Welcome to LOBO U

NEW EMPLOYEE ORIENTATION
Welcome Kit
Foundations of UNM
Payroll
Division of Human Resources
Benefits
Retirement
Technology and Systems
Parking and Transportation (PATS)
IPRA
Next Steps – Checklist
Optional: Meet with Benefits & Retirement Reps
Logistics

Emergency Exits
Restrooms
Drink Machines
Cell Phone Etiquette
Foundations of UNM
A View to the Horizon

UNM 2020

Students: The Lobo Experience
Leadership and Governance
Teaching and Learning
Discovery and Innovation
Market Position and Brand
Institutional Culture
Faculty and Staff
Health Sciences
Strategic Partnerships
Infrastructure and Financial Performance
UNM Mission Statement

The University will engage students, faculty, and staff in its comprehensive educational, research, and service programs.

• **UNM** will provide students the values, habits of mind, knowledge, and skills that they need to be enlightened citizens, to contribute to the state and national economies, and to lead satisfying lives.

• **Faculty, staff, and students** create, apply, and disseminate new knowledge and creative works; they provide services that enhance New Mexicans' quality of life and promote economic development; and they advance our understanding of the world, its peoples, and cultures.

• **Building on its educational, research, and creative resources**, the University provides services directly to the City and State, including health care, social services, policy studies, commercialization of inventions, and cultural events.
Guiding Principles

**Freedom of Inquiry**
We encourage, protect, and respect the exploration of ideas and their free expression.

**Integrity**
We build trust through transparency, truthfulness, and responsibility.

**Inclusiveness and Respect**
We thrive in a diverse environment characterized by respectful regard for other persons, recognition of their dignity, and considered use of influence and power.

**Responsibility to Community**
We reflect upon our past, serve our present, and strive to improve our future through thoughtful stewardship of our cultures and environment.
UNM Leadership

- President – Garnett Stokes
  - 23rd and first female
- Provost – Dr. James Paul Holloway
- Chancellor for Health Sciences / Dean, UNM School of Medicine – Paul Roth
- Senior Vice President for Finance and Administration - Teresa Costantinidis
UNM Board of Regents

- President – Douglas M. Brown
- Vice President – Kimberly Sanchez Rael
- Secretary Treasurer – Sandra K. Begay
UNM HSC Vision, Mission and Core Values

- **Vision**
  - The University of New Mexico Health Sciences Center will work with community partners to help New Mexico make more progress in health and health equity than any other state.

- **Mission**
  - Our mission is to provide an opportunity for all New Mexicans to obtain an excellent education in the health sciences. We will advance health sciences in the most important areas of human health with a focus on the priority health needs of our communities. As a majority-minority state, our mission will ensure that all populations in New Mexico have access to the highest quality health care.

- **Values Statement**
  - The Health Sciences Center’s most important value is a steadfast duty to improve the health of all New Mexicans. We will serve our patients and the public with integrity and accountability. We will strive as an institution and as individuals to recognize, cultivate and promote all forms of diversity; to fully understand the health needs of our communities; and to advance clinical, academic, and research excellence. We are committed to perform our duties with compassion and respect for our patients, learners, and colleagues; and always to conduct ourselves with the highest level of professionalism.
UNM – Family Friendly Business

UNM is the proud recipient of the New Mexico Family Friendly Business Award. In support of our employees, UNM offers a wide range of family friendly policies, including:

- Paid Leave
- Health Support
- Work Schedules
- Economic Support
- Community Investment
- Pay Equity
- Diversity & Inclusion

More information on the award can be found at [www.nmfamilyfriendlybusiness.com](http://www.nmfamilyfriendlybusiness.com)
Payroll
Pay Schedule
UAP 3300: Paid Time

Important Details:
- **Exempt vs. Non-Exempt**
- **Offer Letter**
- **Job description**
- **Employee Dashboard**
- **Time Entry Deadlines**
- Holidays may have earlier deadlines
- Monthly employees report leave
- **Pay Dates**

**PHATIME vs LOBOTIME?**
- Ask your department what system they use for time/leave entry
- Ask what deadlines they have within the department

Resources:
- UNM Payroll- [http://payroll.unm.edu/](http://payroll.unm.edu/)
- Position Class Description- [https://jobdescriptions.unm.edu/](https://jobdescriptions.unm.edu/)
Direct Deposit

UAP 2620: Distribution of Pay

- Direct Deposit is mandatory and must be set up online via MyUNM
- An automatic email is sent if you do not have direct deposit set up with instructions
DUO
2-Factor Authentication

