academic credit
- Equivalent of 3 combined credit hours per year, at the undergraduate resident rate
- These classes are **taxable** to the employee

Spouse/Domestic Partner Benefit

- 4 credit hours per semester for UNM academic courses only
- Spouse graduate courses and all courses taken by Domestic Partners are taxable



Tuition Remission does *not*
cover books and course
fees

Dependent Education Scholarship

Policy #3700



Dependent Education
does not cover books
and course fees

- Pays UNM ***undergraduate*** tuition* for up to 8 semesters for spouse, domestic partner, and/or dependent children
**at the resident undergraduate tuition rate*
- Does not pay for mandatory or course fees
- Does not include summer session
- Enrollment occurs twice yearly
- Once dependent is enrolled, there is no need to re-enroll if eligibility is maintained
- *Must be employed in a benefits-eligible position for one year as of the last date to register for classes for the applicable semester*

Education Savings Plan of New Mexico (529)

Policy #3700



- State-sponsored savings program for college expenses
- Can open for various beneficiaries – yourself, children, grandchildren, relatives and friends
- Earnings are tax-deferred until money is withdrawn
- Can deduct on NM income tax
- For more information: hr.unm.edu/benefits/529-education-plan

Other Employee Benefits

UNM employees are eligible for many discounts on products and services, through UNM Departments and community partners, including:

- UNM Facilities & Services
- UNM Health Programs (CARS, Employee Wellness)
- Discounted Athletic tickets
- Discounted Popejoy Hall tickets

For a complete list of UNM Discounts and Services, visit the

LoboPerks website: loboperks.unm.edu/

Employee Wellness

Our purpose is to help UNM Faculty and Staff stay healthy



What we offer:

- Complimentary Fitness, Nutrition & Wellness Coaching Consultations
- Courses for weight management and chronic disease management
- University-Wide Challenges, both on campus & online
- Customized Wellness Ambassador Programs

Who we collaborate with:

- The Exercise Physiology Lab – fitness assessments
- Recreational Services – WOW fitness classes
- Catapult Health – Onsite checkups

Visit the Employee Wellness [website](#) for more information!

Contact: 505-272-4460 | wellness@unm.edu

Counseling Assistance & Referral Services (CARS)

Confidential, FREE Employee Assistance Program on campus



Services Include:

- Assessment
- Individual counseling
- Couples counseling
- Supervisory consultation
- Workshops
- Debriefing
- Training of staff and faculty
- Information and referral to other resources

Visit the CARS [website](#) for more information
Contact: 505-272-6868 | cars@unm.edu



Questions?

Retirement Plans Overview



Overview

- **Mandatory Retirement Plans**
 - [New Mexico Educational Retirement Board \(NMERB\) Plan](#)
 - [Alternative Retirement Plan \(ARP\)](#)
- **Voluntary Retirement Plan Options**
 - [403\(b\) and 457\(b\) plans](#)

For additional information and plan specifics, visit the HR website: hr.unm.edu/retirement

New Mexico Educational Retirement Board (NMERB) Retirement Plan

- All employees over .25 FTE must contribute as a condition of employment

Salary \$24,000 and above:		Salary under \$24,000:	
Employee:	10.7% pre-tax contribution	Employee:	7.9% pre-tax contribution
Employer:	14.15% contribution	Employer:	14.15% contribution

- Defined *Benefit* Plan (commonly referred to as a pension plan)
 - Provides a lifetime pension benefit at retirement
 - Participant does not make investment decisions
 - Employee qualifies to retire based on years of service, age, and earnings

New Mexico Educational Retirement Board (NMERB) Retirement Plan (cont'd)

Earned/Allowed (or Military) Service Credit

- *Earned Service Credit* – Earned while employed in New Mexico
- *Allowed Service Credit* – May purchase up to 5 years of allowed service credit if you have been employed by:
 - A public school or higher learning institution
 - Any US Military Dependent School
 - An accredited private school or higher learning institution in NM
 - A federal education program in New Mexico
 - Military (buy-in provision can be utilized after 5 years of ERB service)

Eligibility to Retire with NMERB

- **Rule of 80:** Age plus number of years of earned service credit equals 80
 - *Benefit is reduced for retirement under 65 years of age and less than 30 years of earned credit*
- **Age 67 plus 5:** Age 67 plus minimum of five years of earned service credit
- **30 & Out:** 30 years of earned service credit or a combination of 30 years of earned/allowed credit to determine eligibility
 - *Only earned service credit will be used to calculate Retirement Benefits*

For more details on NMERB retirement criteria, visit the NMERB website at nmerb.org.

