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YOUR LOBO JOURNEY
Welcome to UNM. Below is a quicklist of the steps you need to take to become a successful Working Lobo.

1. OFFER LETTER RECEIVED & ACCEPTED
2. REVIEW EMPLOYEE CHECKLIST
3. REVIEW NEW EMPLOYEE EXPERIENCE WEBSITE
   newemployee.unm.edu
4. COMPLETE ALL MODULES IN "YOUR LOBO JOURNEY"
   newemployee.unm.edu
5. SUBMIT THE NEE COMPLETION SURVEY
6. ATTEND THE REQUIRED NEW EMPLOYEE INFORMATION ZOOM SESSION
   unm.zoom.us/j/8400477327 | Password: NEE2020

Don’t Forget!
View the UNM President’s Welcome Message and other orientation videos on the New Employee Experience Home Page.
newemployee.unm.edu
Welcome to the University of New Mexico, where each of us defines all of us. We are 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.

The following checklist is designed to ensure that your UNM career kicks off as smoothly as possible, addressing a number of logistics that will help you embark on your new position. Be sure to check with your supervisor for any additional requirements.

Please be aware that while the University's precautions regarding COVID-19 are in place, some departmental staff are working remotely. Prior to making a trip to main campus, Health Science Center and branch campuses, we recommend you contact departments by email for their current hours of operation and procedures. For up-to-date information, visit the UNM Coronavirus (COVID-19) website and Coronavirus Guidance for Employees.

Up-to-date employee information is available on the Human Resources website at hr.unm.edu. To answer frequently asked questions, check our New Employee Toolkit at hr.unm.edu/new-employee-toolkit.

Still have questions? Contact the UNM Employee & Organizational Development Department at eod@unm.edu, or 505.277.1555, or visit the EOD website at hr.unm.edu/eod.
COMPLETE THIS CHECKLIST ALONG WITH YOUR NEW EMPLOYEE EXPERIENCE JOURNEY

Get Started

- Go to newemployee.unm.edu and click on Your Lobo Journey to watch the new employee orientation presentation.

- Navigate through the bar located on the New Employee Experience webpage and review the following sections:

1. **Before Your First Day** (Service Center)
   - Sign your offer letter
   - Complete additional employment forms
   - Get your temporary parking permit
   - Review the UNM benefits available to you

2. **First Day**
   - Create [Net ID](#)
   - Set up your [direct deposit](#)
   - Complete [W-4](#)
   - Get your Employee ID ([LoboCard](#) and/or [HSC Badge](#))
   - Get your office keys ([Lock Shop](#))

3. **First Week**
   - Get a permanent parking permit
   - Complete your department’s orientation
   - Meet with your supervisor and team
   - Enroll in your Benefit plans before your 60th Day

4. **First Month**
   - Get to know [MyUNM](#)
   - Complete [Mandatory Training](#) and any department-specific training required
   - Are you an HSC employee? Be sure to complete HSC specific trainings

5. **First Three Months**
   - Explore the many resources and opportunities available to you as a Working Lobo, from recreational and fitness opportunities to continuing your education.

6. **Final Steps**
   - Meet with your supervisor for one-on-one performance discussions
   - Review six-month performance evaluation with your supervisor
   - Complete our survey about your onboarding experience!
# 2020 New Employee Online Information Session Agenda

Every Monday from 8:30 a.m. – 9:30 a.m.

<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Presented by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15 - 8:35 a.m.</td>
<td>Zoom Session Opens</td>
<td>EOD</td>
</tr>
<tr>
<td>8:35 - 8:40 a.m.</td>
<td>Welcome/Agenda Review</td>
<td>EOD</td>
</tr>
<tr>
<td>8:40 - 8:45 a.m.</td>
<td>Let’s Get Acquainted!</td>
<td>EOD/New Employees</td>
</tr>
<tr>
<td>8:45 - 8:55 a.m.</td>
<td>Questions/Issues Regarding NEE Website and “Your Lobo Journey”</td>
<td>EOD</td>
</tr>
<tr>
<td>8:55 - 9:20 a.m.</td>
<td>Departmental Introductions and Q &amp; A</td>
<td>EOD/HR Client Services, HR Benefits &amp; Employee Wellness, UNM Payroll, Parking &amp; Transportation Services (PATS), Custodian of Public Records Office (IPRA)</td>
</tr>
<tr>
<td>9:20 - 9:25 a.m.</td>
<td>Wrap Up/Final Questions</td>
<td>EOD</td>
</tr>
<tr>
<td>9:25 – 9:30 a.m.</td>
<td>Online Survey</td>
<td>EOD/New Employees</td>
</tr>
<tr>
<td>9:35 a.m.</td>
<td>Zoom Session Ends</td>
<td>EOD</td>
</tr>
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## UNM 2020 Holiday Schedule