- Implemented for additional protection of your sensitive information
- Secure from potential hacking attempts
- Administered by UNM IT department
  - (505)277-5757
- Brand new employees will take 2 business days to recognize on DUO
- Make sure you are using either Firefox or Internet Explorer because Safari and Google Chrome do not work with UNM applications
Direct Deposit

**UAP 2620: Distribution of Pay**

- 100% of remaining box should be checked
- If you are a returning employee, you will just have to activate the Direct Deposit record that is already there.
  - Click on the name of bank
  - Uncheck the inactivate box found underneath account number
  - Click Save
- **Direct Deposit must be set up 4 business days before payday for any updates to be effective.**
- To verify active direct deposit, call UNM Payroll (505)277-2353

**Direct Deposit Allocation**

The following accounts are listed in the order in which your pay will be distributed.

Update Direct Deposit Allocation

RELEASE: 7.3
© 2019 Ellucian Company L.P. and its affiliates.

- Indicates a required field.

**Add Allocation:**

Bank Routing Number: *

Account Number:

Account Type: Saving

100% of Remaining:

Dollar Amount:

Save It is your responsibility to verify that the BANK ROUTING and BANK ACCOUNT numbers you entered are correct. Incorrect information WILL result in delay of payment.
Federal Tax Exemptions or Allowances (W4)

UAP 2635: Payroll Deductions, W-2s, and Tax Reporting

- ENTER LOBOWEB > “Employee” tab > Tax Forms > Federal Tax Exemptions or Allowances (W4)
- DUO is Required
- Default is Single and 0 allowances
- Click Update to make changes
- To claim EXEMPT or add additional withholding for State Taxes, a form will be required to be turned into the Payroll Department.
  - payroll.unm.edu > Payroll Forms > State Tax Additional Amount Withholding or Exemption Form
Payroll Calculator
What will my pay be after taxes and deductions?

my.unm.edu
“Staff” tab > “MyPay” tile > Payroll Calculator > Log In

✓ Gross Pay
✓ Bi-Weekly/Monthly
✓ W4 status
✓ Eligible for retirement
✓ Benefits

Good estimate of how much your take home pay will be

Notice MyPay tile has quick links to Employee Dashboard, Direct Deposit, Payroll Website, etc.
Employee Dashboard

Pay Stubs

To access your Pay Stub:

1. Go to my.unm.edu
2. Log-in using UNM credentials
3. Enter LoboWeb
4. Click on Pay Information
5. Select Employee Dashboard

YOU DO NOT NEED DUO TO ACCESS

YOU ONLY HAVE ACCESS WHILE EMPLOYED
- Keep Record by Downloading/Printing/Saving
- After employment Payroll will only provide a max of 2 pay stubs
Taxable Events

1. payroll.unm.edu
2. Employee Toolbox
3. Taxable Events Matrix
   - Travel
   - Tuition Remission
   - Season Tickets
   - Moving Expenses

   These events are taxable:
   - The amount is added to your gross income and you are taxed accordingly
Your Pay Stub & Deductions

- It is important to understand your pay stub and deductions.
- You have a responsibility to review your pay and ensure your deductions are accurate, especially at times when new deductions may occur as part of enrollment in new benefits.
- Pay stubs include:
  - Earnings
    - Gross Pay
    - Net Pay
    - Leave Used
    - CAT Leave donations
  - Benefits and Deduction & Taxes
    - Pre-Tax Deductions
    - Taxes
    - Taxable Benefits
    - Direct Deposit Allocations
    - Federal and State Tax Withholdings
For Further Information

payroll.unm.edu
pay@unm.edu
(505)277-2353

1700 Lomas Blvd NE
Suite 3500
Albuquerque, NM 87106

For In-Person Contact:

Window Hours

10am – 2pm
Payroll Questions?
Division of Human Resources
Division of Human Resources

Mission
As a strategic partner, we support the University’s success by:

• Providing guidance, tools and processes to foster a culture of workforce effectiveness
• Designing, implementing and promoting a total rewards program that attracts and retains high quality employees

Vision
To create an environment where great people thrive and excel

Dorothy Anderson, MA, SPHR
VP of HR
HR Consulting Services

Outreach and Support

HR Consultants work with UNM administrators/HR Liaisons, managers, supervisors, and employees.

- Recruitment & Hiring
- Coaching and Employee Development
- Employee & Labor Relations
- Conflict Resolution
- Organizational Structure
- Policy Interpretation
- Process Improvement
- Compensation
Sample Offer Letter

12/15/2018

Lobo Lucy
1 University Of New Mexico
Albuquerque, NM 87131

Dear Lobo Lucy,

I am pleased to extend to you a formal offer of employment with the University of New Mexico (UNM). The major terms and conditions of this assignment are listed below. Should you accept this offer, you must complete a Form I-9, Employment Eligibility Verification, at least three (3) business days prior to your start date. The Form I-9 must be completed in the HR Service Center located at 1200 Lomas NE. You will receive an email with further instructions on how to complete other new hire forms. To see what new hire forms you will need to complete, you can go to [New Employee Toolkit].