Alternative Retirement Plan (ARP)

- Must elect to participate within first 90 calendar days of employment
- A defined **Contribution** Plan
 - Similar to profit sharing plan or 401K
- Benefit paid is based on amount contributed and investment performance
- Participant has choice of TIAA or FIDELITY investments
- Immediate vesting in Employee and Employer contributions (fully portable upon separation or retirement)
 - Employee: 10.7%
 - Employer: 14.15% (less 3% ERB Admin Fee)
- One-time option to switch to ERB pension after seven years in the ARP plan

For more details on recent NMERB legislative changes, visit the NMERB website at nmerb.org.

Voluntary Retirement Plans

403(b) and 457(b)

- 100% voluntary, funded by employee payroll deductions
- Investments and financial services from TIAA, VALIC, VOYA, FIDELITY
- To enroll, register with [Retirement at Work](#) during the month following employment start date
 - [User Guide](#) available for Login/Enrollment/Account Review instructions
- Employee can customize deduction amounts and can change them at any time through [Retirement at Work](#)
- Subject to IRS annual maximum contribution limits, which may change each year
- For more:
 - About the plans – Contact Cherie Knight, UNM Benefits at 505-277-2373
 - About [Retirement at Work](#) - Contact Patty McLaughlin, UNM Payroll at 505-277-2353

Retirement Requirements Policy #3600: Eligibility for Employee, Retiree, and Dependent Benefit Plans



1. Must meet the criteria and retire from UNM through the State of New Mexico Educational Retirement Board (NMERB) or the Alternative Retirement Plan (ARP)
2. If enrolled in the ARP plan, must be 59 ½ years of age, and must apply for a distribution from your ARP vendor retirement account at the time of separation

Retirement Plans – More Information

Visit the HR website: hr.unm.edu/retirement, go to “*Retirement Plans*” for details:

- NMERB Plan <https://hr.unm.edu/retirement/erb-defined-benefit-plan>
- Alternative Retirement Plan (ARP) <https://hr.unm.edu/retirement/alternative-retirement-plan>, (includes application instructions)
- Voluntary Retirement Plans - 403(b) and 457(b) <https://hr.unm.edu/retirement/supplemental-retirement-plans> (includes enrollment instructions)

Retirement – Contact Information



HR Service Center:
Perovich Business Center
1700 Lomas Blvd. NE, Suite 1400
Corner of Lomas & University
505-277-MyHR (6947)



Questions?

Break

UNM Technology & Systems

Banner ID Email Notification

Dear Lucy Lobo

Welcome to UNM! You are receiving this email because your employee onboarding process has begun.

Your UNM ID number has been assigned and is xxxxxxxxx. Keep this number handy as you may need it throughout your onboarding process.

A UNM NetID (username) is required in order to access email and other UNM systems.

If you are new to UNM, you must create a new UNM NetID. Go to [NetID Accounts](#) any time after 8:00 am on xx/xx/xx. After reviewing the Choosing a NetID and Password Creation guidelines, click the Create NetID button. For information on when your UNM NetID will be available, please refer to [I just created a new UNM NetID. When can I start using it?](#)

If you are a former employee or student and previously had a UNM NetID, you must reactivate it. To do so, contact UNM Information Technologies Customer Support Services at (505) 277-5757 any time after 8:00 am on xx/xx/xx.

Please do not reply to this email. If you have further questions, contact hrpr@unm.edu or (505) 277-4777.

Thank you and welcome aboard!

The University of New Mexico

IDs: LoboCard / HSC Badge



Which one you get depends on where you work at UNM.



IDs: LoboCard / HSC Badge



You get one if you're at:

- Main campus
- Branch campuses in other towns

IDs: LoboCard / HSC Badge

You need:

- Banner ID
- Photo ID: passport, driver's license, etc.



Where to get your LoboCard

- The LoboCard Office is Located on the 1st floor of the Student Union Building (building 60 on the campus map).
- Monday - Friday, 8:00 am - 4:45 pm
- Phone: 505-277-9970

IDs: LoboCard / HSC Badge

You get one if you are at:

- North campus
- University Hospital
- Clinics around town
- Offices with a health mission

- Note: UNM HSC watermark over entire badge



IDs: LoboCard / HSC Badge

You need:

- Fill out Access Authorization Form
- Take your Access Authorization Form, banner id, and a photo ID to UNM Main Hospital Badging Office



Where to get your HSC Badge

- The **UNM Hospital Badging Office** is located next to Adult Urgent Care off of Lomas and Stanford Dr.
- **Phone:** 505-272-1757
- **Hours:** Monday 10:30 to 5:00
Tuesday through Friday 7:30 to 5:00

