



THE UNIVERSITY OF  
NEW MEXICO®

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**New Employee  
Information Session**







THE UNIVERSITY OF  
NEW MEXICO

**WELCOME  
TO THE  
PACK!**





# TODAY'S AGENDA

Time	Topic	Presenter
9 a.m.	Welcome/Housekeeping	EOD
9:10 a.m.	New Employee Experience: Steps for Successful Onboarding	EOD
9:15 a.m.	Get to Know UNM	EOD
9:30 a.m.	First Things First: A Checklist for Your Lobo Journey	EOD
9:45 a.m.	Department Introductions and Q & A	HR Client Services UNM Payroll HR Benefits & Employee Wellness CARS Ombuds Parking & Transportation Services (PATs) Custodian of Public Records (IPRA) Export Control
11 a.m.	Wrap up   Final Questions   Acknowledgement Form   Feedback Survey	EOD/New Employees

# GENERAL HOUSEKEEPING ITEMS

- Be respectful to others. Try to avoid talking over/at the same time as other participants.
- Mute your microphone when not speaking.
- You are not required to have your video on.
- If video is on, be aware of distractions in the background or try to avoid doing other tasks.
- Please use the "Chat" feature if you are not comfortable speaking. We welcome participation!



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# Your New Employee Experience

## Steps for a Successful Onboarding





# Steps for Successful Onboarding

- ❑ Complete the “Your Lobo Journey” Modules





# Steps for Successful Onboarding

- ❑ Complete the “Your Lobo Journey” Modules
- ❑ Review the New Employee Starter Guide





# Steps for Successful Onboarding

- ☐ Complete the “Your Lobo Journey” Modules
- ☐ Review the New Employee Starter Guide
- ☒ Attend the NEE Information Session