Position Details

<table>
<thead>
<tr>
<th>Department Name:</th>
<th>Lobo Athletics (123A)</th>
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<tbody>
<tr>
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<td>Official Mascot</td>
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<td>Status Code:</td>
<td>640</td>
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<td>Pay Grade:</td>
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<tr>
<td>Pay Rate:</td>
<td>11.0000 Monthly</td>
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<tr>
<td>Start Date:</td>
<td>12/18/2018</td>
</tr>
<tr>
<td>Term End Date:</td>
<td>12/17/2019</td>
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<td>Probationary Period End Date:</td>
<td>12/16/2019</td>
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<tr>
<td>Covered by Collective Bargaining:</td>
<td>No</td>
</tr>
<tr>
<td>Pre-Employment, Post-Offer Physical Exam Required:</td>
<td>No</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Louise Lobo, Sr. Cheer Squad Supervisor</td>
</tr>
<tr>
<td>Supervisor Phone:</td>
<td></td>
</tr>
<tr>
<td>Supervisor Email:</td>
<td><a href="mailto:llobe@unm.edu">llobe@unm.edu</a></td>
</tr>
</tbody>
</table>

New Employee Orientation (NEO)
You are scheduled to attend Lobo U—NEO on: 12/18/2018.

Term appointment employees scheduled to work twenty (20) or more hours per week are considered benefits eligible and therefore, are required to attend Lobo U—New Employee Orientation. As indicated above, you have been pre-scheduled to attend Lobo U. Lobo U begins promptly at 8:30 a.m. and concludes at 12:10 p.m. During this session, you will receive information pertaining to UNM's benefits and enrollment instructions.

All UNM staff members must successfully complete a probationary period. Your probationary period gives UNM the opportunity to evaluate your performance and it allows you an opportunity to understand the mission and goals of UNM and
Performance Evaluation Process (PEP)

UAP 3230: Performance Review & Recognition

- Solicit frequent feedback from your supervisor
- End of Probation Review
  - Newly-hired regular employees: six-month probationary period
  - Temp employees: “at will” throughout their assignment
  - Formal review conducted at the end of probationary period or temp assignment
- Annual Performance Review
  - Conducted for regular staff
  - Focused on meeting goals and representing University values / Guiding Principles
  - Formal reviews kept in employee’s personnel file (housed in HR)
Employee Development

UAP 3260: Career Development

Meet frequently with your supervisor to discuss career development opportunities.

Utilize your resources with Continuing Education, Employee & Organizational Development, and Tuition Remission.

Mechanisms are in place to advance internal employees when a business need presents itself.

Resources:
Continuing Education- [http://ce.unm.edu/](http://ce.unm.edu/)
Tuition Remission- [https://hr.unm.edu/benefits/tuition-remission](https://hr.unm.edu/benefits/tuition-remission)
EOD-[https://hr.unm.edu/eod](https://hr.unm.edu/eod)
Compensation- [https://hr.unm.edu/compensation](https://hr.unm.edu/compensation)
Employee Safety

UNM is committed to providing a safe campus through the following resources:

- UNM Police Department (UNMPD)
- Security Escorts
- Emergency Blue Phones
- Lobo Alerts
- Lobo Guardian Mobile App
- Non-violence policies
  - UAP 2210: Campus Violence
  - UAP 2740: Sexual Violence & Misconduct

Resources:
UNMPD- 277-2241
Lobo Alerts- https://loboalerts.unm.edu/
Lobo Guardian Mobile App- https://loboguardian.unm.edu/
Tobacco-Free Campus

**UAP 2250: Transition to a Smoke- and Tobacco-Free Campus**

- Smoking and the use of all tobacco products are restricted at the University of New Mexico and its branches
- Designated areas are now only available to full-time residence hall students

Resources:
- Tobacco/Smoking Cessation: [https://hr.unm.edu/wellness/tobacco-smoking-cessation](https://hr.unm.edu/wellness/tobacco-smoking-cessation)
- CARS: [http://cars.unm.edu/](http://cars.unm.edu/)
- Campus Office Of Substance Abuse Prevention (COSAP): [http://cosap.unm.edu/](http://cosap.unm.edu/)
Reporting Responsibilities to OEO