How to get your NetID



- Main UNM staff create their own NetID
- Look in your packet for instructions
- UNM IT may renew existing NetIDs from your past
- Call UNM IT with questions: 505-277-5757

HSC - How to get your NetID

- NetIDs will be created for you
- Your supervisor will facilitate that
- Call HSC IT with questions:
505-272-1694



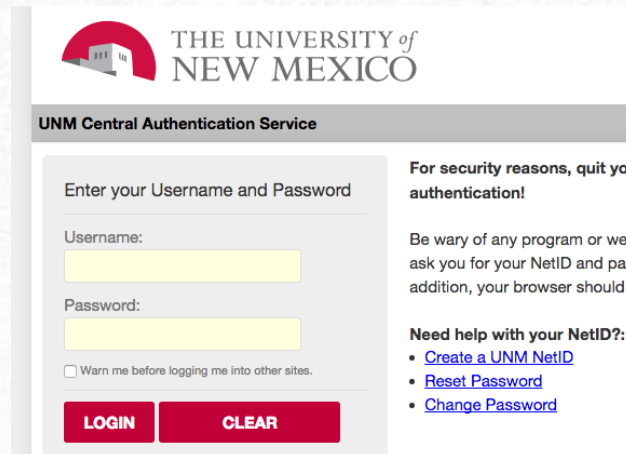
IDs: NetID

Everyone uses this for:

LoboMail

LoboWeb

Most UNM online tools

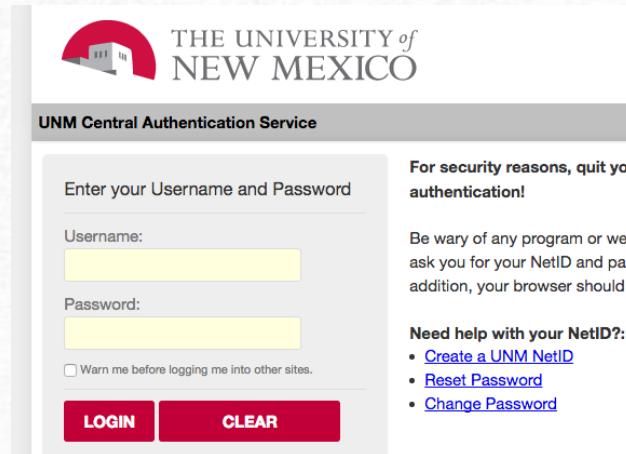


The screenshot shows the UNM Central Authentication Service login page. At the top left is the UNM logo, a red arch over a building, followed by the text "THE UNIVERSITY of NEW MEXICO". Below this is a grey header bar with the text "UNM Central Authentication Service". The main content area is divided into two columns. The left column is titled "Enter your Username and Password" and contains two yellow input fields labeled "Username:" and "Password:". Below these fields is a checkbox labeled "Warn me before logging me into other sites." At the bottom of this column are two red buttons: "LOGIN" and "CLEAR". The right column contains a security warning: "For security reasons, quit you authentication!" followed by a paragraph: "Be wary of any program or web ask you for your NetID and pas: addition, your browser should v". Below this is a section titled "Need help with your NetID?:" with three bullet points: "• [Create a UNM NetID](#)", "• [Reset Password](#)", and "• [Change Password](#)".

IDs: NetID

Main campus also uses
this for:

