



THE UNIVERSITY *of* NEW MEXICO

LOBO U

New Employee Checklist

Your Guide to Becoming a Successful UNM Employee



UNM New Employee Website
<http://hr.unm.edu/newemp.php>

Welcome to the University of New Mexico. We are glad that you have joined us and are ready to contribute in a meaningful way to the mission and vision of the state's flagship institution of higher learning and one of the country's top research universities.

This 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 and department for any additional requirements. Up-to-date employee information is available on the Human Resources website: <http://hr.unm.edu/>

BRING THIS CHECKLIST WITH YOU TO LOBO U – NEW EMPLOYEE ORIENTATION

BEFORE YOUR FIRST DAY

Your hiring official will provide you with:

Your offer letter and other New Hire paperwork

MAIN AND BRANCH CAMPUS EMPLOYEES

- **You must complete all new hire paperwork at least three business days prior to your start date.** Download all forms at <http://hr.unm.edu/forms/newhires.php> or visit the Human Resources (HR) Service Center.
 - New Hire paperwork includes:
 - A signed copy of your formal offer letter
 - Policy Acknowledgement Packet
 - I-9 (**Your I-9 must be completed in person with proper identification at the HR Service Center**, or if not completed, you will **not** be allowed to continue working and *your payroll will not be processed.*)
 - W-4
 - Employee Demographic Form
 - New Mexico ERB Employer Data Form
 - ERB Beneficiary Form
 - Direct Deposit Form
 - Your offer letter will indicate whether or not a pre-employment, post-offer physical is required for your job:
 - If so, contact Employee Occupational Health Services (EOHS) at 505-272-8043
 - Download the EOHS Health Screening Questionnaire at: <http://medicine.unm.edu/programs-and-centers/coehp/common/docs/PreplacementHealthScreen5.30.13.pdf>

HEALTH SCIENCES CENTER (HSC) EMPLOYEES

- **You must complete all new hire paperwork at least three business days prior to your start date.** Download all forms at: <http://hr.unm.edu/forms/newhires.php> or visit the Human Resources (HR) Service Center.
- To sign your offer letter:
 - Visit HR Client Services, located on the **third floor** of the John & June Perovich Business Center, 1700 Lomas Blvd. NE, Albuquerque, NM
 - Hours: Monday – Friday, 8:00 am – 5:00 pm
 - Phone: 505-277-2013

- After signing your offer letter, proceed downstairs to the HR Service Center to complete your new hire paperwork
 - New Hire paperwork includes:
 - A signed copy of your formal offer letter
 - Policy Acknowledgement Packet
 - I-9 (**Your I-9 must be completed in person with proper identification at the HR Service Center** If not completed, you will **not** be allowed to continue working and *your payroll will not be processed.*)
 - W-4
 - Employee Demographic Form
 - New Mexico ERB Employer Data Form
 - ERB Beneficiary (Still Employed) Form
 - Direct Deposit Form

- Your offer letter will indicate whether or not a pre-employment, post-offer physical is required for your job:
 - If so, contact Employee Occupational Health Services (EOHS) at 505-272-8043.
 - Download the EOHS Health Screening Questionnaire
<http://medicine.unm.edu/programs-and-centers/coehp/common/docs/PreplacementHealthScreen5.30.13.pdf>

HR Service Center
 John & June Perovich Business Center
 1700 Lomas Blvd. NE, Albuquerque, NM
 Hours: Monday – Friday, 8:00 am – 5:00 pm
 Phone: 505-277-MyHR (6947)

Temporary Parking Pass:

- A one-week, temporary parking pass is provided to you for parking in Zones G, T, M, Q, Rio, and South

- Permanent Parking Pass:
 - Available after you receive your UNM employee ID card
 - Visit UNM Parking & Transportation Services (PATS)
 - 2401 Redondo Drive NE, across from the UNM Bookstore
 - Phone: 505-277-1938
 - Website: <http://pats.unm.edu/>

YOUR FIRST DAY

Attend LOBO U – New Employee Orientation as scheduled in your offer letter

TIME: 8:30 am – 12:10 pm

- Optional: From 12:00 – 12:10 a representative from HR Benefits is available to answer additional questions

LOCATION: The HR Service Center, first floor, Room 1016

PARKING: *GR “zone”*

- Parking lot is located on the southeast corner of University and Mesa Vista Rd.
- Walk down the hill to the Business Center, enter on Lomas Blvd.
- Be sure to fully display your temporary parking pass on your vehicle dashboard

ATTIRE: Business casual

SPECIAL SERVICES: If you require special services or assistance, contact Employee and Organizational Development (EOD) at 505-277-1555 **at least two weeks prior** to your scheduled orientation.

