




Checklist

Your Guide to Becoming a Successful UNM Employee

UNM New Employee Website
hr.unm.edu/new-employee-toolkit



Welcome to the University of New Mexico, where each of us defines all of us. We're excited that you're 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.

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 for any additional requirements. Up-to-date employee information is available on the Human Resources (HR) website: hr.unm.edu

***BRING THIS CHECKLIST WITH YOU
TO LOBO U ORIENTATION***

BEFORE YOUR FIRST DAY

Complete the following as soon as possible and no later than (3) business days prior to your start date.

Sign your Offer Letter

Once signed, the following tasks will begin to appear in UNMJobs or be emailed to you.

- Employee Demographic Form
- Employee Acknowledgements

If your letter states that a pre-employment, post offer physical is required for your job, please:

- Contact Employee Occupational Health Services (EOHS) at 505-272-8043
- Complete the [EOHS Health Screening Questionnaire](https://medicine.unm.edu/programs-and-centers/coehp/) located at medicine.unm.edu/programs-and-centers/coehp/ → Important Forms

Complete Other Forms

Obtain at HR Service Center or download at hr.unm.edu/new-employee-toolkit/:

- Form I-9 (**Failure to complete results in delay of employment and payroll processing**)
- NM Educational Retirement Board - Employee Data Form
- NM Educational Retirement Board - Beneficiary Designation Form

Print your Temporary Parking Permit

Along with this checklist, you should have received a Temporary Parking Permit valid during your first week for Zones G, T, M, Q, Rio, and South (Albuquerque Campus). For information regarding permanent parking permits, see section titled *Your First Week*.

YOUR FIRST DAY

Attend LOBO U Orientation, as scheduled in your offer letter

Time: 8:30 am – 12:00 pm

Note: A Benefits representative will be available for consultation from 12:00 – 12:10 pm

Inclement Weather Policy: The program follows the UNM operating schedule with one exception: if Albuquerque Public Schools (APS) are closed due to weather conditions, the program is cancelled.

Location: HR Service Center, Room 1016

Parking: GR or T zone

- Be sure to fully display your temporary parking pass on your vehicle dashboard
- The GR 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.
- The T lot is located at the southwest corner of Lomas Blvd. And University Blvd.

Attire: Business casual

Accommodation: 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.

Contact Information: HR Service Center
John & June Perovich Business Center
1700 Lomas Blvd. NE, Albuquerque, NM 87106

Hours: Monday – Friday, 8:00 am – 5:00 pm

Phone: 505-277-MyHR (6947)

Create NetID at netid.unm.edu/. If you have been hired at the Health Sciences Center, a NetID will be created for you and provided to you by your supervisor.

Set Up Direct Deposit

Go to payroll.unm.edu/My Pay/direct-deposit.html for instructions on setting up Direct Deposit and establishing account allocations. You will need to have setup your NetID to complete this task.

Complete W-4

Your tax withholding is defaulted to Single, 0. If you'd like to update it, you can update your Form W-4 electronically. Please visit: my.unm.edu > Staff Tab > MyPay tile > W-4. IRS guidance is at <https://www.irs.gov/pub/irs-pdf/fw4.pdf>. **Please do not submit the paper form to Payroll.**

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

MAIN CAMPUS

Required Documents:

- Government issued ID
- Offer letter

Location:

- Student Union Building (SUB)
#60 on campus map, Room 1067
- Monday – Friday, 8:00 am – 4:45 pm
- 505-277-9970
- lobocard.unm.edu

BRANCH CAMPUS

Ask your supervisor for the ID card pickup location for your campus.

HEALTH SCIENCES CENTER

Required Documents:

- Government issued ID
- Offer letter or contract
- Access Authorization Form, provided during Lobo U

Location:

- UNM Hospital Badging Office
Next to the Neuroscience Center Clinic
- Monday, 10:30 am – 3:00 pm
- Tuesday – Friday, 7:00 am – 3:00 pm
- 505-272-1757

Checkout Keys

MAIN CAMPUS & HEALTH SCIENCES CENTER

Required Documents:

- Employee ID (Lobo Card or HSC Badge)
- Key Authorization card(s) from supervisor

Lock Shop Location:

- 1839 Lomas Blvd. NE
- Building #203 on campus map
- 505-277-1062
- Monday – Thursday, 8:00 am – 5:00 pm
- 505-277-9970
- ppd.unm.edu/services/lock-shop.html

BRANCH CAMPUSES

Check with your supervisor

YOUR FIRST WEEK

Get a Permanent Parking Permit

MAIN CAMPUS & HEALTH SCIENCES CENTER

Required Documents:

- Employee ID
- Offer letter/contract
- Vehicle make, model and license plate number
- Vehicle registration
- Method of payment (credit card, cash, or ask about payroll deduction)

Parking & Transportation Services (PATS) Office:

- 2401 Redondo Drive NE, across from the UNM Bookstore
- Monday – Friday, 7:30 am – 5:00 pm
- 505-277-1938
- pats.unm.edu