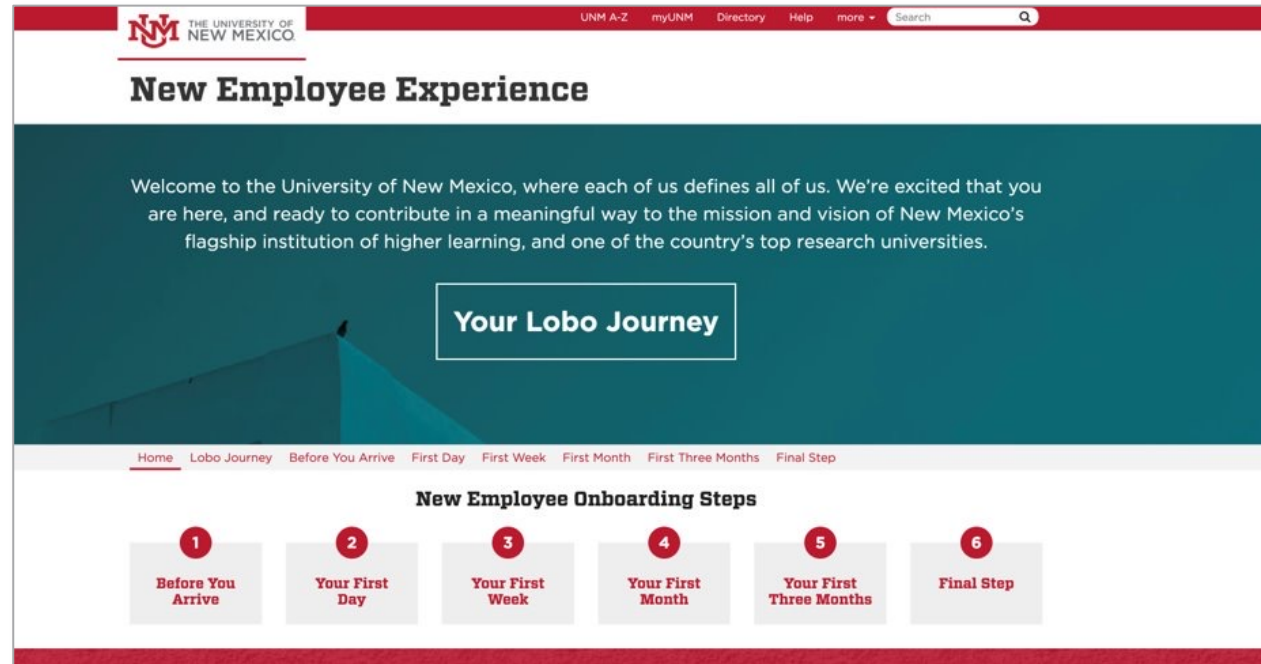


YOU ARE HERE





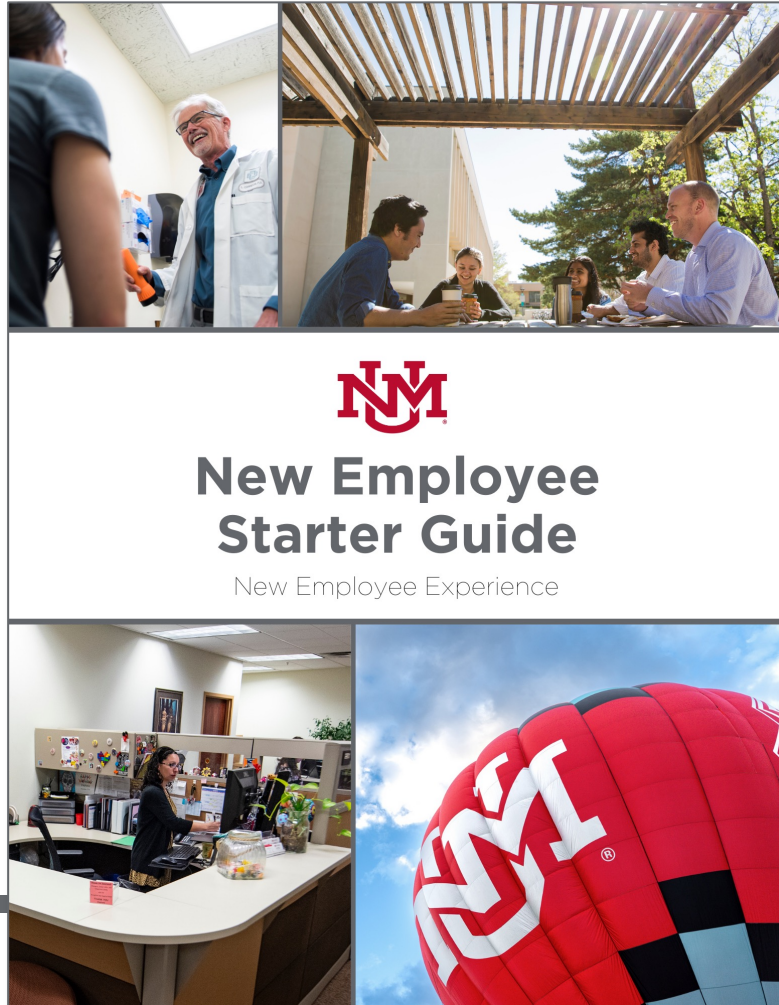
# Your Lobo Journey



New Employee Experience  
Website: [newemployee.unm.edu](https://newemployee.unm.edu)



# New Employee Starter Guide



The New Employee Starter Guide  
can be found at:

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





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# Getting to Know UNM



# UNM ORGANIZATIONAL AND LEADERSHIP TEAM

**The University of New Mexico Board of Regents**

**President**

Garnett S. Stokes

**Health Sciences Center**

Douglas Ziedonis

Executive Vice President for HSC and  
CEO of the UNM Health System

**Office of the Provost**

James Holloway

Provost and Executive Vice President  
of Academic Affairs

**Finance & Administration**

Teresa Costantinidis

Executive Vice President



# HEALTH & HEALTH SCIENCES ORGANIZATIONAL AND LEADERSHIP TEAM

**UNM President**  
**Garnett S. Stokes**

Health Sciences Center  
Douglas Ziedonis  
Executive Vice President for HSC and  
CEO of the UNM Health System

## Vice Presidents

**Richard Larson**  
Vice President for Research, HSC

**Michael Richards**  
Sr. Vice President for Clinical Affairs

**Amy J. Levi**  
Vice President for Academic Affairs, HSC

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

**Arthur Kaufman**  
Vice President for Community Health

## Clinical Operations Leadership

**Kathleen Becker**  
CEO, UNM Hospitals

**Robb McLean**  
CEO and President, UNM Medical Group

**Michael Richards**  
Sr. Vice President for Clinical Affairs

**Jamie Silva-Steele**  
President and CEO, Sandoval Regional Medical Center

# UNM System

In addition to central campus, these departments embody the education and service initiatives of UNM

## Health & Health Sciences

## Branches

### UNM HEALTH

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

### UNM HEALTH PARTNERSHIPS

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

### 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

### RESEARCH

### GALLUP

### LOS ALAMOS

### TAOS

### VALENCIA



# UNM 2040

**UNM 2040: Opportunity Defined**

The University of New Mexico is undertaking a process to craft a multi-year plan to build the future of UNM. This plan will provide us with both a vision of our future twenty years from now, and a set of more immediate tasks designed to move us toward that vision.