UAP 2740: Sexual Misconduct
UAP 3100: Equal Opportunity & Affirmative Action

- ALL employees are required to report:
  1. Disclosures of sex/gender discrimination, including sexual misconduct; and/or
  2. Observations of potential sex/gender discrimination
  3. Involving anyone affiliated with UNM

- Supervisors and Managers have responsibilities to report any civil rights concerns within 24 hours

- Civil rights concerns are related to protected status
  - Sex/Gender
  - Gender Expression
  - Gender Identity
  - Ancestry
  - National Origin
  - Race
  - Color
  - Age
  - Serious Medical Condition
  - Physical or Mental Disability
  - Pregnancy/Lactation
  - Veterans Status
  - Spousal Affiliation
  - Genetic Information

Resources:
Office of Equal Opportunity- https://oeo.unm.edu/505-277-5251
Americans with Disabilities Act (ADA)

**UAP 3110: Reasonable Accommodation for Employees with Disabilities**

• Employees with disabilities or serious medical conditions are entitled to reasonable accommodation in the workplace.

• A Reasonable Accommodation is a modification or adjustment to a job, work environment, or work process, that helps individuals with disabilities enjoy equal employment opportunity and perform their job more successfully.

• The supervisor and the employee with a disability should work together to arrange for necessary and reasonable accommodations and report accommodation to OEO.

**Resources:**
Office of Equal Opportunity - [https://oeo.unm.edu/](https://oeo.unm.edu/) 505-277-5251
UNM Holidays
UAP 3405: Holidays

UNM observes six holidays a year:

- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving

...plus Winter Break!
Unexpected Closures

UAP 3435: Inclement Weather

The University closes from time to time due to inclement weather. Prepare for these situations by:

- Asking your supervisor if your position requires work during University closures
- Checking UNM Notifications
- Calling 505-277-SNOW to confirm the closure
Annual Leave

UAP 3400: Annual Leave

- Planned Leave that requires pre-approval
- If full-time, you earn per paycheck:
  - Exempt, 14 hours
  - Non-Exempt, 6.47 hours
  - Totals to 21 days or 168 hours per year
  - Maximum accrual is 252 hours
  - Voluntary separation payout is 168 hours
- Work with your supervisor to understand your departments process for requesting annual leave.
Sick Leave

UAP 3410: Sick Leave

- Time off due to:
  - Personal and/or immediate family illness, injury, or medical treatment

- If full-time, you earn per paycheck:
  - Exempt, 8 hours
  - Non-Exempt, 3.7 hours
  - Totals to 12 days or 96 hours per year
  - Maximum accrual is 1040 hours
  - Sick Leave is not paid out upon separation

- Work with your supervisor to understand your departments expectations for call-in procedures, including any documentation that may be required.
Other Types of Paid Leave

UAP 3415: Leave with Pay
UAP 3425: Military and Related Service Leave
UAP 3430: Catastrophic Leave

- Leave with Pay
  - Bereavement
  - Jury Duty
  - Paid Parental leave (after 12 months)
  - Marriage
  - Voting

- Military Leave
- Catastrophic (CAT) Leave Program
- Up to 6 months of paid leave

- Eligibility
  - Have an illness that is defined as catastrophic in nature
  - One year of full time employment
  - Donation of annual leave for the fiscal year
  - Exhausted all sick and annual leave
  - Have no disciplinary action for misuse of leave within the past 12 months
Family Medical Leave Act (FMLA)

UAP 3440: Family and Medical Leave

- Unpaid job protected leave for:
  - Eligible family and medical reasons for up to 12 weeks/480 hours
  - Military Family Leave for up to 26 weeks
- May be used in conjunction with sick and/or annual leave
- Eligibility: After one year of employment and 1250 hours worked

Resources:

FMLA Toolkit: https://hr.unm.edu/fmla-toolkit
Frequently Referenced UNM Policies

Take the time to learn UNM policies, such as:

- **UAP 2200**: Whistleblower Protection
- **UAP 2240**: Respectful Campus
- **UAP 2500**: Acceptable Computer Use
- **UAP 3215**: Performance Improvement
- **UAP 3630**: Worker’s Compensation
- **UAP 3720**: Employee Code of Conduct and Conflicts of Interest

Resources:
UNM Policy Office- policy.unm.edu
Employee Support Services

Ombuds Services for Staff – Dispute Resolution  
https://ombudsforstaff.unm.edu/

Office of Equal Opportunity (OEO)  
https://oeo.unm.edu/

Counseling, Assistance, and Referral Services (CARS)  
https://cars.unm.edu/

For more information about available support services, reach out to your supervisor or HR Consultant.
Contact HR

HR Service Center, 1700 Lomas Blvd. NE
505-277-MyHR (6947)

HRPR Technical Support
505-277-HRPR (4777)