Logging in to UNM
computers



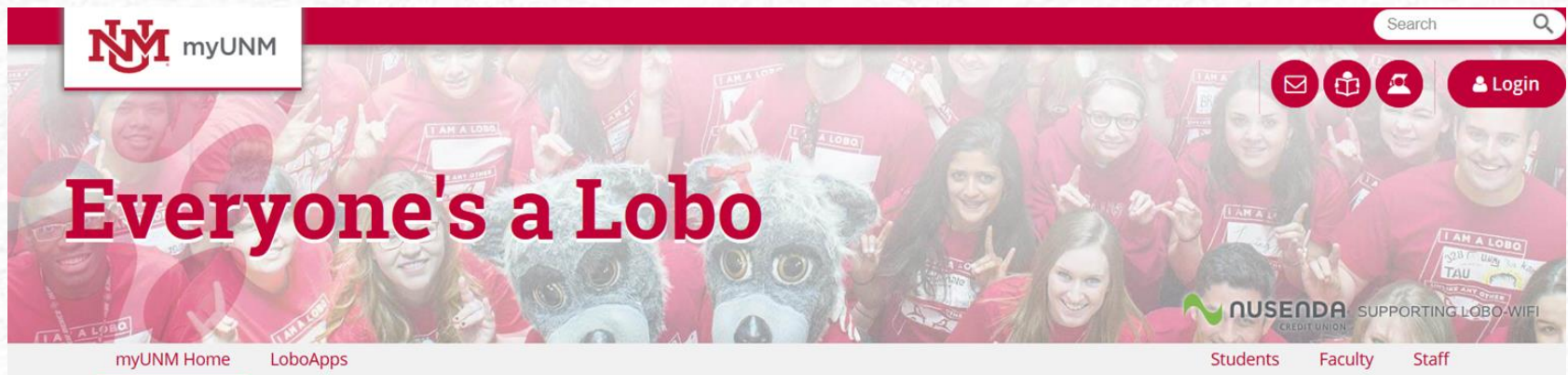
The screenshot shows the UNM Central Authentication Service login page. At the top left is the UNM logo, a red arch over a white building icon, followed by the text "THE UNIVERSITY of NEW MEXICO". Below the logo is a grey header bar with the text "UNM Central Authentication Service". The main content area is white and contains a login form on the left and a security notice on the right. The login form is titled "Enter your Username and Password" and has two yellow input fields for "Username:" and "Password:". Below the password field is a checkbox labeled "Warn me before logging me into other sites." At the bottom of the form are two red buttons: "LOGIN" and "CLEAR". The security notice on the right says "For security reasons, quit you authentication!" and "Be wary of any program or web ask you for your NetID and pas: addition, your browser should v". Below this is a section titled "Need help with your NetID?" with three bullet points: "• [Create a UNM NetID](#)", "• [Reset Password](#)", and "• [Change Password](#)".

Common UNM Systems



LoboMail

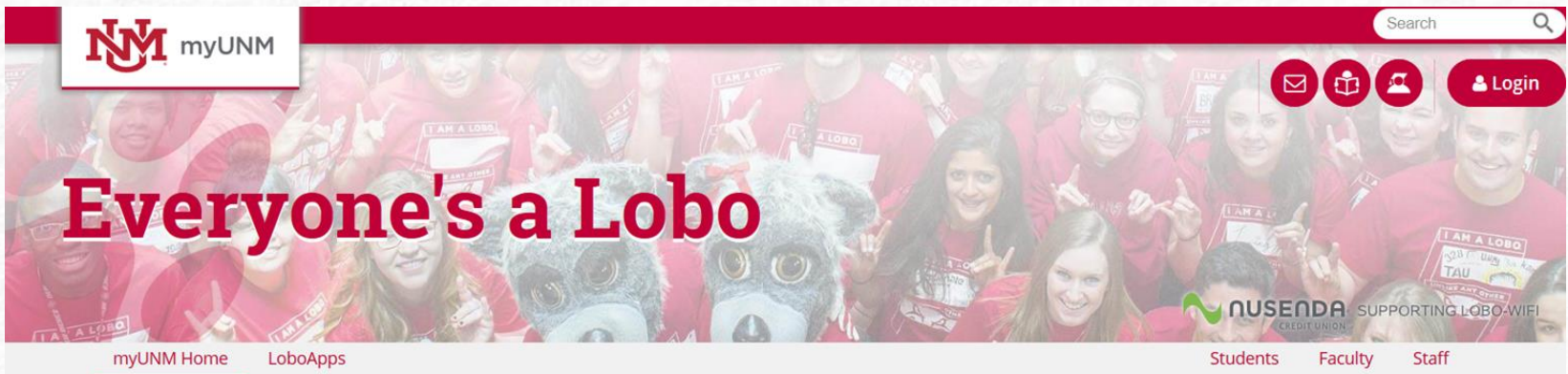
- Email as NetID@unm.edu
- Visit lobomail.unm.edu for web access
- Or use Outlook on your desktop



LoboWeb

Visit my.unm.edu for:

- News, events and announcements
- Online job tools
- Update your Banner information



LoboWeb

Employee **Payment**

Search

[RETURN TO MAIN MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Employee

Welcome to LoboWeb for Employees! You can view personal information such as benefits and deductions, leave balances and direct deposit information. You also have the ability to update the following:

- Demographic Self-Service Information (i.e. home address)
- Emergency Contacts
- Annuities and Donations
- W4 Forms
- Direct Deposit Information

Please remember that history will build beginning January 2, 2008. Information such as previous pay stubs or job history prior to January 2008 is not available.

Should you have any questions, be sure to call us at the Banner HR/Payroll Support Center at **277-HRPR (4777)**. Hours of operation will be Monday - Friday, 8am to 5pm.

New Employee Checklist

New Employees, please complete all items immediately.

Personal Information

Opt-out of public disclosure of home information ; View and update emergency contacts, addresses, race/ethnicity, disability, veteran, and directory information.