[UNM 2040 Launch](#)

**Goal One:**  
Advance New Mexico

**Goal Two:**  
Student Experience and Educational Innovation

**Goal Three:**  
Inclusive Excellence

**Goal Four:**  
Sustainability

**Goal Five:**  
One University

[opportunity.unm.edu](https://opportunity.unm.edu)



# UNM Vision & Mission

## Vision & Mission

### Vision

Be a global leader in realizing human potential, addressing critical community challenges, and demonstrating the power of inclusive diversity.

### Mission

The University of New Mexico serves as the state's premier institution of higher learning and provider of health care by promoting discovery, generating intellectual and cultural contributions, honoring academic values, and serving our community by building an educated, healthy, and economically vigorous New Mexico.





# Health & Health Sciences

## **Vision**

To make more progress in New Mexico's health and health equity than any other state, in collaboration with community partners.

## **Mission**

As a majority-minority state, our mission will ensure that all populations in New Mexico have access to the highest quality health care. In order to realize our vision and mission, we will advance health sciences in the most important areas of human health—starting with the priority health needs of our communities.



# Campus Safety

- UNM PD/Escort Service: 505-277-2241
- LoboAlerts: <https://loboalerts.unm.edu>
- Blue Phones
- Campus Safety Website: [campussafety.unm.edu](http://campussafety.unm.edu)



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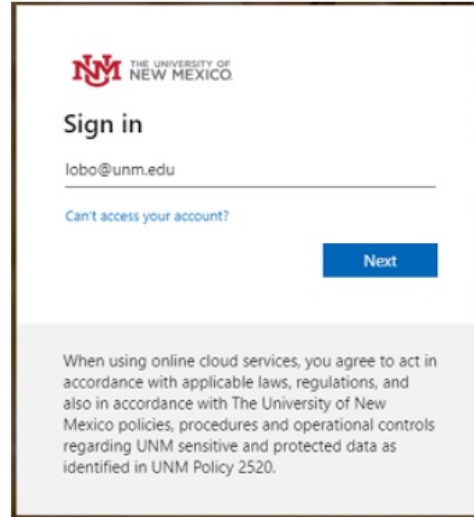
# “First Things First” A Checklist for Your Lobo Journey





# Your First Day

- NetID/HSC ID



The screenshot shows the NetID sign-in interface for The University of New Mexico. At the top left is the UNM logo with the text "THE UNIVERSITY OF NEW MEXICO". Below this is the heading "Sign in". A text input field contains the email "lobo@unm.edu". Below the input field is a link that says "Can't access your account?". To the right of the input field is a blue button labeled "Next". At the bottom of the page, there is a light gray box containing a disclaimer: "When using online cloud services, you agree to act in accordance with applicable laws, regulations, and also in accordance with The University of New Mexico policies, procedures and operational controls regarding UNM sensitive and protected data as identified in UNM Policy 2520."



# Your First Day

- NetID/HSC ID
- Direct Deposit
- W4
- W2

The image displays two overlapping documents. The background document is a NetID login page for The University of New Mexico, featuring the university's logo, a 'Sign in' section with the email 'lobo@unm.edu', and a link for users who cannot access their account. The foreground document is a 2023 Form W-4, 'Employee's Withholding Certificate', from the Department of the Treasury, Internal Revenue Service. It includes instructions to complete the form so that the employer can withhold the correct federal income tax. The form is divided into sections for personal information, including name, address, and filing status. The 'Step 1: Enter Personal Information' section is highlighted. The form also includes a section for the social security number and a note about matching the name on the social security card.

Form **W-4**  
Department of the Treasury  
Internal Revenue Service

**Step 1:  
Enter  
Personal  
Information**

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.  
Give Form W-4 to your employer.  
Your withholding is subject to review by the IRS.

(a) First name and middle initial  
Last name  
Address  
City or town, state, and ZIP code

(b) Social security number

(c) ☐ Single or Married filing separately  
☐ Married filing jointly or Qualifying surviving spouse  
☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

OMB No. 1545-0074  
**2023**

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to [www.ssa.gov](http://www.ssa.gov).



# Your First Day

- NetID/HSC ID
- Direct Deposit
- W4
- W2
- LoboCard

The collage consists of three overlapping items. On the left is a 'Sign in' page for NetID/HSC ID with the email 'lobo@unm.edu' and a link 'Can't access your account?'. In the center is a 'Form W-4 Employee's Withholding Certificate' for the year 2023, featuring fields for personal information and filing status. On the right is a 'LoboCard' for a student, displaying the NM logo, a Lobo mascot image, and the student's name, ID number (101234567), and social security number (6000 7501 0261 9332).

**Sign in**  
lobo@unm.edu  
Can't access your account?

When using online cloud...  
accordance with applica...  
also in accordance with T...  
Mexico policies, procedure...  
regarding UNM sensitive a...  
identified in UNM Policy 25...

