



**THE UNIVERSITY OF
NEW MEXICO[®]**

**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)
10:15 a.m.	Wrap up Final Questions Acknowledgement Form Feedback Survey	EOD/New Employees



THE UNIVERSITY OF
NEW MEXICO



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!

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

The screenshot displays the 'New Employee Experience' page on the University of New Mexico website. At the top, there is a navigation bar with the UNM logo, 'THE UNIVERSITY OF NEW MEXICO', and links for 'UNM A-Z', 'myUNM', 'Directory', 'Help', and 'more'. A search bar is also present. Below the navigation bar, the main heading is 'New Employee Experience'. 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 steps, each in a grey box with a red circle containing a number: 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.

New Employee Experience
Website: 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>



Getting to Know 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

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

GALLUP

**UNM HEALTH
PARTNERSHIPS**

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

LOS ALAMOS

**ACADEMICS &
SUPPORT**

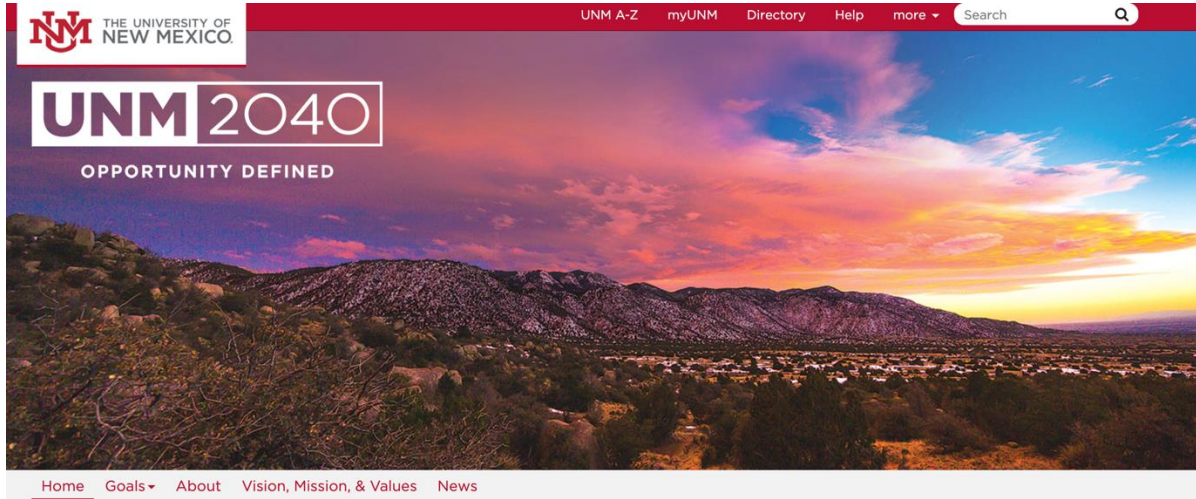
School of Medicine
College of Nursing
College of Pharmacy
College of Population Health
UNM Health Sciences Rio Rancho
UNM Comprehensive Cancer Center
UNM HSC Library & Informatics Center

TAOS

RESEARCH

VALENCIA

UNM 2040



Goal One:
Advance New Mexico

Goal Two:
Student Experience and Educational Innovation

Goal Three:
Inclusive Excellence

Goal Four:
Sustainability

Goal Five:
One University

Five vertical cards representing the goals. Each card has an icon at the top, a bold title, a short description, and a 'Learn More' button at the bottom.

- Advance New Mexico**: Icon of a map with a crosshair. Description: 'Understand the unique opportunities of our distinct cultures'. Button: 'Learn More'.
- Student Experience & Educational Innovation**: Icon of a graduation cap. Description: 'Transform the educational experience'. Button: 'Learn More'.
- Inclusive Excellence**: Icon of an open book over a globe. Description: 'Utilize an equity and inclusion lens to expand opportunity'. Button: 'Learn More'.
- Sustainability**: Icon of a sun and a leaf. Description: 'Create long-term sustainability'. Button: 'Learn More'.
- One Univeristy**: Icon of the UNM logo. Description: 'Achieving 2040 goals'. Button: 'Learn More'.

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
- Rave (Lobo) Guardian Mobile App: <http://loboguardian.unm.edu/>
- Campus Safety Website: campussafety.unm.edu