BRANCH CAMPUSES

Check with your supervisor

Department Orientation

- Tour the UNM campus(es) where you will work
- Tour your building to locate restrooms, break areas, fire exits, & conference and supply rooms
- Ask for an organizational chart to learn your department's reporting structure
- Learn 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
 - Discuss expectations regarding attendance
 - Review the Department Safety Plan and find out if you are a designated or non-designated employee in emergency situations
 - Discuss how inter-office mail and university mail is handled within your department
 - Discuss how to request annual/sick leave
 - Learn how to clock in/out (if applicable) and how to approve your timecard

YOUR FIRST MONTH

Get to know MyUNM (my.unm.edu)

- Log in with your Net ID
- Explore the Employee Life or Faculty Life tab
- Explore LoboWeb

Complete Mandatory Training via Learning Central (learningcentral.health.unm.edu) within 30 days of start date:

- Basic Annual Safety Training
- Intersections: Preventing Harassment & Sexual Violence
- Ethics: A Framework for Ethical Decision Making
- Active Shooter on Campus: Run, Hide, Fight

If you are a Health Sciences Center (HSC) Employee, you must also complete:

- HIPAA and HITECH Training
- HIPAA Security Training
- HSC Code of Conduct and HSC Code of Ethics
- UNMH/HSC Compliance Training

Check with your supervisor or your Learning Central Training Plan to find out if other training is required that pertains to your position.

BEFORE YOUR 60th DAY

Enroll in Benefit plans if you are in a benefits-eligible position:

For benefits and retirement information, visit hr.unm.edu/benefits

Questions? Contact the HR Service Center at 505-277-MyHR (6947)

YOUR FIRST THREE MONTHS

Familiarize yourself with these resources and opportunities.

- ❑ Community & Commercial Discounts for UNM Employees at loboperks.unm.edu
- ❑ Counseling, Assistance, and Referral Services (CARS): Professional, confidential source of help for UNM staff/faculty who are experiencing personal life concerns. A monthly newsletter, *The Frontline Supervisor*, is available for Supervisors. 505-272-6868 | cars.unm.edu
- ❑ Employee & Organizational Development (EOD): Offers free training classes, workshops, and consulting services for departments and individuals. 505-277-1555 | hr.unm.edu/eod
- ❑ UNM Employee Wellness: Provides programs and services to improve your health, fitness, and overall wellbeing. 505-272-4460 | hr.unm.edu/ehp
- ❑ FastInfo: A UNM “How to” database at unm.custhelp.com
- ❑ Important Links for UNM Faculty and Staff: unm.edu/faculty-and-staff
- ❑ IT Services:
 - Discounted Microsoft Office (PC/Mac) and Windows at UNM Bookstore bookstore.unm.edu
 - Free UNM antivirus software for PC/Mac: it.unm.edu/download
 - LoboMobile smartphone app: a University-wide mobile initiative to aggregate and deliver useful, usable, mobile-appropriate content to the UNM community, locally and worldwide.
Visit lobomobile.unm.edu
- ❑ 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. 505-925-5014 | unmloboclub.com
- ❑ 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. 505-277-5251 | oeo.unm.edu
- ❑ Ombuds Services for Staff: Ombuds serves as neutral and non-judgmental mediators or facilitators for issues raised by staff. 505-277-2993 | ombudsforstaff.unm.edu
- ❑ Safety & Risk Services: UNM department covering occupational and safety training, environmental affairs, insurance, and risk management. 505-277-2753 | srs.unm.edu
- ❑ University Administrative Policies and Procedures: policy.unm.edu/university-policies/index.html
- ❑ University Club: Brings faculty and staff together in a comfortable setting providing an area for receptions, lunch and beverage service, and social events. 505-277-0045 | universityclub.unm.edu
- ❑ 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. 505-277-3365 | childcare.unm.edu
- ❑ UNM Continuing Education: Offers a wide variety of classes covering technical skills, professional development, and personal interest topics. Some are tuition remission eligible. 505-277-0077 | ce.unm.edu

- ❑ UNM Copy Center: Provides state-of-the-art production publishing, copies, graphic design, poster mounting, full range bindery, and other services. 505-277-8267 | unmcopycenter.unm.edu
- ❑ UNM Institutional Policies and Procedures: policy.unm.edu
- ❑ UNM Recreational & Fitness Opportunities: 505-277-0178 | recsvcs.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. 505-277-1532 | staffcouncil.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: cabq.gov
- Bernalillo County: bernco.gov
- City of Rio Rancho: ci.rio-rancho.nm.us
- Motor Vehicle Division – New Mexico: mvd.newmexico.gov
- Albuquerque Public Schools: aps.edu
- Rio Rancho Public Schools: rrps.net
- Albuquerque Convention & Visitors Bureau: visitalbuquerque.org
- New Mexico True – Adventures & Entertainment: newmexico.org
- Santa Fe Travel Site: santafe.org

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