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin Luther King</td>
<td>January 20</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>May 25</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 3</td>
</tr>
<tr>
<td>Labor Day</td>
<td>September 7</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>November 26-27</td>
</tr>
<tr>
<td>Winter Break</td>
<td>December 23, 2020 – January 1, 2021</td>
</tr>
</tbody>
</table>

## UNM 2021 Holiday Schedule

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin Luther King</td>
<td>January 18</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>May 31</td>
</tr>
<tr>
<td>Independence Day Observed</td>
<td>July 5</td>
</tr>
<tr>
<td>Labor Day</td>
<td>September 6</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>November 25-26</td>
</tr>
</tbody>
</table>

For more information on UNM Holidays, including the Campus Calendar, Payroll Schedule, and UNM Events Calendar, visit the HR Calendars Page at [hr.unm.edu/calendars](http://hr.unm.edu/calendars).

For more information regarding UNM Holidays, see the [University Administrative Policy 3405](http://hr.unm.edu/calendars).
## UNM Payroll Schedule

### 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](http://confluence.unm.edu)

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### Bi-Weekly Payroll (2R)

#### Non-exempt Time Entry

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Time Entry Deadline</th>
<th>Pay Date</th>
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<tbody>
<tr>
<td>1 12/21/19 - 01/03/20</td>
<td>01/06/20</td>
<td>01/10/20</td>
</tr>
<tr>
<td>2 01/04/20 - 01/17/20</td>
<td>01/17/20</td>
<td>01/24/20</td>
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<tr>
<td>3 01/18/20 - 01/31/20</td>
<td>02/03/20</td>
<td>02/07/20</td>
</tr>
<tr>
<td>4 02/01/20 - 02/14/20</td>
<td>02/17/20</td>
<td>02/21/20</td>
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<tr>
<td>5 02/15/20 - 03/28/20</td>
<td>03/02/20</td>
<td>03/06/20</td>
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<tr>
<td>6 03/29/20 - 03/13/20</td>
<td>03/16/20</td>
<td>03/20/20</td>
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<td>7 03/14/20 - 04/07/20</td>
<td>04/03/20</td>
<td>04/07/20</td>
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<td>8 04/08/20 - 04/11/20</td>
<td>04/13/20</td>
<td>04/17/20</td>
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<td>9 04/12/20 - 05/05/20</td>
<td>04/22/20</td>
<td>05/01/20</td>
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<tr>
<td>10 05/06/20 - 05/09/20</td>
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<td>11 05/10/20 - 05/22/20</td>
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<td>13 06/06/20 - 06/19/20</td>
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<td>14 06/20/20 - 07/03/20</td>
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<td>15 07/04/20 - 07/11/20</td>
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<td>16 07/12/20 - 07/29/20</td>
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<td>10/26/20</td>
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<td>23 10/24/20 - 11/06/20</td>
<td>11/09/20</td>
<td>11/13/20</td>
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<tr>
<td>25 11/21/20 - 12/04/20</td>
<td>12/07/20</td>
<td>12/11/20</td>
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<tr>
<td>26 12/05/20 - 12/18/20</td>
<td>12/18/20</td>
<td>12/24/20</td>
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### Monthly Payroll (5R)