Make Bursar Payments

Pay Bursar billed insurance, parking tickets, etc. by credit card, checking or savings account.

Benefits and Deductions

Retirement, Health, Flexible Spending, Miscellaneous, Beneficiaries, Benefit Statement, VEBA Opt-Out Election

Pay Information

Direct Deposit, Earnings History, Deductions History, Pay Stubs

Tax Forms

W4 Form, W2 Statement

Jobs Summary

List of Jobs and Associated Transactions

Leave Balances

List of Leave Balances

Time Sheet (Approvals and View Only)

Departmental Time Entry Approvals and View

RELEASE: 8.8.3

Learning Central

- Access to the system **48 hours** after your NetID is created

- Job-related courses by EOD and others
 - Yearly required trainings
 - UNM systems and applications
 - Professional development

Learning Central

The screenshot displays the UNM Learning Central interface. At the top left is the UNM Learning Central logo, and a 'Home' button is located in the top navigation bar. The main content area is divided into several sections:

- My Learning Assignments:** This section is titled 'My Learning Assignments' and includes sorting options for 'Date', 'Priority', and 'Filter'. It is divided into two categories:
 - DUE LATER:** Contains one assignment: 'Basic Annual Safety Training-2016', an online course (SRS 0116 rev.2 1/7/2016) that is required and part of UNM Mandatory Training 2016. A 'START COURSE' button is available.
 - NO DUE DATE:** Contains three assignments:
 - 'Basic Laboratory Safety' (optional, LS-Basic rev.1 1/5/2016, self-assigned) with a 'CONTINUE COURSE' button.
 - 'Bridges: Building a Supportive Community' (optional, EOD 1006 rev.1 1/6/2016, self-assigned) with a 'CONTINUE COURSE' button.
 - 'Cameron SCORM Test' (optional, EOD 101 rev.1 12/10/2015) which is currently 'NOT AVAILABLE'.
- Find Learning:** A search bar with the placeholder text 'What do you want to LEARN today?' and a 'Go' button. Below the search bar is a link to 'Browse all courses'.
- Links:** A section with a large '2' icon, containing links for 'News' and 'Reports'.
- History:** A section with a large '1' icon, indicating '1 recently added' item, with a 'View all' link.
- My Curricula:** A section with a large '1' icon and the text 'Due later'.

Training Options

	Learning Central	FastInfo	UNM Continuing Education
General Technology		Yes	Yes
UNM-specific Technology	Yes	Yes	
UNM Job Trainings	Yes		
UNM Work Culture	Yes		
Professional Development	Yes		Yes
Certifications			Yes
Free?	Free	Free	Tuition Remission

Employee & Organizational Development



EMPLOYEE &
ORGANIZATIONAL
DEVELOPMENT

Contact EOD

eod@unm.edu

277-1555

UNM Business Center
1700 Lomas Blvd. NE
Southeast corner of Lomas and University
Suite 1200

THE UNIVERSITY OF NEW MEXICO

THE UNIVERSITY OF NEW MEXICO

IT Services for Staff

- Discounted Office (PC/Mac) and Windows
[UNM Bookstore](#)
- Discounted PC computers for home
[Loboperks.unm.edu](#)
- Free Antivirus software for PC/Mac
[it.unm.edu](#)
- LoboMobile smartphone app
[it.unm.edu](#)

UNM Technology, Systems & Training *Questions?*

GETTING AROUND CAMPUS



PARKING &
TRANSPORTATION
SERVICES

277.1938 • pats.unm.edu • parktran@unm.edu

ABOUT US

MISSION

“We support the University’s education, research, and service missions by providing access to key programs for faculty, staff, students and visitors through a variety of parking and transportation services that consider the needs of each customer.”

AT UNM

PATS is an auxiliary department of **Institutional Support Services (ISS)**.

ISS delivers seamless services and programs for students, faculty, staff, visitors, and patrons, while supporting the University's core mission.

FUNDING

We are 100% self-funded

Revenue collected from permits, hourly parking, special event shuttle services, etc. go toward funding all of our services.

