



THE UNIVERSITY OF
NEW MEXICO®

**Sesión informativa para
empleados nuevos**



¡BIENVENIDOS A LA MANADA!



THE UNIVERSITY OF
NEW MEXICO.



TEMAS GENERALES DE ADMINISTRACIÓN INTERNA

- Por favor sea respetuoso con los demás.
- Por favor apague su micrófono cuando no esté hablando.
- Por favor evite hablar al mismo tiempo que otros participantes.
- Esté consciente de que, si elige la función de video, evite hacer otras tareas.
- Por favor use la función de “Chat” si no se siente cómodo hablando en público.

AGENDA

Time	Topic	Presenter
9 a.m.	Bienvenida/Resumen de agenda	EOD
9:10 a.m.	Experiencia del Nuevo Empleado Su trayecto Lobo	EOD
9:15 a.m.	Conozca MyUNM	EOD
9:30 a.m.	Primeros pasos: Lista de comprobacion	EOD
9:45 a.m.	Presentaciones departamentales y preguntas y respuestas	HR Client Services UNM Payroll HR Benefits & Employee Wellness CARS Ombuds Parking & Transportation Services (PATS)
10:15 a.m.	Conclusion Preguntas finales Asistencia Encuesta en linea	EOD/New Employees

Su experiencia de empleados nuevos

Pasos para una Incorporación exitosa



Pasos para una incorporación exitosa

- ❑ Completar los módulos de “Su trayecto Lobo”



Pasos para una incorporación exitosa

- Completar los módulos de “Su trayecto Lobo”
- Repasar la guía de inicio para empleados nuevos



Pasos para una incorporación exitosa

- Completar los módulos de “Su trayecto Lobo”
- Repasar la guía de inicio para empleados nuevos
- Asistir la sesión informativa para empleados nuevos



YOU ARE HERE



Su trayecto Lobo

The screenshot shows the 'New Employee Experience' page on the University of New Mexico website. At the top, there is a navigation bar with the UNM logo and links for 'UNM A-Z', 'myUNM', 'Directory', 'Help', and 'more'. A search bar is also present. The main heading is 'New Employee Experience'. Below this, a teal banner contains the text: 'Welcome to the University of New Mexico, where each of us defines all of us. We're excited that you are here, and ready to contribute in a meaningful way to the mission and vision of New Mexico's flagship institution of higher learning, and one of the country's top research universities.' A central button labeled 'Your Lobo Journey' is highlighted. Below the banner is a breadcrumb trail: 'Home > Lobo Journey > Before You Arrive > First Day > First Week > First Month > First Three Months > Final Step'. The main content area is titled 'New Employee Onboarding Steps' and features a horizontal sequence of six numbered steps: 1. Before You Arrive, 2. Your First Day, 3. Your First Week, 4. Your First Month, 5. Your First Three Months, and 6. Final Step.

Sitio web para la experiencia de empleados nuevos: newemployee.unm.edu



Guía de inicio para empleados nuevos



La guía de inicio para empleados nuevos la puede encontrar en:

<https://hr.unm.edu/docs/employment/new-employee-starter-guide.pdf>



Conozca UNM



UNM ORGANIZATIONAL AND LEADERSHIP TEAM

The University of New Mexico Board of Regents

University President
Garnett S. Stokes

Health Sciences Center

Michael Richards, MD MPA
Executive Vice President, HSC
CEO of the UNM Health System

Office of the Provost

Dr. James Holloway
Provost and Executive Vice President
of UNM Academic Affairs

Finance & Administration

Teresa Costantinidis
Executive Vice President
Finance and Administration

HEALTH & HEALTH SCIENCES ORGANIZATIONAL AND LEADERSHIP TEAM

UNM President
Garnett S. Stokes

Health Sciences Center
Michael Richards, MD, MPA
Executive Vice President for HSC and
CEO of the UNM Health System

HSC Leadership

Michael Richards, MD, MPA
Sr. Vice President for Clinical Affairs

Hengameh Heidarian-Raissy, Pharm.D.
Vice President for Research

Shelly McLaughlin, MS, EMT-I
Interim Vice President for Academic Affairs, HSC

Valerie Romero-Leggott, MD
Vice President and Executive Diversity, Equity & Inclusion
Officer, HSC

Arthur Kaufman, MD
Vice President for Community Health

Clinical Operations Leadership

Michael Richards, MD, MPA
Sr. Vice President for Clinical Affairs

Kathleen Becker, JD, MPH
CEO, UNM Hospitals

Gary Mlady, MD
Interim CEO and President, UNM Medical Group

Jamie Silva-Steele, RN, BSN, FACHE
President and CEO, Sandoval Regional Medical Center

Sistema de UNM

Además del campus central, estos departamentos encarnan las iniciativas de educación y servicio de UNM.