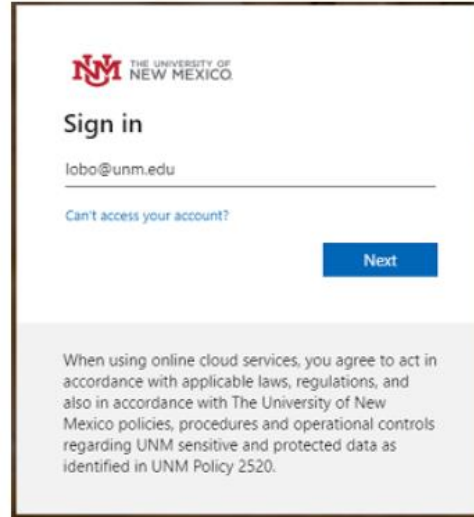


“First Things First” A Checklist for Your Lobo Journey



Your First Day

- NetID/HSC ID



The screenshot shows a web page for signing into a NetID/HSC ID account. At the top left is the University of New Mexico logo, consisting of the letters 'NM' in a stylized red font with 'THE UNIVERSITY OF NEW MEXICO' in a smaller, black, sans-serif font to its right. Below the logo, the text 'Sign in' is displayed in a bold, black font. Underneath, the email address 'lobo@unm.edu' is entered into a text field. Below the text field is a blue button with the word 'Next' in white. To the left of the button is a link that says 'Can't access your account?'. 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 'Sign in' page for The University of New Mexico, featuring the UNM logo, the text 'Sign in', and an email address field containing 'lobo@unm.edu'. Below the email field is a link that says 'Can't access your account?'. The foreground document is a 'Form W-4 Employee's Withholding Certificate' for the year 2023. It includes the following text: 'Form W-4', '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.', and 'Your withholding is subject to review by the IRS.'. The form is issued by the Department of the Treasury, Internal Revenue Service. It contains several sections: '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', and '(c) Single or Married filing separately', 'Married filing jointly or Qualifying surviving spouse', and '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.)'. There is also a question: '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.'



Your First Day

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



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

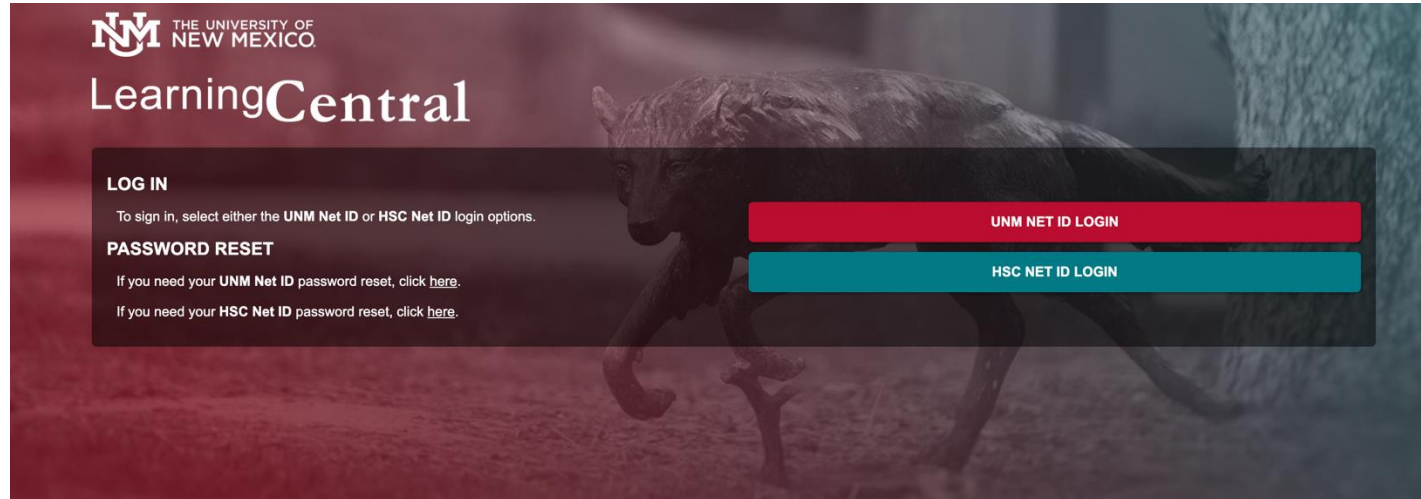


Your First Week

- Update worksite address in Demographic Self-Service
Go to 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



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



Presenter Q & A



Engagement & Organizational Development (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.

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

Website: hr.unm.edu/eod

Email: eod@unm.edu

Phone: 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

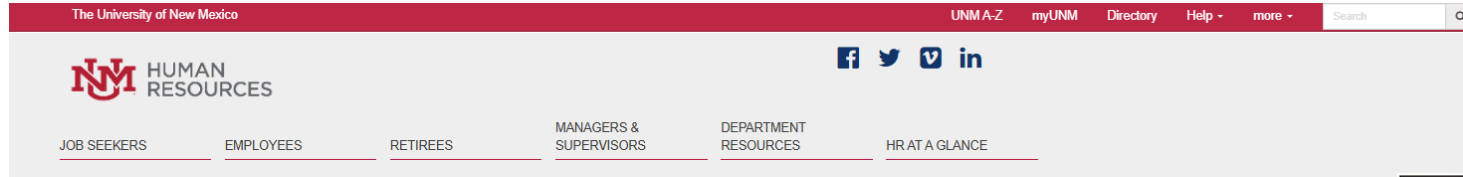
Phone: 505-277-2353

HR Benefits

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.

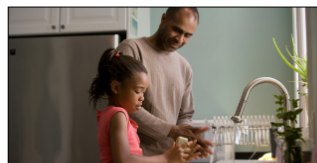
Learn more about the Benefits & Employee Wellness programs and resources

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



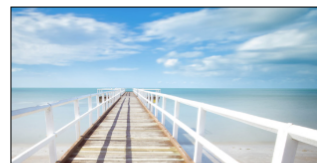
Benefits Enrollment

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

Top wellness tools for new employees:

- Johnson Center and Domenici gyms
- Lobo Trails walking paths
- Live workouts and stretch breaks on Zoom
- Free nutrition consultations!
- Free fitness consultations!
- Free financial planning consultations!