Online
https://hr.unm.edu/

Find your HR Consultant via the HR website – Department Resources tab
Break
UNM Benefits
Benefits & Retirement Information on our Website
• Visit hr.unm.edu/benefits

Questions? Contact the HR Service Center*
• 1700 Lomas Blvd. NE (corner of University & Lomas), Suite 1400
• 505-277-MyHR (6947)

Email: hrbenefits@unm.edu

*Due to COVID-19 HR is currently working at remote locations during regular business hours, Monday – Friday, 8 AM to 5 PM.
• Email us hrbenefits@unm.edu
Benefits Overview

- Eligibility & Enrollment

- UNM Benefits Highlights
  
  - Medical
  - Prescription Drug
  - Dental
  - Vision
  - Flexible Spending Accounts (FSA)
  - Life Insurance
  - Accidental Death & Dismemberment Insurance (AD&D)
  - Short-Term & Long-Term Disability Insurance
  - Long-Term Care Insurance

- Education & Other Employee Benefits

- Retirement Benefits
  
  - Mandatory Retirement Plans
  - Voluntary Retirement Plans

*Note:* Per UNM Policy 3600: The University offers eligible employees, retirees, and dependents a diversified suite of benefit plans ("Benefit Plans") from which they may elect coverage. Specific components of the Benefit Plans are subject to change or termination.
Eligibility for UNM Benefits

Who is Eligible?

- **Faculty members** who have a minimum three-month contract and an appointment of 50% or greater FTE (Full-Time Equivalent)

- **Adjunct faculty** with a minimum three-month contract and an appointment of 75% or greater FTE are eligible for certain benefits

Policy #3600: Eligibility for Employee, Retiree, and Dependent Benefit Plans
Who is Eligible?

- **Regular staff employees** who are full-time or part-time and have an appointment percent of 50% or greater.

- **Term or contract staff employees** who are full-time or part-time, have an appointment percent of 50% or greater, and a minimum three-month term appointment or contract.
Policy #3600: Eligibility for Employee, Retiree, and Dependent Benefit Plans

- **Temporary staff employees** with an appointment percent of 75% or greater and a minimum three-month appointment are eligible for certain Benefit Plans.

- **Post-doctoral fellows** with a minimum three-month contract and an appointment percent of 50% or greater are eligible for certain Benefit Plans.
Eligibility for UNM Benefits (cont’d)

Dependents

▪ Legal spouse
▪ Domestic partner (Policy# 3790)
▪ Children up to age 26
▪ Children (mentally/physically disabled) over 26 who are enrolled in a UNM medical plan as a dependent immediately prior to turning age 26, may extend coverage with application/certification within 60 days of turning age 26
▪ Surviving spouse & eligible dependents

Policy #3600: Eligibility for Employee, Retiree, and Dependent Benefit Plans
Dependent Eligibility Verification

All benefits-eligible employees enrolling dependents for health coverage are required to provide proof documents to validate that their covered dependents are eligible.

Proof Documents include but are not limited to:

- Marriage Certificate
- Birth Certificate or Proof of Birth (for newborns)
- Adoption Documentation/Certificate
- Affidavit of Domestic Partnership and proof of joint financial responsibility
- Recent Tax Return Documents
- Court Documents supporting Legal Guardianship
Adding dependent(s) to Medical, Dental, and/or Vision Coverage:

- Proof documents must be provided directly to Alight Solutions.

- You will receive a home mailing from the Dependent Verification Center with information and instructions on how to provide documents to Alight.
  - To comply with ACA reporting requirements, Alight will request Social Security numbers for dependents.

- If adding dependents to dental or vision coverage only, submit dependent proof documents to HR Service Center.

Proof documents must be provided in the timeframe required to avoid termination of dependent coverage!
UNM Benefits Enrollment

- **No Enrollment Waiting Period** – You may enroll as early as the first day of work in your benefits-eligible position.

- **60 Calendar Day Enrollment Period** – Complete enrollment within 60 calendar days of your hire date in the new position.
Benefits Enrollment (cont’d)

- Benefits are effective the first day of the month after benefits elections have been received and approved by the Benefits Office.

  - For Medical Plans Only – During their initial 60 calendar day enrollment period, newly benefits-eligible employees may opt to elect an immediate coverage effective on the date the enrollment form is submitted to the Benefits Office.

    - Medical Premiums are not prorated - The full month’s premium will apply. Employees must ‘elect’ this effective date option on the form when form is turned in.
Benefits Enrollment (cont’d)

Enrollment in Benefits is not automatic.
Employees are responsible for meeting all designated benefit enrollment timelines.

