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# HR Process Improvement Forums

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August 12 & 14, 2014

# Agenda

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- University Updates
- Timesheet Review Resources
- UNM Residence Life & Student Housing Onboarding Program



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Human Resources*

# University Updates

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**LaTrenia McDaniel**  
**Strategic Support Manager**

# New HR Employees

- Alma Aguilar – HR Consultant, Client Services
- Bethany Miller – Staff Recruitment Specialist
- Sofia Garcia– Staff Recruitment Specialist



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# Timesheet Review Resources

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**Magdalena Vigil-Tullar**  
**Director, Employee Relations**

# Timesheet Review Resources

Timesheet Review Resources are available on the HR website:

- <http://hr.unm.edu/managers.php>
- **Under Management Resources**



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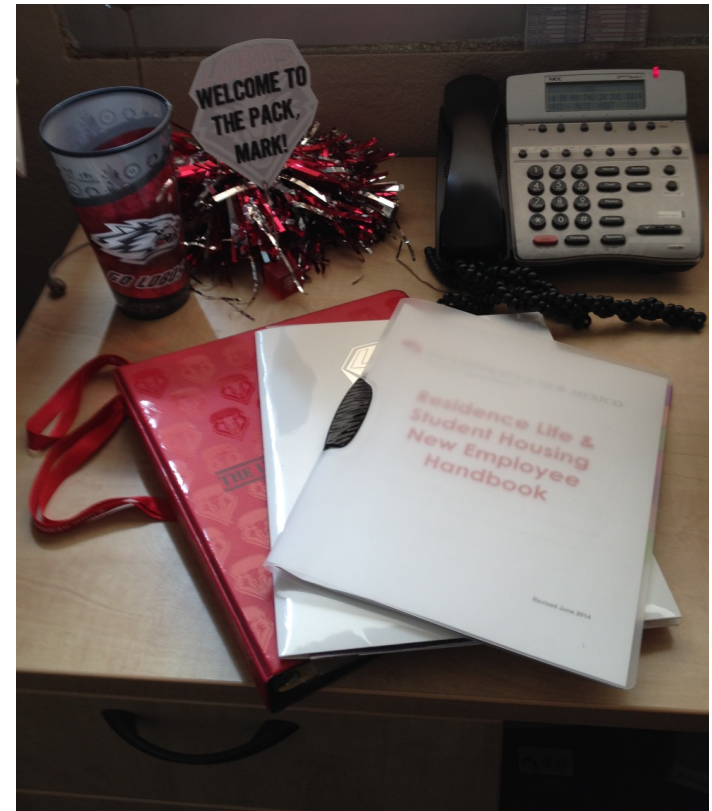
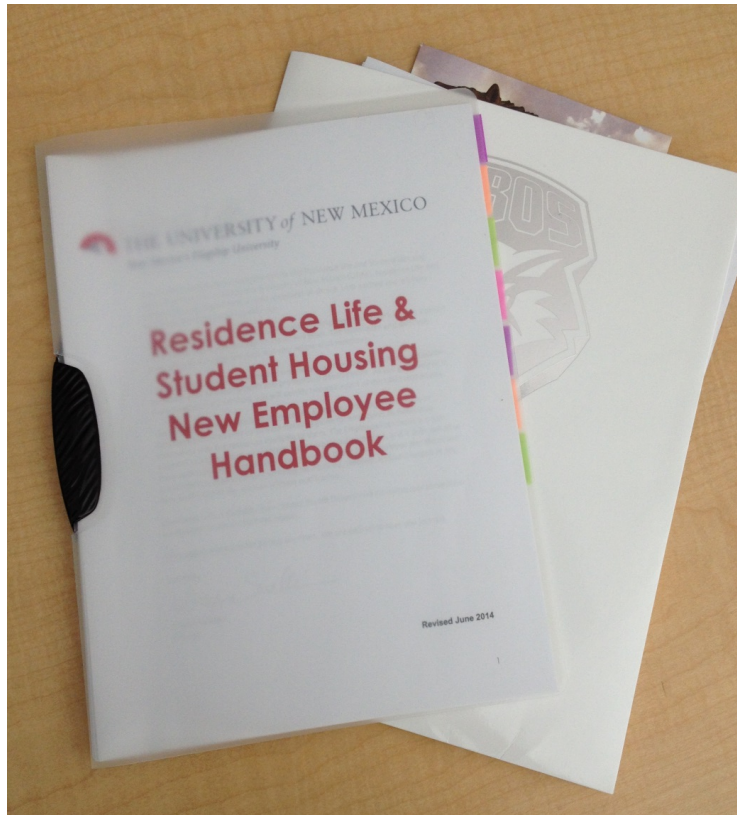
*Residence Life & Student Housing*

# UNM Residence Life & Student Housing Onboarding Program

**Stacie Jackson**

**Administrative Coordinator:  
Residence Life and Student  
Housing**

# Welcome Materials





# Welcome Packet



# Who We Are

## *Residence Life* & Student Housing

Welcome!