Get your Employee ID (Lobo Card and/or HSC Badge)

MAIN AND BRANCH CAMPUS EMPLOYEES

- Required Documents:
 - Government issued ID
 - UNM offer letter
- Location:
 - Student Union Building (SUB)
 - Building #60 on campus map
 - Level 1, Room 1067
 - Hours: Monday – Friday, 8:00 am – 4:45 pm
 - Phone: 505-277-9970
 - Website: <http://lobocard.unm.edu/>
- Branch Campus Employees: If you do not pick up your ID card while at main campus, check with your supervisor for a location at your campus that can print ID cards

HEALTH SCIENCES CENTER (HSC) EMPLOYEES

- Required Documents:
 - Government issued ID
 - Offer letter or contract
 - Access Authorization Form (provided at New Employee Orientation)
- Location:
 - UNM Main Hospital Badging Office
 - Next to the Neuroscience Center Clinic
 - Hours: Monday 10:30 – 3:00 pm, Tuesday – Friday, 7:00 am – 3:00 pm
 - Phone: 505-272-1757

Create a NET ID

MAIN AND BRANCH CAMPUS EMPLOYEES

- Self-created NET ID
 - Go to: <http://it.unm.edu/accounts/index.html>
 - This site walks you through the process to create a NET ID

HEALTH SCIENCES CENTER (HSC) EMPLOYEES

- Your NET ID is created for you
 - Confirm creation with your supervisor

Get Keys

MAIN CAMPUS & HEALTH SCIENCES CENTER (HSC)

- Required Documents:
 - Employee ID (Lobo Card or HSC Badge)
 - Key Authorization card(s) from your supervisor
- Lock Shop Location: 1839 Lomas Blvd. NE (NW corner of Lomas & Yale)
 - Building #230 on campus map
 - West of Planning & Campus Development bldg. 203
 - Phone: 505-277-1062
 - Hours: Monday – Thursday, 8:00 am – 5:00 pm
 - Website: <http://ppd.unm.edu/services/lock-shop.html>
- Required Documents:
 - Employee ID (Lobo Card or HSC badge)
 - Key Authorization Card(s) from your supervisor

BRANCH CAMPUSES

- Check with your supervisor

Set Up Your Voice Mail

- Get your phone extension from your department administrator
 - Learn how to activate your voice mail
 - Record your voice mail message

YOUR FIRST WEEK

Get a Permanent Parking Permit

- Required Documents:
 - Employee ID
 - Offer letter/contract
 - License make, model and plate number
 - Vehicle registration

- Parking & Transportation Services (PATS) Office:
 - 2401 Redondo Drive NE, across from the UNM Bookstore
 - Hours: Monday – Friday, 7:30 am – 5:00 pm
 - Phone: 505-277-1938
 - Website: <http://pats.unm.edu>
 - **Permit can be purchased through payroll deduction, credit card or cash**

- Branch Campuses: Check with your supervisor

Department Orientation (Schedule with your supervisor)

- Take a tour of the UNM campus (es) where you will work.
- Take a facilities tour of the building you work in to identify restrooms, fire exits, conference rooms, supply room, and break areas.
- Understand how your department is organized.
 - Ask your supervisor for an organizational chart.
- Learn about your department's mission, vision, values, goals, policies and procedures.
- Find out specific functions of your department.
- Meet your coworkers and the department leadership team.
- With your supervisor:
 - Review your job duties, responsibilities, expectations, and goals.
 - Discuss the performance standards for your position.
 - Discuss your work schedule.
 - Find out expectations regarding attendance.
 - Review the Department Safety Plan.
 - Are you a designated or non-designated employee in emergency situations?
 - Discuss how inter-office mail is handled within your department.
 - Discuss how the university mail system is handled.
 - Discuss how to request leave (annual/sick).
 - Learn how to clock-in/out (if applicable) and how to approve your work time.

YOUR 1st DAY – 30th DAY

Review information contained in *MyUNM*

- Go to: my.unm.edu
 - Log in with your NET ID
 - Explore the Employee Life or Faculty Life tab
 - Explore LoboWeb

Complete Annual Training (Required) and any applicable Department training:

- Training is conducted online through UNM Learning Central
<https://learningcentral.health.unm.edu>
 - Access to Learning Central is available **48 hours after** your NET ID is created
- Mandatory Training for **ALL NEW UNM Employees** (includes HSC and Branches)
 - New Employees will complete training within 30 days of hire date.
 - Basic Annual Safety Training – New Employees
 - Intersections: Preventing Harassment & Sexual Violence – New Employees
 - Ethics: A Framework for Ethical Decision Making – New Employees
 - Active Shooter on Campus: Run, Hide, Fight
- Mandatory Training for ***Health Sciences Center (HSC) Employees ONLY***
 - HIPAA Training
 - HSC Code of Conduct and Compliance Agreement
 - HSC Culture of Compliance
- Additional Training for New Employees
 - Check with your supervisor for any other required training
 - Check your Learning Central Training Plan

YOUR 1ST DAY – 60th DAY

Enroll in Benefit Plans:

- **Employees hired into a Benefits-Eligible position:**
 - 60 Day Enrollment Period: Complete your benefits enrollment within a 60 day enrollment period, starting with the date of hire in to the new benefits-eligible position.
 - For benefits and retirement information, go to the UNM HR website: <http://hr.unm.edu/>
 - If you have questions contact the HR Service Center
 - Phone: 505-277-MyHR (6947)

YOUR FIRST THREE MONTHS

Familiarize yourself with these resources and opportunities.