PARKING & TRANSPORTATION SERVICES

PARKING

- Parking lots
- Enforcement
- Facilities maintenance
- Administration
- Information technology

SHUTTLE

- 10 shuttle routes
- Special event transportation

ALTERNATIVE TRANSPORTATION

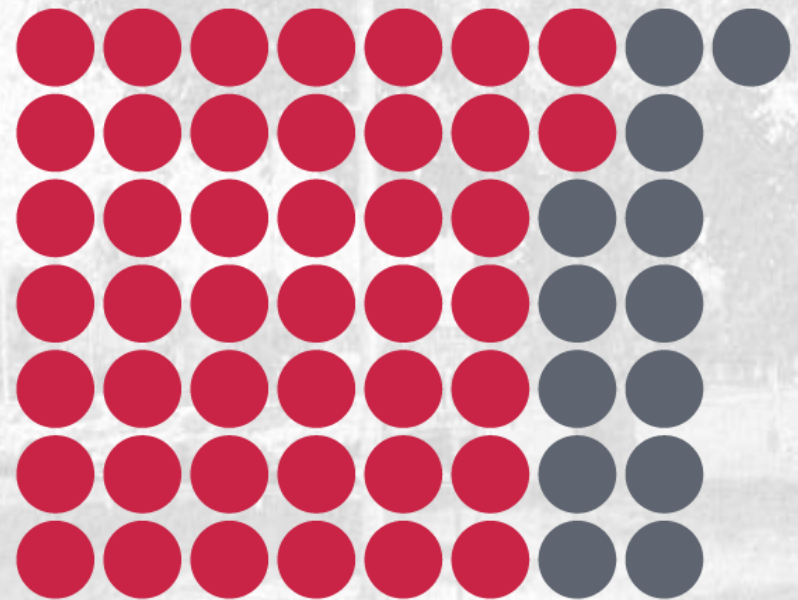
- Free bus pass program
- Bicycle lockers
- Rail Runner connection
- EV charging stations
- Enterprise CarShare
- Transportation Information Center (TIC)

UNM IS THE LARGEST DESTINATION POINT IN NM!

- 2nd largest transportation system in New Mexico after ABQ Ride
- 1.6 million annual passenger boardings

44K
VISITORS

13K
SPACES

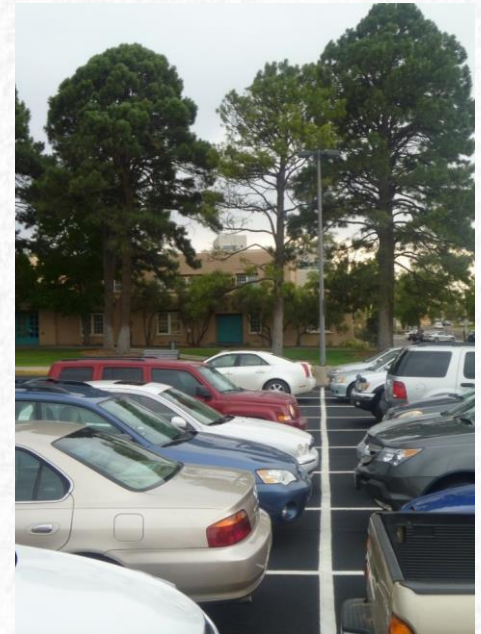


Source: 2013 MR-COG UNM/CNM/Sunport Transit Study

* In thousands

ZONE PARKING SYSTEM

- The UNM campus is divided into parking zones:
 - Commuter
 - Proximity
 - Resident
- Permits allow parking only in the zone stated on the permit.
- Permits are only valid when properly displayed on your vehicle.



FACULTY & STAFF PERMITS

Eligibility	Payment Options	G/Q/South	Preferred Lot*	Yale/Lomas Structure	Reserved	Structure Reserved
Contact PATS main office to learn more about eligibility and availability.	< \$50K/Yr.	\$180/yr.	\$408/yr.	\$504/yr.	\$1320/yr.	\$1608/yr.
	Payroll Deduction Option (Income less than 50K)					
	Monthly	\$15	\$34	\$42	\$110	\$134
	Bi-Weekly	\$7.50	\$17	\$21	\$55	\$67
All Purchases must be made in person at the PATS office with the exception of South Lot.	> \$50K/Yr.	\$180/yr.	\$480/yr.	\$720/yr.	\$1320/yr.	\$1608/yr.
	Payroll Deduction Option (Income more than 50K)					
	Monthly	\$15	\$40	\$60	\$110	\$134
	Bi-Weekly	\$7.50	\$20	\$30	\$55	\$67



***Preferred Lots:**
A-B-C-F-GR-J-L-M-P-R-RIO-T-U-W



PURCHASING PERMITS

Faculty/Staff must purchase permits in person

WHERE:

2401 Redondo Dr. NE

- Parking validation at booth

BRING:

- UNM ID
- Vehicle registration information

PAYMENT OPTIONS:



You may also pay with cash or through payroll deduction

- Payroll will be debited over 12 months
- Automatic renewal

You will be issued a temporary permit until an actual permit is mailed to you.

ADA

ADA Accessible Parking is **FREE** with the display of a valid state-issued ADA placard issued to *you*.