#### Exempt Exception Time

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<th>Pay Period</th>
<th>Exception Time Deadline</th>
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<td>3 03/01/20 - 03/31/20</td>
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<td>4 04/01/20 - 04/30/20</td>
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<td>5 05/01/20 - 05/31/20</td>
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<td>6 06/01/20 - 06/30/20</td>
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<td>06/30/20</td>
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<tr>
<td>7 07/01/20 - 07/31/20</td>
<td>07/12/20</td>
<td>07/31/20</td>
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<tr>
<td>8 08/01/20 - 08/31/20</td>
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<td>08/31/20</td>
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<td>9 09/01/20 - 09/30/20</td>
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<td>10 10/01/20 - 10/31/20</td>
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<tr>
<td>11 11/01/20 - 11/30/20</td>
<td>11/12/20</td>
<td>11/30/20</td>
</tr>
<tr>
<td>12 12/01/20 - 12/31/20</td>
<td>12/14/20</td>
<td>12/22/20</td>
</tr>
</tbody>
</table>

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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
SHAC Services

Health Services for UNM Faculty, Staff, and Retirees
505-277-3136

Full Service Pharmacy
Our pharmacy fills prescriptions from all licensed practitioners, including providers outside UNM. Open five days a week, we offer a variety of prescription and over-the-counter medications.

Travel
Taking a trip? Our providers will sit down with you one-on-one to make sure you have the appropriate immunizations and medications to have a safe and healthy trip.

Licensed Massage Therapists
Schedule a massage appointment over your lunch break or after work. SHAC’s licensed massage therapists specialize in a variety of massage techniques. Massage appointments are 50 minutes.

For more information about SHAC services, appointments and accepted insurances, visit the SHAC website.
# Police Officer’s Assoc & United Staff-UNM Bargaining Unit

## Police Officer’s Association
### Bargaining Unit

<table>
<thead>
<tr>
<th>Covered Titles</th>
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<tbody>
<tr>
<td>Detectives</td>
</tr>
<tr>
<td>Patrol Officers</td>
</tr>
<tr>
<td>Corporals</td>
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<tr>
<td>Sergeants</td>
</tr>
</tbody>
</table>

## Contact Information

<table>
<thead>
<tr>
<th>Rep. Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrew Drexler - President</td>
</tr>
<tr>
<td>Nathan Lerner - Vice President</td>
</tr>
<tr>
<td>Daniel Gallegos - Treasurer</td>
</tr>
<tr>
<td>Patrick Klaures - Secretary</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hohonka Hall</td>
</tr>
<tr>
<td>2500 Campus Blvd NE</td>
</tr>
<tr>
<td>Albuquerque, NM 87131</td>
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## United Staff-UNM Bargaining Unit

<table>
<thead>
<tr>
<th>UNM Education Support Unit Job Titles</th>
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<tbody>
<tr>
<td>ACADEMIC ADVISOR</td>
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<tr>
<td>COORD PURCHASING</td>
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<tr>
<td>ADMIN ASSISTANT II</td>
</tr>
<tr>
<td>COORD RECREATIONALSERVICES</td>
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<tr>
<td>ADMIN ASSISTANT III</td>
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<tr>
<td>COORD RECRUITMENT SVS</td>
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<tr>
<td>ADMIN ASST TO ATHLETIC DIRECTOR</td>
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<tr>
<td>COORD RECYCLING</td>
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<tr>
<td>ADMISSIONS OFFICER</td>
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<tr>
<td>COORD REGISTRATION</td>
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<td>ATHLETIC ADMISSIONS SPEC</td>
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<td>COORD RESEARCH</td>
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<tr>
<td>BR/DIV FINANCIAL AID ADVISOR</td>
</tr>
<tr>
<td>COORD SCHEDULING</td>
</tr>
<tr>
<td>BUYER II</td>
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<tr>
<td>COORD SPECIAL EVENTS</td>
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<tr>
<td>CHILD CARE WORKER</td>
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<tr>
<td>COORD SPORTS FACILITIES EVENTS</td>
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<td>CHILD DEVELOPMENT ASSOCIATE</td>
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<td>COORD STAFFING</td>
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<td>COORD COOP PURCHASING PROGRAMS</td>
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<td>COORD STUDENT ACTIVITIES</td>
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<td>COORD STUDENT SVS</td>
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<td>COORD TAMARIND INSTITUTE</td>
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<td>COORD GRAD PROGRAMS</td>
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<td>COORD TICKET OFFICE</td>
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<tr>
<td>COORD GRADUATION</td>
</tr>
<tr>
<td>DEVELOPMENT ASSISTANT</td>
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<tr>
<td>COORD INSTRUCTIONAL MATERIALS</td>
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<tr>
<td>DEVELOPMENT COORDINATOR</td>
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<td>COORD INVENTORY CONTROL</td>
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<tr>
<td>EDUCATIONAL SITE COORD</td>
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<td>COORD JOB DEVELOPMENT</td>
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<td>FACULTY SERVICES ASST</td>
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<td>COORD PLACEMENT</td>
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<tr>
<td>FINANCIAL AID ADVISOR</td>
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<tr>
<td>COORD PUBLIC EVENTS</td>
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<td>COORD PROCUREMENT CARD SVCS</td>
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<td>COORD PROGRAM ADVISEMENT</td>
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<tr>
<td>FISCAL SERVICES TECH</td>
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<td>GRANTS COORD</td>
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## UNIT OFFICE OF THE MEDICAL INVESTIGATOR (OMI)