- Employee Health Promotion (EHP):** Provides programs and services to improve your health, fitness, and overall well-being.
 - Phone: 505-272-4460
 - Website: <http://hr.unm.edu/ehp/>

- UNM Recreational & Fitness Opportunities:**
 - Phone: 505-277-0178
 - Website: <http://recsvcs.unm.edu>

- Community & Commercial Discounts for UNM Employees (*Lobo Perks*):**
 - Website: <http://loboperks.unm.edu/>

- Counseling, Assistance, and Referral Services (CARS):** Professional, confidential source of help for UNM staff/faculty who are experiencing personal life concerns.
 - **For Supervisors:** a monthly newsletter, “The Frontline Supervisor” is available
 - Phone: 505-272-6868
 - Website: <http://www.cars.unm.edu/>

- Employee & Organizational Development (EOD):** Offers free training classes, workshops, and consulting services.
 - Phone: 505-277-1555
 - Website: <http://hr.unm.edu/eod>

- LOBO Club:** A non-profit organization that raises funds necessary to provide financial support for student athlete scholarships, facilities, and programs that support student athlete success.
 - Phone: 505-925-5014
 - Website: <http://unmloboclub.com/>

- UNM Faculty and Staff Club:** Brings faculty and staff together in a comfortable setting providing an area for receptions, lunch and beverage service, and social events.
 - Phone: 505-277-0045
 - Website: <http://fsca@unm.edu/>

- UNM Staff Council:** Serves as the voice for staff in shared governance at UNM by conveying information and making recommendations to the President and Board of Regents regarding interests and concerns of staff.
 - Phone: 505-277-1532
 - Website: <http://staffcouncil.unm.edu/>

- Ombuds/Dispute Resolution Services for Staff:** Ombuds serves as neutral and non-judgmental mediators or facilitators for issues raised by staff.
 - Phone: 505-277-2993
 - Website: <http://ombudsforstaff.unm.edu/>

- **UNM Copy Center:** Provides state-of-the-art production publishing, copies, graphic design, poster mounting, full range bindery, and other services.
 - Phone: 505-277-8267, 505-277-7276, or 505-272-4900
 - Website: <http://unmcopycenter.unm.edu/>

- **Office of Equal Opportunity (OEO):** Serves UNM’s students, faculty, and staff by promoting equal access to treatment for all. OEO promotes an environment free of discrimination and inequity in accordance with University values and policies, and with federal and state equal opportunity and affirmative action statutes and regulations.
 - Phone: 505-277-5251
 - Website: <http://oeo.unm.edu/>

- **Safety & Risk Services:** UNM department covering occupational and safety training, environmental affairs, insurance and risk management.
 - Phone: 505-277-2753
 - Website: <http://srs.unm.edu/>

- **UNM Institutional Policies and Procedures**
 - Website: <http://policy.unm.edu/>

- **University Administrative Policies and Procedures:**
 - Website: <http://policy.unm.edu/university-policies/index.html>

- **FastInfo:** A UNM “How to” database.
 - Website: <https://cushelp.com>

- **Lynda Training:** Thousands of technology, software, and other tutorials. **Free** to UNM students, staff, and faculty. Log in with your UNM NET ID.
 - Website: <http://lynda.unm.edu/>

- **UNM Continuing Education:** Offers a wide variety of technical skills, professional development, and personal interest classes. Tuition remission is available for some classes.
 - Phone: 505-277-0077
 - Website: <http://ce.unm.edu/>

- **IT Services:**
 - UNM Bookstore: <http://bookstore.unm.edu/>
 - Discounted Office MS (PC/Mac) and Windows
 - Apple repairs covered by warranty
 - Free UNM antivirus software for PC/Mac: <http://it.unm.edu/download/>
 - LoboMobile smartphone app: <http://lobomobile.unm.edu/>

- **Important Links for UNM Faculty and Staff:** <http://www.unm.edu/faculty-and-staff/>

- **UNM Child Care:** The Children’s Campus provides the children of UNM’s student, staff, and faculty parents with a high-quality early childhood experience. The Campus is a site for UNM student and faculty research, observation, and practicum.
 - Phone: 505-277-3365
 - Website: <http://childcare.unm.edu/>

YOUR FIRST SIX MONTHS

- Meet monthly with your supervisor for one-on-one performance discussions.
- Review six-month performance evaluation with your supervisor.

Other Helpful Sites:

- City of Albuquerque: <http://www.cabq.gov/>
- Bernalillo County: <http://www.bernco.gov/>
- City of Rio Rancho: <http://ci.rio-rancho.nm.us/>
- Motor Vehicle Division – New Mexico: <http://www.mvd.newmexico.gov>
- Albuquerque Public Schools: <http://www.aps.edu/>
- Rio Rancho Public Schools: <http://rrps.net/>
- Albuquerque Convention & Visitors Bureau: <http://www.visitalbuquerque.org/>
- New Mexico True – Adventures & Entertainment: <http://www.newmexico.org/>
- Santa Fe Travel Site: <http://santafe.org/>

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