After the initial 60 calendar day Enrollment Period, enroll or make changes to your Benefits only during:

**Annual Open Enrollment**
April / May: Benefits changes are effective July 1

**Qualifying Change in Status Event**
Changes allowed within 60 calendar days of event
*(Proof Documentation required)*
Effective July 1, 2020:

- No significant changes to UNM Medical Plans
  ..but premiums for UNM medical plans will increase 4.9%
- No change to Delta Dental plans or premiums
- No change to VSP plans or premiums
- Re-enroll in a Flexible Spending Account
- No changes to Life, AD&D and Disability insurance plan design or premiums. Limited guaranteed issue options available during Open Enrollment
- Long-Term Care insurance rates will increase

Watch for HR email updates before and throughout the Open Enrollment period!
Visit our Open Enrollment website at goto.unm.edu/oe to learn more!
Benefits Contributions

- Medical, Dental, Basic Life, and Long-Term Disability Coverage
  - UNM contributes a percentage of the overall premium, based on employee’s FTE appointment percentage and salary

- Flexible Spending Accounts, Vision, Additional Life, AD&D, Short-Term Disability and Long-Term Care Insurance
  - 100% employee-paid

Medical, Dental and Vision Benefits allow you the option of having contributions deducted from your pay on a pre-tax (before tax) or post-tax (after tax) basis. Please discuss with your tax advisor to determine which option is more beneficial for you.
## Benefit Providers

<table>
<thead>
<tr>
<th>Benefit Type</th>
<th>Provider</th>
</tr>
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<tbody>
<tr>
<td>Medical</td>
<td>UNM LoboHealth Presbyterian</td>
</tr>
<tr>
<td>Prescription Drug</td>
<td>Express Scripts</td>
</tr>
<tr>
<td>Dental Insurance</td>
<td>Delta Dental, High or Low Option</td>
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<tr>
<td>Vision Insurance</td>
<td>VSP Wellness Vision Plan</td>
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<tr>
<td>Flexible Spending Accounts</td>
<td>McGriff Flexible Benefit Services</td>
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<td>Basic Term Life Insurance</td>
<td>The Hartford</td>
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<td>Additional &amp; Dependent Life Insurance</td>
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<td>Accidental Death &amp; Dismemberment Insurance (AD&amp;D)</td>
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<tr>
<td>Long-Term Care</td>
<td>Unum</td>
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## Medical Plans

### Choose One of Two Providers

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<thead>
<tr>
<th>Tier 1 Network:</th>
<th>Tier 2 Network</th>
<th>Out-of-Network</th>
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<tbody>
<tr>
<td>UNM Health System, Optum, First Choice Community Health and various additional BCBS providers</td>
<td>BlueCross BlueShield Nationwide PPO, Lovelace Health System providers and hospitals</td>
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<table>
<thead>
<tr>
<th>Tier 1 Network</th>
<th>Tier 2 Network</th>
<th>Out-of-Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNM LoboCare Network</td>
<td>Presbyterian providers &amp; hospitals; MultiPlan/Presbyterian Health Center System (PHCS) providers outside of NM</td>
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**UNM HUMAN RESOURCES**
## Three Network Levels

<table>
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<th>Tier 1 Network</th>
<th>Tier 1 Network</th>
<th>Tier 2 Network (Network differs between the two medical plans)</th>
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<tbody>
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<td>UNM LoboHealth</td>
<td>LoboCare/Presbyterian</td>
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<td><strong>$10 Copay</strong> Primary Care Provider</td>
<td><strong>$25 Copay</strong> Primary Care Provider</td>
<td><strong>$30 Copay</strong> Primary Care Provider</td>
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<td><strong>$20 Copay</strong> Specialist</td>
<td><strong>$35 Copay</strong> Specialist</td>
<td><strong>$45 Copay</strong> Specialist</td>
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<tr>
<td><strong>DEDUCTIBLE</strong></td>
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<tr>
<td>$600 Individual / $1,200 Family</td>
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<tr>
<td><strong>OUT-OF-POCKET MAXIMUM</strong></td>
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</tr>
<tr>
<td>$3,000 Individual / $6,000 Family</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copays apply for most services</td>
<td>15% Coinsurance (after deductible is met)</td>
<td>25% Coinsurance (after deductible is met)</td>
</tr>
<tr>
<td>Example: $500 inpatient hospital $250 outpatient surgery</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Preventive Services are covered at 100%
  - If non-preventive services are received during preventive service visit, office visit co-pay may apply
- For non-emergency services out of state (or area), call the customer service number on your medical card in advance

*Out-of-Pocket Maximum for Tier 1 & Tier 2: Medical deductible, all medical and prescription copays, and coinsurance count toward the Out-of-Pocket Maximum*
### Out-of-Network