**Form W-4**  
Department of the Treasury  
Internal Revenue Service

**Employee's Withholding Certificate**  
Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.  
Give Form W-4 to your employer.  
Your withholding is subject to review by the IRS.

**Step 1: Enter Personal Information**

(a) First name and middle initial  
Last name  
Address  
City or town, state, and ZIP code

(b) Social security number

(c) ☐ Single or Married filing separately  
☐ Married filing jointly or Qualifying surviving spouse  
☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

OMB No. 1545-0074  
**2023**

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

**LoboCard**  
Student Name  
UNM ID#: 101234567  
6000 7501 0261 9332  
STAFF/STUDENT  
THE UNIVERSITY OF NEW MEXICO.





# Your First Day

- NetID/HSC ID
- Direct Deposit
- W4
- W2
- LoboCard
- Check out your keys

UNM Lock Shop:

[fm.unm.edu/services/lock-shop.html](https://fm.unm.edu/services/lock-shop.html)

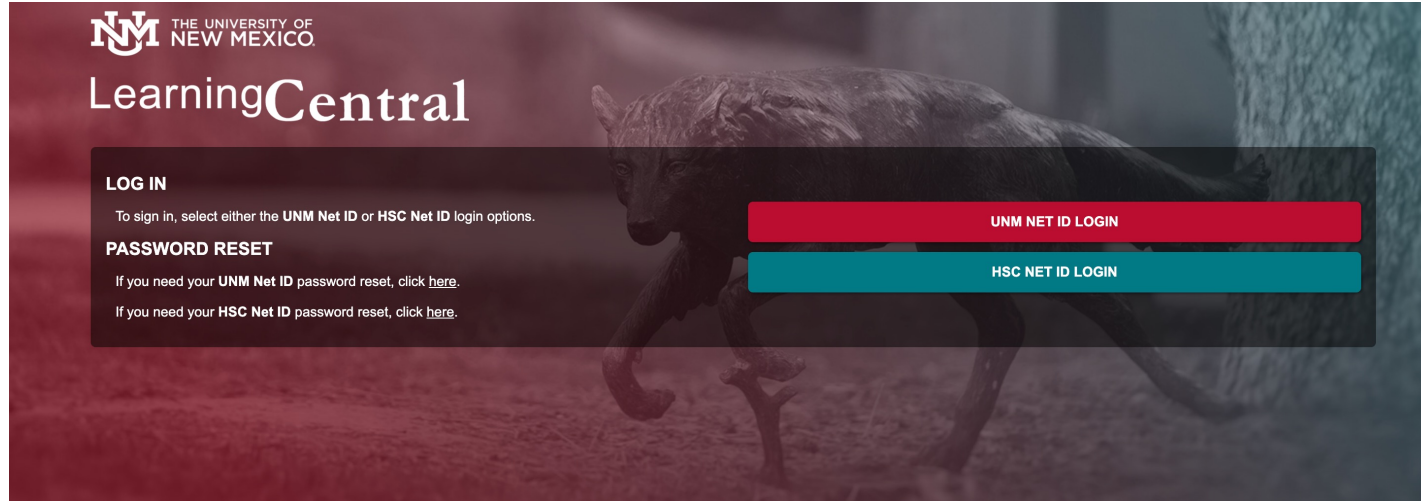


# Your First Week

- Update worksite address in Demographic Self-Service  
Go to [my.unm.edu](https://my.unm.edu) > Enter Loboweb > Personal Information > Addresses and Directory Information > Demographic Information > Worksite Address
- Parking Permit
- Get to know MyUNM
- Complete your department orientation (tour your area, etc.)



# Your First Month



- Complete Mandatory Training
- Enroll in your UNM Benefits!

[learningcentral.unm.edu](https://learningcentral.unm.edu)



# Your First Three Months & Beyond

- Familiarize yourself with all the resources and opportunities UNM had to offer
- Perks of Being a Lobo:
  - Education Benefits
  - Popejoy
  - Adobe Creative Campus
  - Recreational Services (Johnson Gym)
  - University Club
  - UNM Bookstore
  - Athletics





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## Presenter Q & A







# Employee & Organizational Development (EOD)

The University of New Mexico

UNM A-ZmyUNMDirectoryHelp ▾more ▾Search

 HUMAN  
RESOURCES



JOB SEEKERS

EMPLOYEES

RETIREES

MANAGERS &  
SUPERVISORS


DEPARTMENT  
RESOURCES

HR AT A GLANCE

View UNM's **Coronavirus Guidance for Employees.**

[Home](#) / [Employee and Organizational Development](#)

## Employee & Organizational Development



### Change. Grow. Lead.

Employee 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.

#### 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 be a partner in designing and delivering customized professional development solutions focused on organizational and personal growth for our UNM faculty, staff, and student employees.

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.