Centro de Ciencias de la Salud (HSC)

Sucursales

UNM HEALTH

UNM Children's Hospital
Carrie Tingley Hospital
UNM Adult Psychiatric Center
UNM Children's Psychiatric Center
UNM Comprehensive Cancer Center

GALLUP

**UNM HEALTH
PARTERNSHIPS**

Clinical partners including TriCore
Reference, Lovelace Rehabilitation
Clinic, First Choice, Veteran's
Administration, Genesis HealthCare

LOS ALAMOS

**ACADEMICS &
SUPPORT**

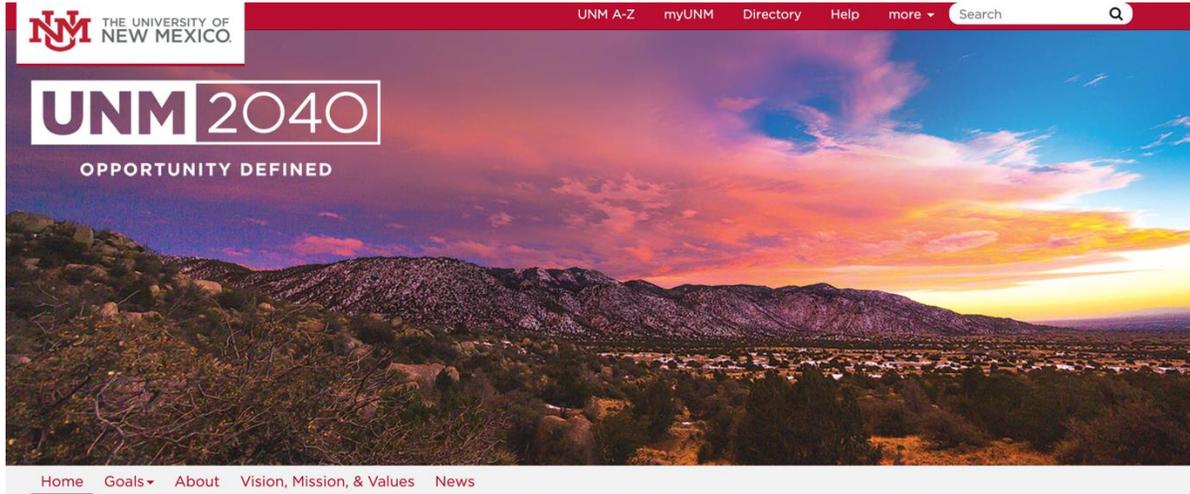
School of Medicine
College of Nursing
College of Pharmacy
College of Population Health
UNM Health Sciences Rio Rancho
UNM Comprehensive Cancer Center
UNM HSC Library & Informatics Center

TAOS

RESEARCH

VALENCIA

UNM 2040



 <p>Advance New Mexico Understand the unique opportunities of our distinct cultures Learn More</p>	 <p>Student Experience & Educational Innovation Transform the educational experience Learn More</p>	 <p>Inclusive Excellence Utilize an equity and inclusion lens to expand opportunity Learn More</p>	 <p>Sustainability Create long-term sustainability Learn More</p>	 <p>One Univeristy Achieving 2040 goals Learn More</p>
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Meta uno:
Avance Nuevo México

Meta dos:
Experiencia de los estudiantes e innovación educativa

Meta tres:
Excelencia incluyente

Meta cuatro:
Sostenibilidad

Meta cinco:
Una universidad

opportunity.unm.edu



UNM Vision & Mission

Visión, misión

Visión

Ser líder global en la realización del potencial humano, atendiendo los desafíos comunitarios críticos y demostrar el poder de la diversidad incluyente.

Misión

La Universidad de Nuevo México sirve como la principal institución de educación superior, siendo proveedora de cuidado de salud en el estado al promover el descubrimiento, generando contribuciones intelectuales y culturales, reconociendo los valores académicos y prestando servicio a nuestra comunidad mediante el desarrollo de un Nuevo México educado, saludable y económicamente vigoroso.



Centro de Ciencias de la Salud

Misión

Promover la inclusión, la diversidad y la equidad en las ciencias de la salud y en Nuevo México mediante el desarrollo de capacidades y programas y colaboraciones sostenibles.

Visión

Una Universidad de Ciencias de la Salud de la UNM diversa e inclusiva fomenta la salud y el bienestar en todo Nuevo México al tejer humildad cultural y respeto por todas las personas.

Valores

El valor más importante del Centro de Ciencias de la Salud de la UNM es su firme compromiso de mejorar la salud de todos los neomexicanos. Serviremos a nuestros pacientes y al público con integridad y responsabilidad.

Nos esforzaremos como institución y como individuos para reconocer, cultivar y promover todas las formas de diversidad; para comprender plenamente las necesidades de salud de nuestras comunidades; y para promover la excelencia clínica, académica y de investigación.

Nos comprometemos a desempeñar nuestras funciones con compasión y respeto por nuestros pacientes, estudiantes y colegas; y a comportarnos siempre con el más alto nivel de profesionalismo.