It is my sincere pleasure to welcome you to the Residence Life and Student Housing team. Thank you for choosing the University of New Mexico (UNM), Residence Life and Student Housing Department as your employer of choice. I am excited you are here and I look forward to working with you.

You are joining a group of dedicated and talented employees who work hard in support of the University of New Mexico's mission and goals. The knowledge and skills you bring will support UNM students and your fellow staff members.

I encourage you to take advantage of the many opportunities and resources available to you for your personal growth and professional development. As you get involved in these programs and services, you will quickly become a part of the UNM community.

The University of New Mexico Residence Life & Student Housing New Employee Handbook is created only as an informational guide for employees to familiarize themselves with the resources available to them. The Employee Handbook is a not intended as an employment contract, either expressed or implied, and it does not alter the at-will status of the employee. The provisions of the New Employee Handbook are not conditions of employment and may be modified, revoked, and/or changed at any time by the University, with or without notification.

Employees with a disability may contact the HR Department Administrator for another mechanism to obtain this information.

Once again, thank you for joining our team. We are excited to have you join us!

Sincerely,



Wayne Sullivan  
Director

- Welcome Letter from Director
- Unit Descriptions
- Department Mission & Values
- University Mission & Values
- Organizational Chart

# General Information

- Helpful Information for Employees
- Acronyms & Words to Know
- Health and Wellness Resources

## Important Information for Employees



### **Campus Parking & Parking Permits**

To purchase an on-campus parking permit, please contact the Parking and Transportation Services Department at <http://pats.unm.edu/>. UNM Parking and Transportation Services (PATS) offers many parking options, as well as shuttle services for employees and students required to park in further lots. For close parking, we recommend A Lot, Yale Parking Structure, or the IT Parking Structure.

Residence Life and Student Housing has a few reserved spots designated for professional staff required to live on-campus. However, if these staff members request additional parking options, parking permits must be purchased from PATS as the employee's expense.

### **Career Development**

After you have successfully completed the six-month probationary period, you are eligible to enroll in a career development program. Talk to your supervisor about your career interests or visit Career Management/Career Development on the HR website: [hr.unm.edu](http://hr.unm.edu).

### **Computer Access**

Within Residence Life and Student Housing there are many staff members that require a computer to perform their duties and assignments and there are many staff members that do not. For those staff members who do not require a computer to perform the majority of their work, a designated work station is available within a few department locations for employees to use during scheduled breaks. These are shared computers and should not be used to save personal documents. Please be careful to ensure that the internet browser does not save your personal information or passwords.

For employees who do require a computer to perform their duties, you will be assigned a department computer within your office space. Upon starting your position within Residence Life and Student Housing, you must sign a Computer Use Policy form and give the form to your manager. A copy of this form is located in the New Employee Checklists and Forms section of this handbook.

Since you will have access to a University computer, you are responsible for learning the programs required to perform your duties. Training is provided through Learning Central: <https://learningcentral.health.unm.edu/learning/user/login.jsp>

### **Computer Assistance**

If you encounter an issue with your computer station, please contact the Institutional Support Services IT Department first. To submit a [work ticket](http://worktickets.go.unm.edu/ppd), go to [iss.unm.edu/ppd](http://worktickets.go.unm.edu/ppd). Then select the icon for *Submit a Service Request (Work Order)*.

Then go to the left hand side and select the link for *Submit a Request*. Follow the steps to submit your request and include as much information as possible regarding your problem or need. You should be contacted by ISS IT within 1-2 business days.



# New Employee Orientation Program

- Mentor/Buddy
- Training and onboarding checklist
- Resources needed
- Meetings with Managers
- Policy Review
- Position-Specific Training
- Website Scavenger Hunt

# Forms

- Confidentiality
- Computer Use
- Long Distance Code Request
- Onboarding Evaluation

## Residence Life and Student Housing New Employee Orientation Survey

Please fill out this survey and return to the address below. Your feedback will help us to continually improve the process for new employees in Residence Life and Student Housing. All answers will remain anonymous.

1. Was the New Employee Handbook helpful to you as a new employee in Residence Life and Student Housing? Why or why not?

- Yes
- No

Why or why not?

2. Was the New Employee Mentoring Program helpful to you as a new employee in Residence Life and Student Housing? Why or why not?

- Yes
- No

Why or why not?

3. Are there any changes to either the Handbook or the Mentorship Program that would have improved your experience as a new Residence Life and Student Housing employee?

- Yes
- No

If yes, what changes would you like to see made?

# Questions?