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>40% Coinsurance</strong> (after deductible is met)</td>
<td></td>
</tr>
<tr>
<td>Coinsurance applicable only after deductible is met</td>
<td></td>
</tr>
<tr>
<td><strong>DEDUCTIBLE</strong></td>
<td></td>
</tr>
<tr>
<td>$1,800 Individual / $3,600 Family</td>
<td></td>
</tr>
<tr>
<td><strong>OUT-OF-POCKET MAXIMUM</strong></td>
<td></td>
</tr>
<tr>
<td>$7,500 Individual / $15,000 Family</td>
<td></td>
</tr>
</tbody>
</table>

- Services are paid at Reasonable and Customary (R&C) rates; balances above R&C are patient's responsibility
- Preventive Services are not covered

*Out-of-Pocket Maximum, Out-of-network, medical coinsurance ONLY counts toward Out-of-Pocket Maximum*
Prescription Drug Plan – Express Scripts
*Included with Medical enrollment*

**Pharmacy Retail**

30-day supply

- **Generic**: $10
- **Preferred Brand**: 25% coinsurance
  - minimum $35, maximum $70
- **Non-Preferred Brand**: 25% coinsurance
  - minimum $55, maximum $110

*Prescription coinsurance & copays count toward the in-network medical out-of-pocket maximum!*
Prescription Drug Plan – Express Scripts (cont’d)

Included with Medical enrollment

Pharmacy Retail, Mail Order
30-day to 90-day supply

- **Generic**: $20

- **Preferred Brand**: 25% coinsurance
  - minimum $87.50, maximum $175

- **Non-Preferred Brand**: 25% coinsurance
  - minimum $137.50, maximum $275

**Specialty Drugs:**

- 20% coinsurance, up to $250 maximum per prescription
  - $0 copay after $1,250 Specialty Drug out-of-pocket maximum is met
  - **Beginning July 1, 2020**: For certain specialty drugs, sign up for SaveonSP to avoid **significant** out-of-pocket costs

*Prescription coinsurance/copays count toward the in-network medical out-of-pocket maximum!*
# Dental Coverage

## Delta Dental – Low or High Options

<table>
<thead>
<tr>
<th>Delta Dental PPO (Low Option)</th>
<th>Delta Premier (High Option)</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% Diagnostic &amp; Preventive Services</td>
<td>100% Diagnostic &amp; Preventive Services</td>
</tr>
<tr>
<td>50% Restorative &amp; Basic Services</td>
<td>85% Restorative &amp; Basic Services</td>
</tr>
<tr>
<td>$25 Deductible</td>
<td>$50 Deductible</td>
</tr>
<tr>
<td>Orthodontia not covered</td>
<td>Orthodontia: $1,000 maximum lifetime benefit per covered person</td>
</tr>
<tr>
<td>$750 maximum benefit</td>
<td>$1,500 maximum benefit</td>
</tr>
<tr>
<td>6 month waiting period for Major Services</td>
<td>No waiting period</td>
</tr>
<tr>
<td>Select dentist participating in the PPO network</td>
<td>Select dentists participating in the Premier network. <em>Receive the best value if Premier dentist also participates in PPO network!</em></td>
</tr>
</tbody>
</table>
VSP Well Vision Plan
100% Employee-Paid Premiums

- In-Network & Out-of-Network Benefits
- No claims to file, and no prior authorization required for In-Network Benefits
- Annual eye exams
- Prescription eyewear coverage (contacts, lenses, and frames)
- Discount through participating surgeons for laser eye surgery
Flexible Spending Accounts (FSA)
100% Employee Contributions
McGriff Flexible Benefit Services

- Pre-tax dollars to pay for out-of-pocket qualified health and/or dependent care expenses
- Must re-enroll every year during annual Open Enrollment (no automatic re-enrollment)
- No changes during plan year unless Qualifying Change in Status that is consistent with the event (example: birth of child, may increase or enroll in FSA)
## Types of Flexible Spending Accounts

<table>
<thead>
<tr>
<th>Health Care FSA</th>
<th>Dependent Care FSA*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-tax dollars to pay for out-of-pocket qualified health expenses</td>
<td>Pre-tax dollars to pay for out-of-pocket qualified day care expenses</td>
</tr>
<tr>
<td>• Doctor and prescription co-pays and coinsurance</td>
<td>• Child care (up to age 13)</td>
</tr>
<tr>
<td>• Orthodontic services</td>
<td>• Elder care</td>
</tr>
<tr>
<td>• Laser eye surgery</td>
<td>*This account does not pay for dependent health care expenses!</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maximum contribution</th>
<th>Maximum contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>• <em>Through June 30, 2020:</em> $1,350</td>
<td>• <em>Through June 30, 2020:</em> $2,500</td>
</tr>
<tr>
<td>• July 1, 2020 – June 30, 2021: $2,750</td>
<td>• July 1, 2020 – June 30, 2021: $5,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Funds are available immediately upon enrollment effective date</th>
<th>Funds are available incrementally after payroll deductions have been taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>May affect Social Security income</td>
<td>May affect Social Security income</td>
</tr>
</tbody>
</table>