Campus Safety

- UNM PD/Escort Service: 505-277-2241
- LoboAlerts: <https://loboalerts.unm.edu>
- Blue Phones
- Rave (Lobo) Guardian Mobile App: <http://loboguardian.unm.edu/>
- Campus Safety Website: campussafety.unm.edu



“Primeros pasos”

Trayecto de experiencia del nuevo empleado



Su primer día

- Cree su Net ID

The collage features three main documents:

- Net ID Sign-in Page:** Shows the University of New Mexico logo, a "Sign in" field with the email "lobo@unm.edu", and a link for "Can't access your account?".
- Form W-4 (2023):** Titled "Employee's Withholding Certificate", it includes fields for "First name and middle initial", "Last name", "Address", and "City or town, state, and ZIP code". It also has checkboxes for filing status: "Single or Married filing separately", "Married filing jointly or Qualifying surviving spouse", and "Head of household".
- Student ID Card:** A red card with the UNM logo, a photo of a dog, and the text: "Student Name", "UNM ID#: 101234567", "6000 7501 0261 9332", "STAFF/STUDENT", and "THE UNIVERSITY OF NEW MEXICO.".



Su primer día

- Cree su Net ID
- Configure su depósito directo
- Complete el formulario W-4 y W-2

The collage features three main documents:

- Net ID Sign-in Page:** Shows the University of New Mexico logo, a "Sign in" field with the email "lobo@unm.edu", and a link for "Can't access your account?".
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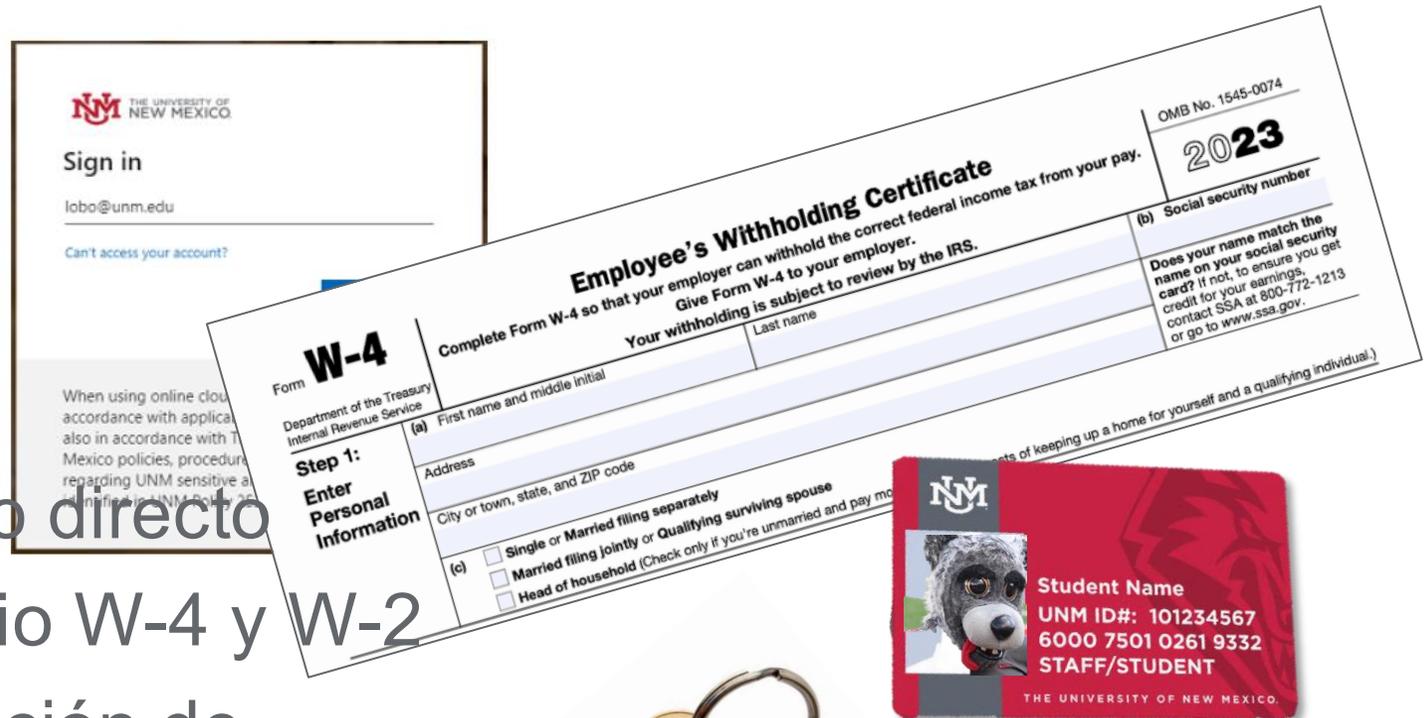
Su primer día