- Need not purchase a UNM parking permit
- Additional parking at pay stations and regular permitted spaces (not otherwise restricted by signage)

MOTORCYCLE

Motorcycle parking permits can be purchased at the PATS office.

- **\$70/year** (free when registered with a car)
- Designated parking is available throughout campus
- May use pay station parking (\$1 per ½ hr.)

MOPED/SCOOTER

Mopeds and scooters must be registered to park on campus and may be purchased at PATS office.

- **\$36/year** (free when registered with a car)
- May park in designated motorcycle parking spaces and at pay stations (\$1 per ½ hr.)

**NOT ALLOWED ON
BICYCLE RACKS OR
SIDEWALKS**

3:45 RULE

Monday through Friday, and all day Saturday and Sunday with certain restrictions, permit holders can park in any regular space on campus (excluding restricted areas: structures, pay stations, ADA, reserved, residential lots) when permit is properly displayed.

HOURLY PARKING

Cost: \$1 per ½ hr.

Available in:

- Yale Garage
- Cornell Garage
- Surface lots throughout campus

- OR -

Pay-by-space with your phone on
the ParkMobile app



ENFORCEMENT

FALL / SPRING ENFORCEMENT HOURS

Monday – Thursday: 7 a.m. – 8 p.m.

Friday: 7 a.m. – 6 p.m.

Saturday: 8 a.m. – 5 p.m.

There is enforcement during academic breaks and throughout the Summer.

PATS Enforcement Officers operate on campus to offer help, advice and information.

Enforcement Officers ensure and maintain a high-quality, well-managed parking service to customers.

NOTE: Permits are non-transferable. Alteration or reproduction of parking permits is strictly prohibited.

AVOID CITATIONS

1. **ALWAYS** display your parking permit property.
2. Park **ONLY** in the zone designated on your permit.
3. Park between two white lines or at a bumper barrier.
4. Pay the meter more than you think you will need.
 - Use ParkMobile to pay by phone and add time remotely (available in Yale and Cornell parking structures only).
5. **NEVER** park in reserved, ADA, barricaded or construction zones without the proper permit.

APPEAL & PAY CITATIONS

Citation appeals can be made online only.
If you have questions or trouble filing an appeal, please come by our offices.

Please follow the instructions on the ticket envelope promptly.

1. Go to **pats.unm.edu**
2. Click on the 'Appeal or Pay a Citation' link

**Appeal or pay within five (5)
business days to avoid late fees.**



SHUTTLE SERVICES



- PATS shuttles are free to ride (paid for by sale of permits)
- ADA accessible
- Shuttle ride typically 15 min. or less
- 10 shuttle routes

FALL / SPRING HOURS

Monday – Friday
6:30 a.m. – 7 p.m.*

*Service continued via Night Bus

THE NIGHT BUS

The Night Bus provides easier, more efficient connections between North, South, and Main Campus.

- Combines 4 routes into 1
- Shuttles every 10 minutes at:
South Lot, Yale, Duck Pond, G/Q Lot
- Available on WMB app



SERVICE HOURS

Monday – Thursday
7 p.m. – 10 p.m.

WHERE'S MY BUS



- Available for Android and iOS
- Access online: wmb.unm.edu

Real-time GPS tracking of UNM shuttles and ABQ Ride buses.

See:

- All active busses
- Existing bus routes and bus stops
- Real-time bus locations

ALTERNATIVE TRANSPORTATION

Free Bus Pass Sticker Program allows you to travel on regular ABQ Ride and ART buses FREE of charge.

Bus Sticker Distribution Sites:

- UNMH PATS
- PATS Transportation Information Center (TIC)
- PATS Main Office

Available to:

- Full-time faculty and staff
- Temp staff (+3 month contract)



NM RAIL RUNNER (ATC) CONNECTION

- Provides services to and from the Alvarado Transportation Center (ATC)
- Three daily circulations Monday – Friday

Main campus shuttle stop location:

- Las Lomas, just west of Yale intersection

Check pats.unm.edu for schedule



ELECTRICAL VEHICLE CHARGING STATIONS

- EV charging stations
 - 2 in Cornell parking structure - 4th floor
 - 2 in Yale parking structure - 1st floor
- Park and charge
- 4 hr. parking/charging limit

Visit [Chargepoint.com](https://www.chargepoint.com) to sign up



BICYCLE LOCKERS



Bike lockers are located throughout main and north campus and provide extra protection against theft.

- **\$48/year** (pro-rated)
- Contact PATS for more details
- Free-to-use bike racks on campus

NOTE: Mopeds/scooters may not park at bicycle racks.