## 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

Website: [hr.unm.edu/eod](https://hr.unm.edu/eod)

Email: [eod@unm.edu](mailto:eod@unm.edu)

Phone: 505-277-1555

# HR Client Services

The screenshot shows the top navigation bar of the UNM Human Resources website. It includes links for 'The University of New Mexico', 'UNM A-Z', 'myUNM', 'Directory', 'Help', and 'more'. Below this is a search bar and social media icons for Facebook, Twitter, YouTube, and LinkedIn. The main navigation menu lists 'JOB SEEKERS', 'EMPLOYEES', 'RETIREES', 'MANAGERS & SUPERVISORS', 'DEPARTMENT RESOURCES', and 'HR AT A GLANCE'. A prominent banner reads 'View UNM's Coronavirus Guidance for Employees.' Below this, the breadcrumb trail shows 'Home / Client Services'. The main heading is 'Client Services', followed by a sub-heading 'Recruitment & Hiring, Shared Services, & UNMTemps'. A paragraph describes the Client Services team's role in supporting UNM's recruitment and hiring needs. Below this is the 'Our Mission' section, which states the goal is to provide competent, respectful, and efficient professional services. At the bottom, there are three columns: 'Recruitment & Hiring Services' (with an image of a woman writing), 'Shared Services' (with an image of three people in a meeting), and 'UNMTemps' (with an image of a person at a desk).

The University of New Mexico

UNM A-Z myUNM Directory Help more Search

**NM** HUMAN RESOURCES

f t y in

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

View UNM's **Coronavirus** Guidance for Employees.

Home / Client Services

## Client Services

### Recruitment & Hiring, Shared Services, & UNMTemps

Human Resources Client Services supports UNM's recruitment and hiring needs. The Client Services team develops and maintains the University's job posting and applicant management systems, as well as the related policies and processes to assist departments in the recruitment and retention of their department's 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 the recruitment and hiring process.

**Recruitment & Hiring Services**

HR Client Services provides support for departments in the search for their next staff member. Whether through our professional service offerings or in providing guidance as you manage the process yourself, Client Services is here to assist in building your team.

**Shared Services**

HR Shared Services provides assistance with staff and student recruitment, personnel transactions, and payroll support for UNM departments with a service agreement.

**For Departments with Agreement**

**UNMTemps**

UNMTemps Services manages the recruiting and hiring process for temporary staff positions so your department can stay focused on performance.

**For Departments**

Website: [hr.unm.edu](https://hr.unm.edu)

Email: [clientsv@unm.edu](mailto:clientsv@unm.edu)

Phone: 505-277-2013

The screenshot shows the 'HR Reports' page of the UNM Human Resources website. The header includes the 'UNM HUMAN RESOURCES' logo and the title 'HR Reports'. Below the header is a 'Home' section with a welcome message and instructions on how to find HR Consultant information. The main content area is divided into four sections, each with a red icon and a title: 'Find HR Consultants by Financial Manager' (with a magnifying glass icon), 'Find HR Consultants by Org Code' (with a person icon), 'Find HR Consultants by Department' (with a group of people icon), and 'Find Orgs by HR Consultant' (with a person icon). Each section has a corresponding input field for searching.