- Cree su Net ID
- Configure su depósito directo
- Complete el formulario W-4 y W-2
- Obtenga su identificación de empleado (LoboCard)



Su primer día

- Cree su Net ID
- Configure su depósito directo
- Complete el formulario W-4 y W-2
- Obtenga su identificación de empleado (LoboCard)
- Obtenga las llaves de su oficina

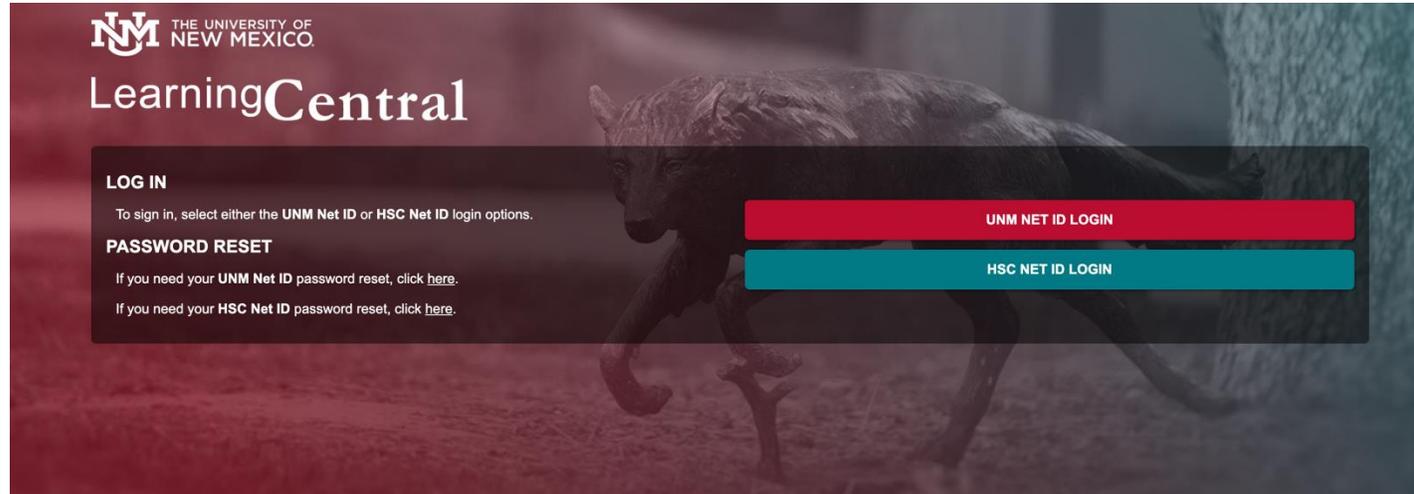


Su primera semana

- Actualice la dirección del lugar de trabajo en Autoservicio demográfico, si trabaja en forma remota al 100% en el estado o fuera de estado. Visite my.unm.edu > Ingrese a Loboweb > Información personal (Personal Information) > Información de direcciones y directorio (Addresses and Directory Information) > Información demográfica (Demographic Information) > Dirección del lugar de trabajo (Worksite Address)
- Obtenga un permiso de estacionamiento permanente
- Conozca MyUNM
- Complete la orientación de su departamento



Si primer mes



- Complete su capacitación obligatoria
- Inscribábase en sus planes de beneficios

learningcentral.unm.edu



Sus primeros tres meses y más allá

- Explore los muchos recursos y oportunidades disponibles para usted como Trabajador Lobo
- Beneficios por ser Lobo:
 - Beneficios Educativos
 - Popejoy
 - Adobe Campus Creativo
 - Servicios recreativos (Johnson Gym)
 - University Club
 - UNM Bookstore
 - Atletismo



Presentador Preguntas y Dudas



Desarrollo de empleados y organizaciones (EOD)

Home / Engagement and Organizational Development

Engagement and Organizational Development



Change. Grow. Lead.

Engagement and Organizational Development (EOD) offers training, workshops, and resources to all UNM faculty, staff, and departments to help cultivate careers, improve work environments, and create leaders.

EOD delivers a range of solutions that positively impact organizational effectiveness in relation to productivity, job satisfaction, and personal fulfillment- from one-on-one coaching to department team building. Explore our solutions in the side navigation and complete our intake form to get started.

Our Vision

To use our expertise to transform individual and group talents into high-performance teams within the UNM Community.

Our Mission

EOD's mission is to design and deliver research and data-based, customized professional development solutions focused on organizational and personal growth for our UNM faculty, staff, and student employees.

2025 EOD OFFERINGS

Each month EOD offers quick bites of professional development at our Hungry Minds Café and deep-dive learning in our instructor-led training courses to help further your professional development.