<table>
<thead>
<tr>
<th>Unit Job Titles</th>
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<tbody>
<tr>
<td>MORPHOLOGY TECHS</td>
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<tr>
<td>DEPUTY MEDICAL INVESTIGATORS</td>
</tr>
<tr>
<td>SR MORPHOLOGY TECHS</td>
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<tr>
<td>SR DEPUTY MEDICAL INVESTIGATORS</td>
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## Contact Information

<table>
<thead>
<tr>
<th>Rep Name</th>
<th>Rep. Title</th>
</tr>
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<tbody>
<tr>
<td>Doris Williams</td>
<td>President</td>
</tr>
<tr>
<td>Lois Kennedy</td>
<td>Educational Support Vice President</td>
</tr>
<tr>
<td>Janice Blevins</td>
<td>OMI Unit Vice President</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Address</th>
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<tbody>
<tr>
<td>USUNM Union, Local 8155</td>
</tr>
<tr>
<td>PO Box 27278</td>
</tr>
<tr>
<td>Albuquerque, NM 87125</td>
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REV: 08/21/2020
<table>
<thead>
<tr>
<th>Maintenance &amp; Operations Position Titles</th>
<th>Clerical/Technical Position Titles</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>GRADE 2</td>
<td>GRADE 3</td>
<td>Rep. Name</td>
</tr>
<tr>
<td>Courier</td>
<td>Data Entry Operator I</td>
<td>Robin Gould</td>
</tr>
<tr>
<td>Roofer</td>
<td>Nutrition Tech</td>
<td>Dist. 7 Staff Rep</td>
</tr>
<tr>
<td>Sports Equipment Attendant</td>
<td>Office Assistant</td>
<td>Donald Aire</td>
</tr>
<tr>
<td>GRADE 3</td>
<td>Postal Clerk</td>
<td>Dan Secret</td>
</tr>
<tr>
<td>Auto Tech Helper</td>
<td>Shipping/Receiving Clerk</td>
<td>Michelle Lewis</td>
</tr>
<tr>
<td>Custodian</td>
<td>Telephone Operator</td>
<td>Eric Bodwell</td>
</tr>
<tr>
<td>Driver/Van</td>
<td></td>
<td>Sandra Oliver</td>
</tr>
<tr>
<td>Food Service Worker</td>
<td></td>
<td>Charles Compton</td>
</tr>
<tr>
<td>Grounds Tech Mover</td>
<td></td>
<td>Shirley Martinez</td>
</tr>
<tr>
<td>Recycling Tech</td>
<td></td>
<td>Cynthia Hinkle</td>
</tr>
<tr>
<td>Turf Tech</td>
<td></td>
<td>Dale Welch</td>
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<tr>
<td>GRADE 4</td>
<td></td>
<td>Joaquin Garcia</td>
</tr>
<tr>
<td>Baker</td>
<td>Nursing Asst (Non-Certified)</td>
<td>Milego Padilla</td>
</tr>
<tr>
<td>Cook</td>
<td>Cashier</td>
<td>Benjamin Borman</td>
</tr>
<tr>
<td>Gardener</td>
<td>Customer Service Associate</td>
<td>Danie Gonzalez</td>
</tr>
<tr>
<td>Painter I</td>
<td>Library Aide</td>
<td>Juan Hernandez</td>
</tr>
<tr>
<td>Sr. Sports Equip Attendant</td>
<td>Med Records Clerk</td>
<td>Ernest Lucero</td>
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<tr>
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<tr>
<td>Food Svc Site Operator</td>
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<td>Senior Cook</td>
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<tr>
<td>Turf Equip Tech</td>
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<tr>
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<td>GRADE 6</td>
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<td>Metalls Tech I</td>
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<tr>
<td>Painter II</td>
<td>Finish carpentry/Finish Tech</td>
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<tr>
<td>Shop Tech</td>
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<td>GRADE 7</td>
<td>Metals Tech &amp; Sheet Metal</td>
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<td>GRADE 3</td>
<td>Structural Tech I</td>
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<td>GRADE 8</td>
<td>Admissions Rep/Customer Srvcs</td>
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<tr>
<td>Certified Auto Tech</td>
<td>TV Traffic Tech</td>
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<td>GRADE 9</td>
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</table>