**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.

**Find HR Consultants by Financial Manager**

Find HR Consultants by Financial Manager

**Find HR Consultants by Org Code**

Enter an Org Code or a partial Org Code

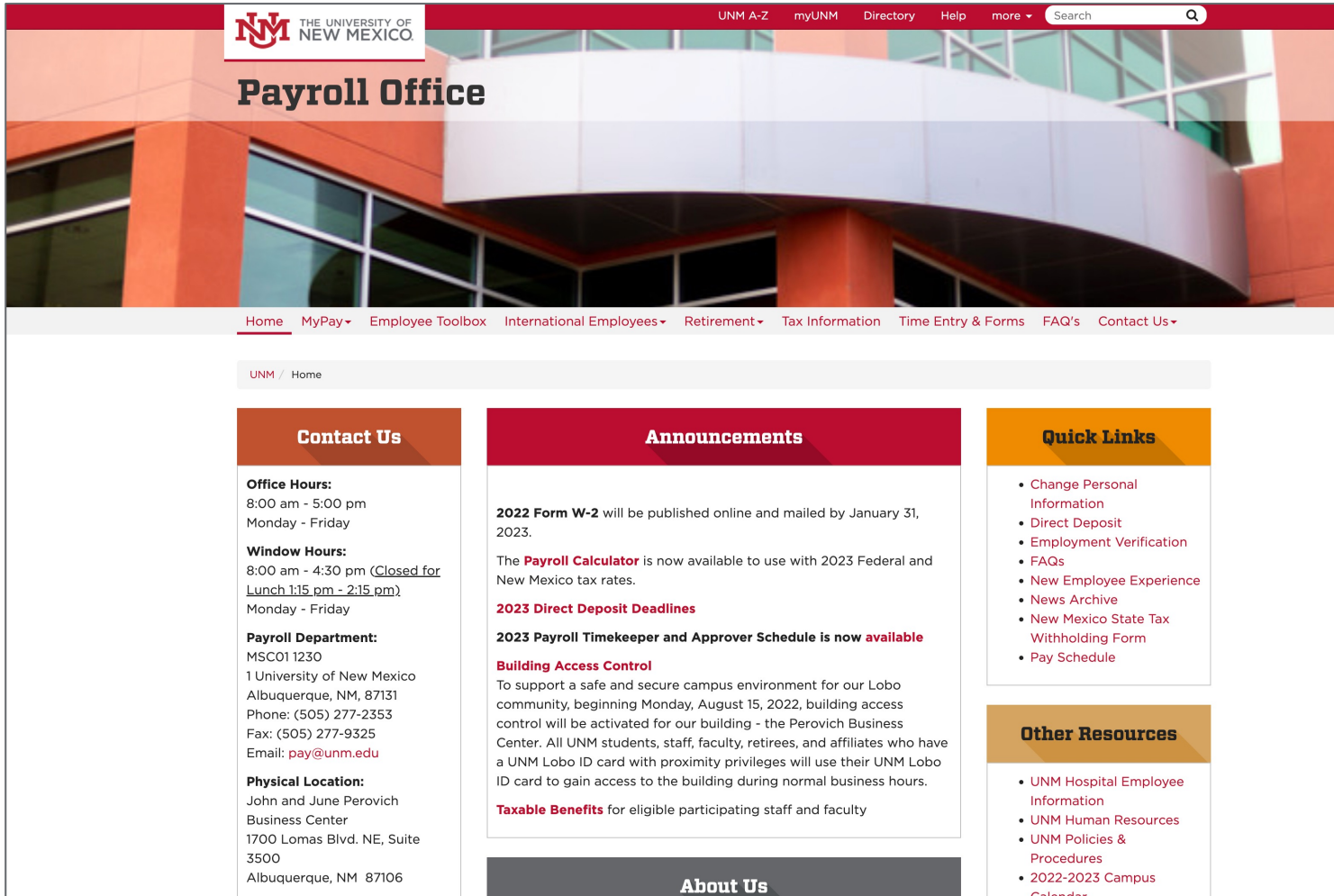
**Find HR Consultants by Department**

Find HR Consultants by Department (Level 3 Org)

**Find Orgs by HR Consultant**

Find Orgs by HR Consultant

# UNM Payroll Office



The screenshot shows the UNM Payroll Office website. The header features the UNM logo and navigation links: UNM A-Z, myUNM, Directory, Help, more, and a search bar. The main banner displays 'Payroll Office' over a building image. Below the banner is a navigation menu with links: Home, MyPay, Employee Toolbox, International Employees, Retirement, Tax Information, Time Entry & Forms, FAQ's, and Contact Us. The main content area is divided into three columns: Contact Us, Announcements, and Quick Links. The Contact Us column provides office hours, window hours, payroll department contact information, and physical location. The Announcements column contains three items: 2022 Form W-2 publication, the 2023 Payroll Calculator, and 2023 Direct Deposit Deadlines. The Quick Links column lists various resources like Change Personal Information, Direct Deposit, and Pay Schedule. A fourth column, Other Resources, is partially visible at the bottom right.

**UNM THE UNIVERSITY OF NEW MEXICO**

UNM A-Z myUNM Directory Help more Search

## Payroll Office

Home MyPay Employee Toolbox International Employees Retirement Tax Information Time Entry & Forms FAQ's Contact Us

UNM / Home

### Contact Us

**Office Hours:**  
8:00 am - 5:00 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](mailto:pay@unm.edu)

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

### Announcements

**2022 Form W-2** will be published online and mailed by January 31, 2023.

The **Payroll Calculator** is now available to use with 2023 Federal and New Mexico tax rates.

**2023 Direct Deposit Deadlines**

**2023 Payroll Timekeeper and Approver Schedule is now available**

**Building Access Control**  
To support a safe and secure campus environment for our Lobo community, beginning Monday, August 15, 2022, building access control will be activated for our building - the Perovich Business Center. All UNM students, staff, faculty, retirees, and affiliates who have a UNM Lobo ID card with proximity privileges will use their UNM Lobo ID card to gain access to the building during normal business hours.