Website: hr.unm.edu/eod

Email: eod@unm.edu

Phone: 505-277-1555

EOD

[EOD Home](#)

[About EOD](#)

[Career Pathways](#)

[Coaching](#)

[Consultation](#)

[Course Offerings](#)

[Facilitation](#)

[Quick Links](#) ▾

[Remote Work Resources](#)

[Training](#)

[ULead](#) ▾

Contact Us

John and June Perovich Business Center
1700 Lomas Blvd. NE, Ste 1200
MSC01 1220

eod@unm.edu ✉
(505) 277-1555

HR Client Services

The University of New Mexico | UNM A-Z | myUNM | Directory | Help | more | Search

NM HUMAN RESOURCES | Facebook | Twitter | YouTube | LinkedIn

JOB SEEKERS | EMPLOYEES | RETIREES | MANAGERS & SUPERVISORS | DEPARTMENT RESOURCES | HR AT A GLANCE

Home / Client Services

Client Services

Recruitment, Hiring, and Staff Management Services

Human Resources Client Services provides expertise on a broad range of human resource (HR) management concerns, serving as a first point-of-contact for client departments regarding day-to-day HR-related questions, needs, and problem resolution. Supporting departments in the management of their most valued asset – their employees.

Our Mission

We strive to attract, recruit, and retain a skilled and talented workforce. Our goal is to provide competent, respectful, and efficient professional services that assists and educates departments as they negotiate talent acquisition and management of staff.

<h4>Recruitment & Hiring Services</h4> <p>HR Client Services provides support for departments in the search for their next staff member. Whether through our professional</p>	<h4>Shared Services</h4> <p>HR Shared Services provides assistance with staff and student recruitment, personnel transactions, and payroll support</p>	<h4>UNM Temps</h4> <p>UNM Temps Services manages the recruiting and hiring process for temporary staff positions so your department can stay focused on</p>	<h4>Remote Work</h4> <p>Remote Work Guidelines Remote Work Policy</p>
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Website: hr.unm.edu/client-services

Email: clientsv@unm.edu

Phone: 505-277-2013

NM HUMAN RESOURCES | **HR Reports** | Help

Home

Welcome to the HR Organizations application. You can find HR Consultant information based on HR Organizations by making a selection below. You have the ability to select from our list of HR Consultants, by Level 3 Organization, by the Financial Manager or by entering an Organization Code. Make a selection below to get information on HR Organizations.

<h4>Find HR Consultants by Financial Manager</h4> <p>Find HR Consultants by Financial Manager</p>	<h4>Find HR Consultants by Org Code</h4> <p>Enter an Org Code or a partial Org Code</p>
<h4>Find HR Consultants by Department</h4> <p>Find HR Consultants by Department (Level 3 Org)</p>	<h4>Find Orgs by HR Consultant</h4> <p>Find Orgs by HR Consultant</p>

UNM Payroll Office



Payroll Office

UNM / Home

Contact Us

Office Hours:
8:00 am - 4:30 pm
Monday - Friday

Window Hours:
8:00 am - 4:30 pm ([Closed for Lunch 1:15 pm - 2:15 pm](#))
Monday - Friday

Payroll Department:
MSC01 1230
1 University of New Mexico
Albuquerque, NM, 87131
Phone: (505) 277-2353
Fax: (505) 277-9325
Email: pay@unm.edu

Physical Location:
John and June Perovich
Business Center
1700 Lomas Blvd. NE, Suite
3500
Albuquerque, NM 87106

Announcements

2024 W-2: Electronic W-2: available in LoboWeb by 1/31/25. Paper W-2: mailed to your address currently on file with UNM. If you have not received your 2024 W-2 by February 15th, please [contact](#).

Use the 2024 W-2 calculation worksheet located within [Employee Toolbox](#) to better understand the calculations used for your 2024 Form W-2. Please refer to your final paystub from 2024 when using this worksheet.

The **Payroll Calculator** is now available to use with 2025 Federal and New Mexico tax rates.

2025 Direct Deposit Deadlines

About Us

Payroll processes and distributes salary and wage payments to UNM

Quick Links

- [Change Personal Information](#)
- [Direct Deposit](#)
- [Employment Verification](#)
- [FAQs](#)
- [New Employee Experience](#)
- [News Archive](#)
- [New Mexico State Tax Withholding Form](#)
- [Pay Schedule](#)

Other Resources

- [UNM Hospital Employee Information](#)
- [UNM Human Resources](#)
- [UNM Policies & Procedures](#)
- [2024-2025 Campus Calendar](#)

Website: payroll.unm.edu

Email: pay@unm.edu

Phone: 505-277-2353

Beneficios de UNM

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

Email: hrbenefits@unm.edu

Phone: 505-277-2278



Home / Benefits and Employee Wellness

Benefits & Employee Wellness

Our Mission

We are committed to providing efficient, competitive, sustainable, and fiscally responsible benefits for the diverse needs of our faculty and staff by offering benefits that leverage our resources, provide superior quality, encourage healthy behaviors, and are enhanced by collaboration and open communications.