Address and Phone Numbers
CWA Local 7,076
460 St Michael's Drive, Suite 1000
Santa Fe, NM 87505
(505) 955-0534 office
(505) 983-1867 fax

REV 06/21/2020
<table>
<thead>
<tr>
<th>Building Name</th>
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<td>Building 4: Elizabeth Waters Center for Dance at Carlisle Gymnasium (CWG)</td>
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<td>Building 8: Bandelier Hall East (BANDIE)</td>
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<td>Building 68: Music Hall (MUSIC)</td>
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**Points of Interest**

- **Admistration & Enrollment (BDG 601)**: N.15
- **Experiential TESD Center (BDG 300)**: M.15
- **The Arts Library (George Pearl Hall - BDG 315)**: M.15
- **GEOLOGY MUSEUM (BDG 320)**: K.15
- **Science Center (BDG 310)**: K.15
- **Human Resources (BDG 315)**: J.15
- **Metropolitan Museum of Natural History (BDG 320)**: J.15
- **Popelka Hall (BDG 320)**: J.15
- **Keller Hall (BDG 320)**: J.15
- **Museum of Natural History (BDG 320)**: J.15
- **Welcome Center (BDG 320)**: J.15
Creating a NetID

The UNM NetID is a login ID that is used to access a variety of systems on campus including LoboMail, myUNM, and Learning Central. For general information on UNM NetID policies and procedures, visit the FastInfo site or it.unm.edu/accts/faq.html

- Open any browser and type the following link in the address line: netid.unm.edu

- Click on the I am new – I need a NetID link and follow the instructions.

- The following will page will display.
- Enter your First Name and Last Name in the appropriate field.
- Click on the I agree button.

New NetID Creation
To create your NetID, you will have to provide your Social Security Number and birth date, and must also agree to the UNM policies for use of computer accounts.

Read The Policies And Accept
By completing this form, I agree to be bound by UNM policy on Acceptable Computer Use (Policy Number 25.00).

I also agree to the following conditions:
- I will be held responsible for misuse of this computer account
- I will not use the computer account for any commercial purpose
- I will not use the computer account to engage in any form of illegal software copying, on any other copyright infringement (including the illegal downloading of copyright music and video)
- I will not attempt to access accounts, files, or information belonging to others without their knowledge and consent
- I will not willfully use my computer account to harass or other computer users
- I will not use the computer account in such a way as to violate state or federal law, or any UNM policy

I understand that failure to comply with this agreement may result in sanctions against me, including removal of the account and disciplinary action, and may subject me to criminal penalties.

First Name: [Input] Last Name: [Input] [Submit] [I agree]
The following page will display. Complete the following:

1. **Confirm your identity**
   a. Enter your social security number (with dashes).
   b. Enter your birthdate mm/dd/yyyy.

2. **Choose Your Net ID** - It is recommended that you keep the NetID provided.

3. **Choose a Password** - Select and confirm your password using the standards below. For more information on valid NetID passwords, visit FastInfo.

4. **Choose your Security Questions** - Answer at least five security questions.

Click the OK button to create your NetID.

**WELCOME TO THE PACK!**