**Taxable Benefits** for eligible participating staff and faculty

### 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](#)
- [2022-2023 Campus Calendar](#)

### About Us

Website: [payroll.unm.edu](https://payroll.unm.edu)

Email: [pay@unm.edu](mailto:pay@unm.edu)

Phone: 505-277-2353



# HR Benefits & Employee Wellness



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

Email: [hrbenefits@unm.edu](mailto:hrbenefits@unm.edu)

Phone: 505-277-6946

**BENEFITS  
& EMPLOYEE  
WELLNESS**

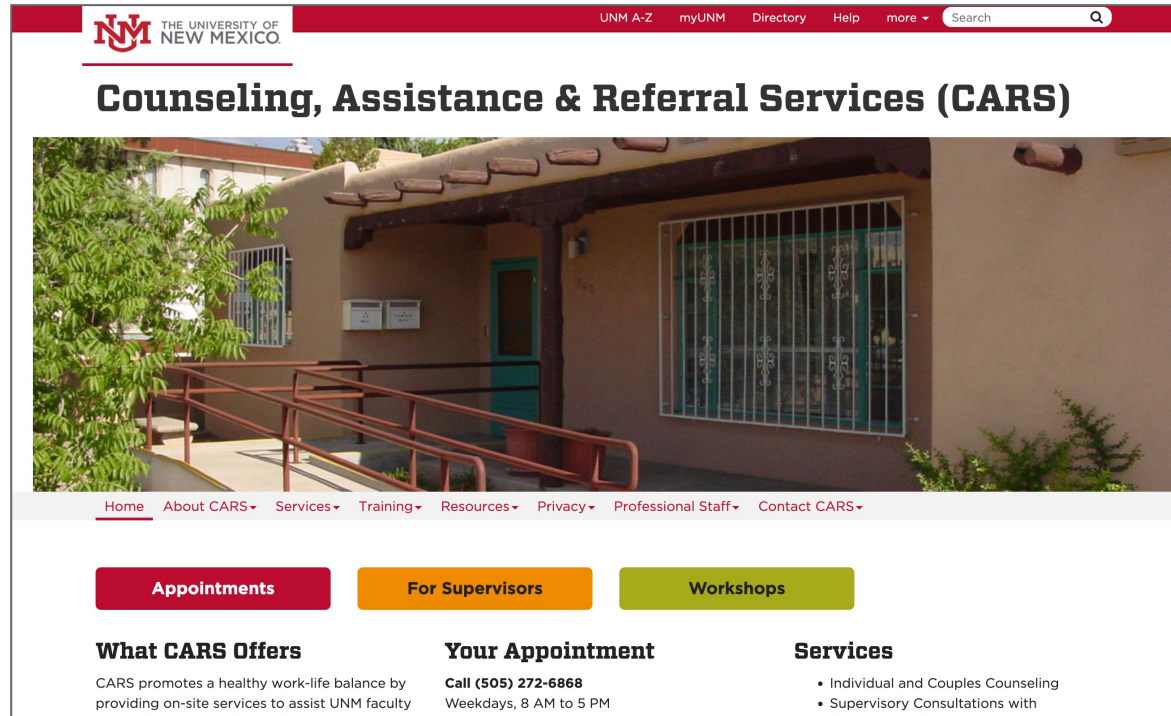
Website: <https://hr.unm.edu/wellness>

Email: [wellness@unm.edu](mailto:wellness@unm.edu)

505-272-4460



# UNM CARS



**Appointments: (505) 272-6868**  
1800 Mesa Vista Rd. NE  
Monday-Friday, 8am-5pm  
**CARS website: cars.unm.edu**

A confidential Employee Assistance Program (EAP) for faculty, staff, their domestic partners and retirees. Serving UNM Main Campus, Branch Campuses, UNM Health Sciences.