Counseling Assistance & Referral Services (CARS)



A confidential Employee Assistance Program (EAP) serving the faculty, staff, their domestic partners and retirees of UNM Main Campus, Branch Campuses and 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
- Trainings and Workshops
- Critical Incident Stress Management
- Frontline Employee, Frontline Supervisor

Appointments: (505) 272-6868

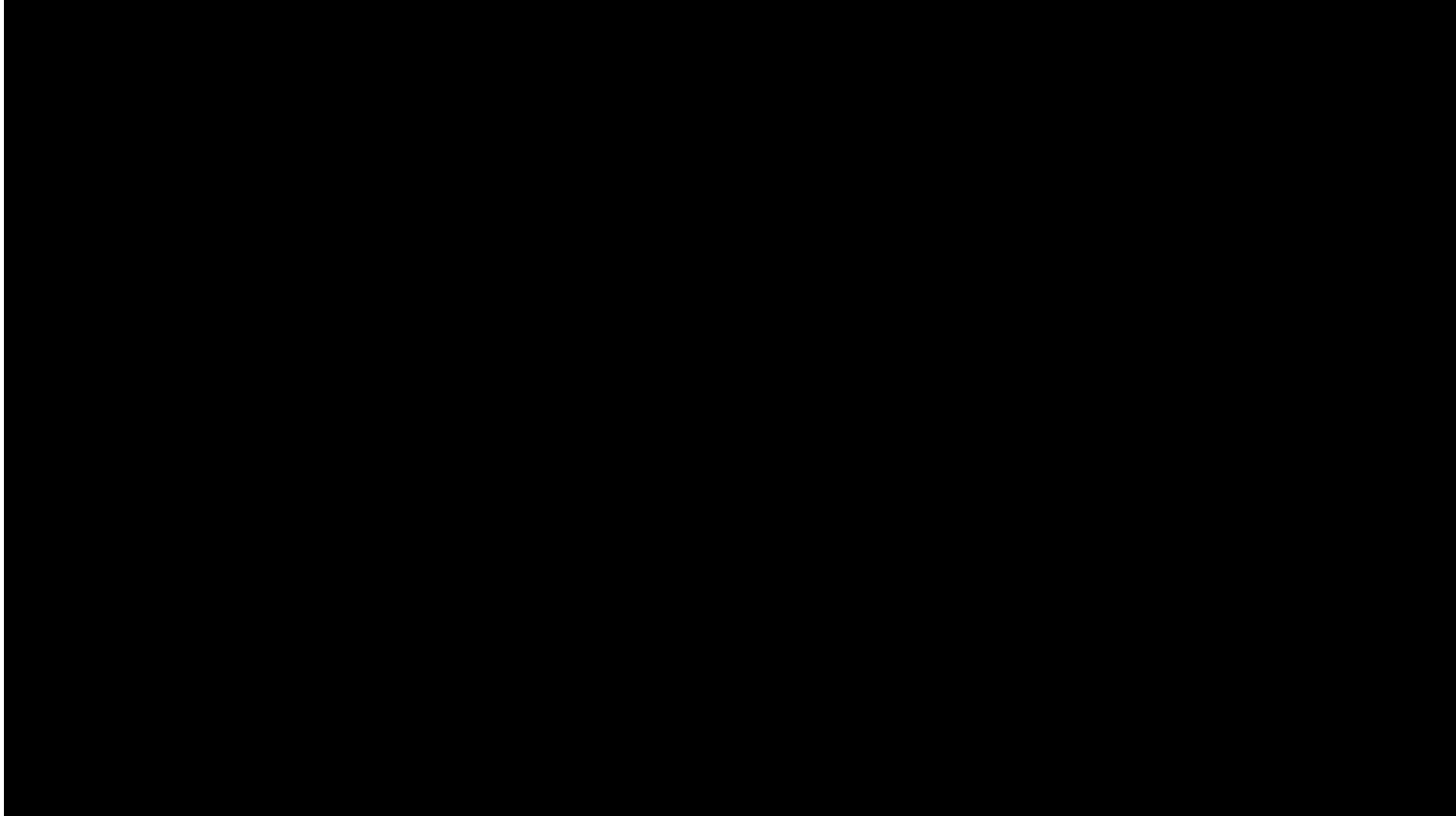
1800 Mesa Vista Rd. NE

Monday-Friday, 8 a.m.-5 p.m.

CARS website: cars.unm.edu

UNM CARS Policy 3750

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



FINAL QUESTIONS & WRAP UP

- 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.

Powered by Microsoft Forms | The owner of this form has not provided a privacy statement as to how they will use your response data. Do not provide personal or sensitive information.

| [Terms of use](#)

UNM New Employee Experience Attendance





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

New Employee Experience Completion Survey

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



THANK YOU!

**WELCOME TO
UNM!**