Learn more about the Benefits & Employee Wellness programs and resources

Still have questions? Contact us at 505.277.6947 or HRBenefits@unm.edu or see the [HR Contact List](#)

Current & Upcoming Events

- Spring Zoom workouts and stretch breaks (starts Jan. 21)
- LifeSteps Weight Management Program (starts Feb. 3)
- QPR suicide prevention training (Feb. 13)
- Lobo Triathlons (April 5-6; training class starts Jan. 11)
- Stadium Stair Challenge (April 26; training class starts March 24)

2025 Medicare Eligible Retirees Open Enrollment



Benefits Enrollment

Change My Benefits



Health Benefits

Benefits Calculator



Retirement

Considering Retirement? (Coming Soon!)



Benefits Enrollment

Change My Benefits

Eligibility

Enrollment

Language Assistance [↗](#)

Qualifying Change in Status

Qualifying Change in Status - Resident Physicians

Special events enrollment under HIPAA

Termination of coverage/COBRA

UNM's Contribution to the Cost of Insurance

UNM Premium Only Plan (POP)



Health Benefits

Benefits Calculator

Dental Insurance

Fall 2021 Flu Shots

Flexible Spending Accounts (FSA)

HIPAA Compliance Policy

Medical Insurance

Medical Plan Reps on Campus

Prescription Drug Plan

Student Health Plan

Vision Insurance

Secure Document Upload: <https://hr.unm.edu/secure-upload>

Employee Wellness

Benefits & Employee Wellness



Welcome

Employee Wellness is provided by UNM as part of your benefits as an employee. We exist to help UNM faculty and staff stay healthy through a holistic approach to wellness- helping us feel better and live longer. We invite you to learn more about our events, programs and more.

Upcoming Classes & Events

- **Fall Zoom workouts and stretch breaks** (ongoing)
- **Yoga in the Grass** (Sep. 12, 10 a.m.)
- **Getting Started with Medicare 101** (Sep. 17, 1:30 - 3:00 p.m.)
- **QPR suicide prevention training** (Oct. 4 or first Friday of every month)
- **Yoga in the Grass** (Oct. 10, 10 a.m.)
- **Flu shot clinic** (Oct. 15, 9 a.m. - 3 p.m. at SHAC Plaza)
- **Working with Positivity** (Oct. 28 - Dec. 2)

Featured Wellness Resources

- **UNM mental health resources**
- **LoboWell Listserv**
- **COSAP – Fun in the 505 magazine** [↗](#)
- **Continuing Education class with New Mexico Sports and Wellness membership** (24 weeks; tuition remission eligible)
- **SHAC Pharmacy with services available for faculty and staff**
- **Wayfinder: A Resource Navigator for UNM Faculty and Staff**

Employee Wellness Programs

[Employee Wellness Home](#)

[Level Up Expo](#)

[About Employee Wellness](#)

[Consultation Services](#)

[Emotional Wellness](#) [↕](#)

[Financial Wellness](#) [↕](#)

[Nutritional Wellness](#) [↕](#)

[Physical Wellness](#) [↕](#)

[Workplace Wellness](#) [↕](#)

[Wellness Ambassador Program](#)

Contact Us

John and June Perovich Business Center
1700 Lomas Blvd. NE, Ste 1400
MSC01 1220
wellness@unm.edu [✉](#)

Website: hr.unm.edu/wellness/

Email: wellness@unm.edu

Las mejores herramientas de bienestar para los nuevos empleados:

- Johnson Center and Domenici gyms
- Lobo Trails senderos para caminar
- Entrenamientos en vivo y descansos para estirarse en Zoom
- ¡Consultas nutricionales gratuitas!
- ¡Consultas de fitness gratuitas!
- ¡Consultas de planificación financiera gratuitas!

Servicios de asesoramiento, asistencia y recomendación (CARS)



Un programa confidencial de asistencia para el empleado (EAP, por sus siglas en inglés) para el personal docente, administrativo, parejas domésticas y jubilados. Prestando servicio al Campus principal de UNM, Campus sucursales, Ciencias de la Salud de UNM.

Ayudar con asuntos personales y relacionados con el trabajo a través de servicios gratuitos incluyendo:

Evaluación

Asesoramiento individual y de pareja

Recomendación a recursos internos/externos

Consulta con un supervisor

Seminarios y talleres de trabajo

Informe acerca de incidentes críticos

Boletín mensual: Empleado de primera línea, Supervisor de primera línea

Citas: (505) 272-6868

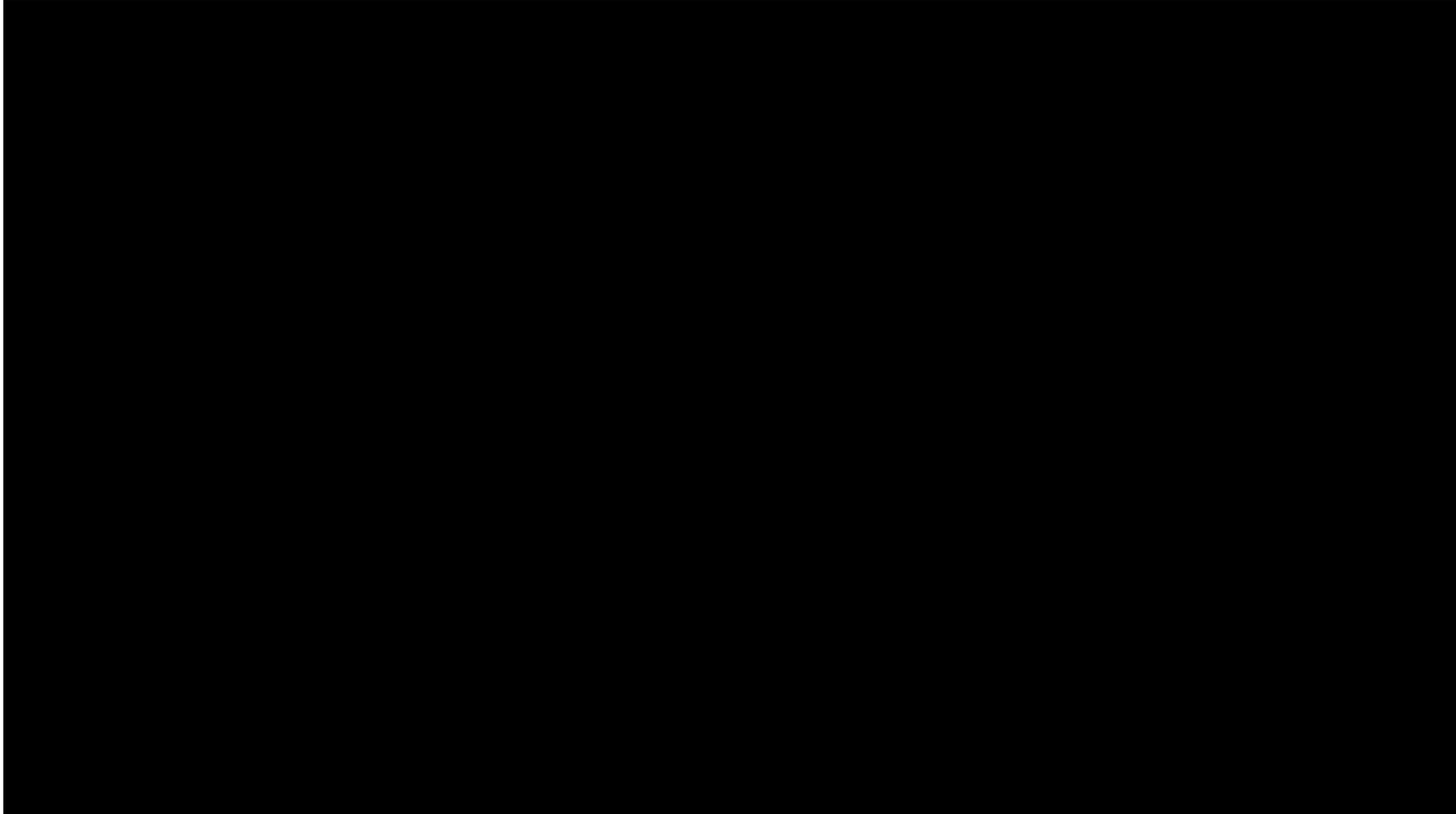
1800 Mesa Vista Rd. NE

Lunes a viernes, 8am-5pm

Sitio web CARS: cars.unm.edu

Política 3750 UNM CARS

Ombuds for Staff



Website: ombuds.unm.edu | Email: ombuds@unm.edu

Parking & Transportation Services (PATs)