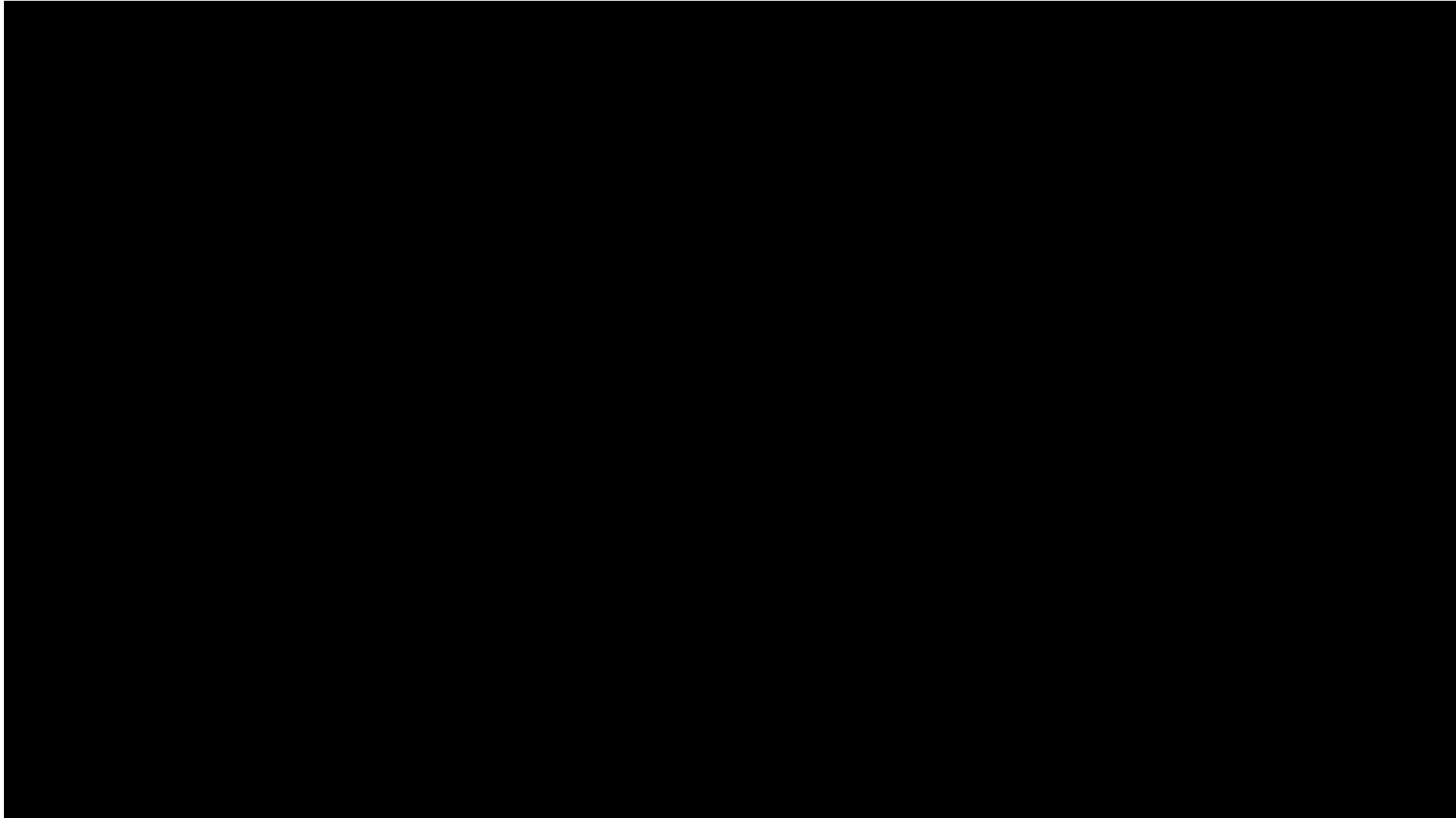
Help with personal and work-related issues through free services including:

- Assessment
- Individual and Couples Counseling
- Referral to Internal/External Resources
- Supervisor Consultation
- Seminars and Workshops
- Critical Incident Debriefing
- Monthly Newsletter: Frontline Employee, Frontline Supervisor

**UNM CARS Policy 3750**

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# Ombuds for Staff



Website: [ombudsforstaff.unm.edu](https://ombudsforstaff.unm.edu) | Email: [ombuds@unm.edu](mailto:ombuds@unm.edu)

# Parking & Transportation Services (PATs)

## Parking & Transportation Services

Website: [pats.unm.edu](https://pats.unm.edu)

Email: [parktran@unm.edu](mailto:parktran@unm.edu)

Phone: 505-277-1938

2401 Redondo Dr. NE


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

[pats.unm.edu](https://pats.unm.edu)  
505-277-1938 | [parktran@unm.edu](mailto:parktran@unm.edu)

  @UNMPATS  @UNM\_PATS



# Custodian of Public Records Office

THE UNIVERSITY OF  
NEW MEXICO

UNM A-ZmyUNMDirectoryHelp ▾more ▾Search

UNM / About

About

FAQ

**For Transcript Inquires  
please  
visit <http://registrar.unm.edu>**[Submit a Request](#)**Custodian of Public Records**  
MSC05 3440  
1 University of New Mexico  
Albuquerque, NM 87131-0001  
**Physical Location:**  
Scholes Hall  
Room 208  
Phone: (505) 277-5035  
[unmipra@salud.unm.edu](mailto:unmipra@salud.unm.edu)[Submit a Request](#)

Website: [publicrecords.unm.edu](http://publicrecords.unm.edu)

Email: [unmipra@salud.unm.edu](mailto:unmipra@salud.unm.edu)

# FINAL QUESTIONS & WRAP UP

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



**THANK YOU!**

**WELCOME TO  
UNM!**