THANK YOU



@UNMPATS



Inspection of Public Records Act (IPRA)

UNM Office of the Custodian of Public Records

1. Your Work Will Be a Public Record.

A public record is:

“all documents, papers, letters, books, maps, tapes, photographs, recordings and other materials...

used, created, received, maintained or held by or on behalf of any public body and relate to public business.”

NMSA 1978, § 14-2-6(G)

2. Public Records Can Be Inspected.

It is the public policy of New Mexico that:

“to provide persons with [public records] is an essential form of representative government...

and an integral part of the routine duties of public officers and employees.”

NMSA 1978, § 14-2-5

3. Think Before You Write.

Be professional at all times. Know your audience.

Marking documents as “confidential” doesn’t protect them under IPRA.

Much of your work will be a public record, and it can be inspected under IPRA.

Questions? Please refer to:

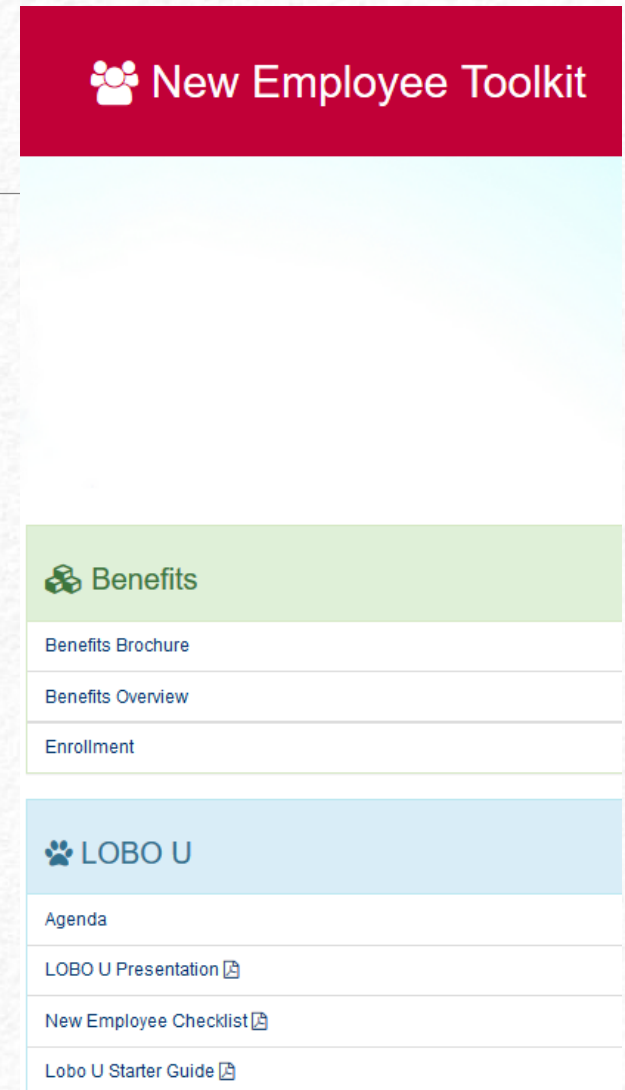
UNM Office of the Custodian of Public Records
277-3452

Next Steps

New Employee Toolkit

- UNM's *New Employee Toolkit* gives you a second look at what you saw during New Employee Orientation.
- It is also a way for you to receive the additional information and resources you need to get off to a great start in your new position

hr.unm.edu/new-employee-toolkit



Communications

- UNM website – www.unm.edu
- HSC website – hsc.unm.edu
- HR Newsletter
 - Delivered monthly via email
- UNM News
 - UNM News Minute email
 - The President's weekly message (President's Weekly Perspective)
 - The Provost's weekly message (The Wednesday Communiqué)
 - All-University emails (All-UNIVERSITY-L)
 - UNM official social media accounts (Primarily [Facebook](#) and [Twitter](#))
 - Daily Lobo



Lobo U Checklist

Complete all UNM Annual Required Training within **30 days** of start date:

- Basic Annual Safety Training
 - Prevention of Harassment and Discrimination
 - Active Shooter on Campus: Run, Hide, Fight
 - Ethics: A Framework for Ethical Decision Making
-
- Training is conducted online through UNM Learning Central learningcentral.health.unm.edu
 - Access to Learning Central is available 48 hours after your NET ID is created

Optional Session

- One-on-One Q & A
- Representatives from Benefits & Retirement
- Room 1018

Ticket Out of Here

- ❑ NEO Evaluation – Pink

Rehires or Return-to-work Retirees:
Please stay for additional information

Welcome to UNM! **Go LOBOs!**