Parking & Transportation Services

Website: pats.unm.edu

Email: parktran@unm.edu

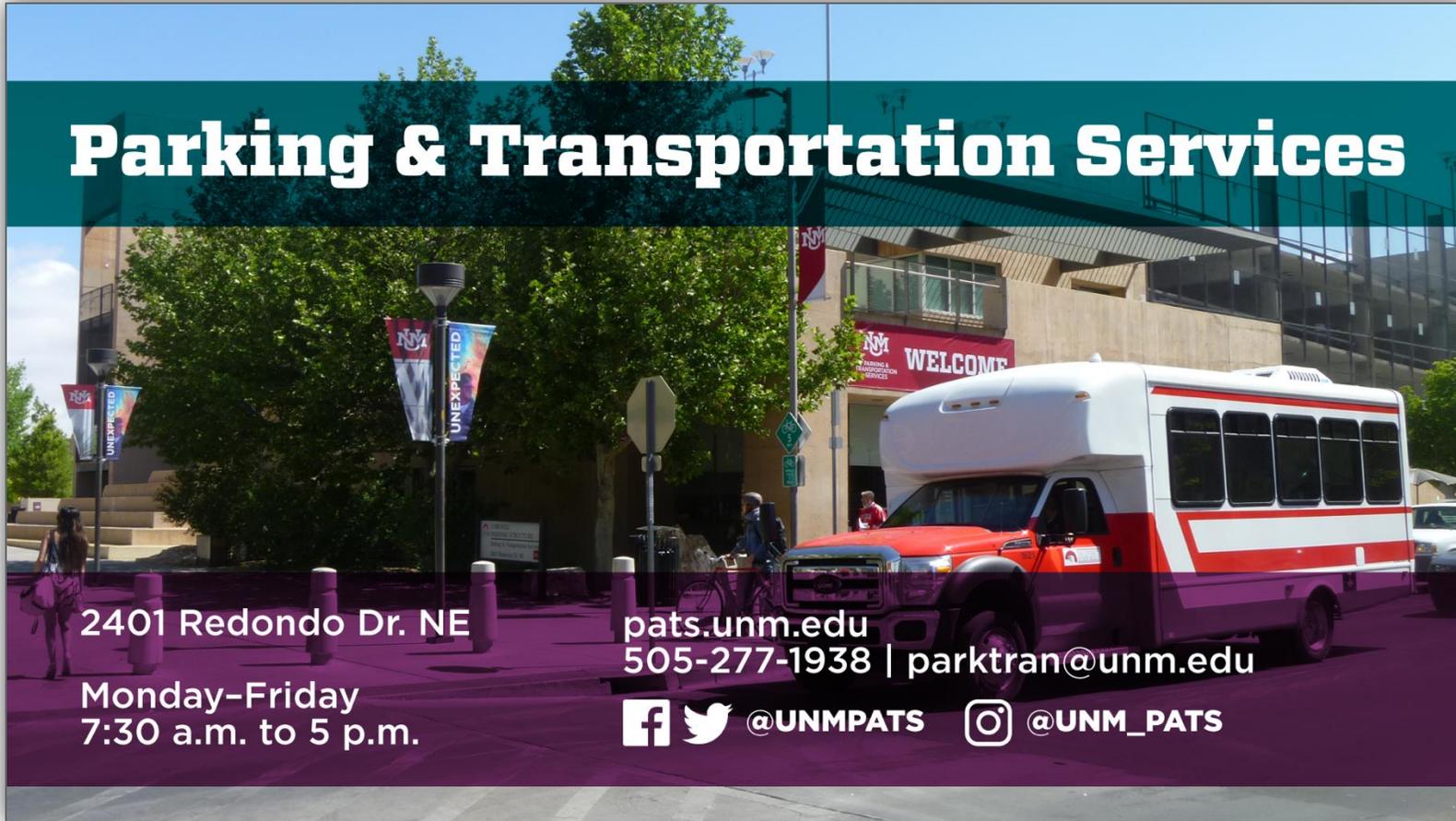
Phone: 505-277-1938

2401 Redondo Dr. NE

Monday-Friday
7:30 a.m. to 5 p.m.

pats.unm.edu
505-277-1938 | parktran@unm.edu

  @UNMPATS  @UNM_PATS



PREGUNTAS FINALES

- Engagement & Organizational Development (EOD) eod@unm.edu
- HR Benefits & Employee Wellness hrbenefits@unm.edu & wellness@unm.edu
- UNM CARS Counseling, Assistance and Referrals <http://cars@unm.edu>
- Ombuds for Staff <https://ombuds.unm.edu>
- HR Client Services clientsv@unm.edu
- HR Transaction Center hrpr@unm.edu
- Parking & Transportation Services (PATs) parktran@unm.edu
- UNM Payroll Office pay@unm.edu
- UNM Recreational Services <https://recservices.unm.edu/contact-us/index.html>



UNM New Employee Experience Attendance

Acknowledgement that I have attended the UNM New Employee Experience and completed My Lobo Journey

* Required

1. Full First and Last Name

Enter your answer

2. UNM Net ID

Enter your answer

3. UNM Banner ID

Enter your answer

You can print a copy of your answer after you submit

Submit

Never give out your password. [Report abuse](#)

This content is created by the owner of the form. The data you submit will be sent to the form owner. Microsoft is not responsible for the privacy or security practices of its customers, including those of this form owner. Never give out your password.

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| [Terms of use](#)

Asistencia de la Experiencia del Nuevo Empleado





New Employee Experience Survey

Congratulations on completing New Employee Experience, your new employee orientation! We ask that you please answer the following questions regarding your experience. Your feedback is very important to us.

1. What is your workplace location?

- Main Campus
- North Campus
- South Campus
- Branch Campus
- Other

2. How useful was the information provided in "Your Lobo Journey", the website modules ?

- Extremely useful
- Somewhat useful
- Not useful

3. The amount of information provided was

- Just right
- Too much
- Not enough

Encuesta de finalización de la experiencia de los nuevos empleados

esurvey.unm.edu/opinio/s?s=122018



**¡GRACIAS Y
BIENVENIDOS A
UNM!**