*This account does *not* pay for dependent health care expenses!
Flexible Spending Accounts (cont’d)

- **Use it or Lose it....**

  - **Health Care FSA** - Carry over up to $500 of unused funds to the next plan year, if you remain an active employee in a benefits-eligible position.

  - **Dependent Care FSA** – Grace-period through September 15 of the next Plan Year, during which you may continue to incur claims and use funds remaining in your account, if you remain an active employee in a benefits-eligible position.

- Generally, dependents claimed on your taxes are eligible for Health Care FSAs
  - **Verify with your tax advisor prior to enrollment**

- Once the Plan Year ends, you have until **Nov. 30** each year to submit your FSA claims for the prior Plan Year to McGriff.

- After termination of employment or retirement, you have 90 days to submit eligible incurred expenses.

- Visit [https://www.mcgriffinsurance.com](https://www.mcgriffinsurance.com) for more information.

---

**Flex Convenience Debit Card**

- Instant access to Flex account funds – no need to use out-of-pocket dollars

- No more waiting for reimbursement checks

- Virtually eliminates claim forms

- Not paperless! Receipts / health *Explanation of Benefits* (EOBs) may be requested

- Access to real-time account balance information via McGriff Flexible Benefit Services website or phone app
Basic Term Life Insurance

Basic Life – 1 times your annual salary rounded up to the next higher multiple of $1,000

- Minimum amount: $25,000
- Maximum amount: $150,000
- Varies for Clinical and Executive Staff and Faculty

Premium – Based on monthly earnings
- $0.087/per $1,000 of coverage, before employee/UNM cost share is applied

Guaranteed issue for Basic Life during the initial 60-calendar day eligibility period only.
- If you enroll after the initial period, “Evidence of Insurability” is required. *The Harford will review for approval; coverage is not guaranteed.*
Additional Life Insurance - 1-5 times your annual salary

- 1-3 times guaranteed during the first 60 days of benefits eligibility
- 4-5 times requires Evidence of Insurability
- Maximum coverage levels apply
- Evidence of Insurability required for amounts over $1,000,000
- Premium is based on employee age
- Must be enrolled in Basic Life to elect additional coverage

Evidence of Insurability is required if you enroll after your 60 calendar-day enrollment period
  - The Hartford will review for approval; coverage is not guaranteed

Annual Open Enrollment offers enrollment with certain provisions and restrictions for guaranteed issue
Additional Life Insurance (cont’d)

100% Employee-Paid Premiums

Spouse/Domestic Partner Coverage

- Offered in units of $10,000
- $10,000 minimum – $100,000 maximum coverage level
  - Up to $50,000: guaranteed issue during the first 60 calendar days of benefits eligibility
- Annual Open Enrollment offers enrollment with guaranteed issue if current coverage is below the $50,000 level
- Premium is based on Spouse/Domestic partner age

Dependent Child(ren) Coverage

- Coverage is $10,000 and is guaranteed issue
- Coverage for dependent child(ren) up to age 26
  - Coverage ends on 26th birthday
- Cost is $.15 per month (regardless of number of children)
Accidental Death & Dismemberment (AD&D)
100% Employee-Paid Premiums

- Benefits are paid if loss is due to an accident
- Employee or Family Coverage
- Offered in $10,000 increments:
  - Employee $.12 per $10,000 increment
  - Family $.20 per $10,000 increment
- $10,000 minimum – $600,000 maximum
- Eligible family members may be insured
Short-Term Disability
100% Employee-Paid Premiums

Pays 60% of base salary after 30 days of continuous disability due to accident or illness

- Maximum benefit is $850 weekly
- Premium is $.17/per $100 of monthly earnings
- Enrollment requires no medical underwriting
- Enrollments after initial 60-day eligibility period will be subject to a “late entrant penalty”:
  - **Late Entrant Penalty**: Applies a 60-day waiting period during the initial 12 months from the enrollment date, for anything other than an accidental injury, before benefits may be paid
Long-Term Disability

Pays 60% of base salary after six months of continuous disability due to accident or illness

- Maximum benefit is $5,000 monthly
  - Premium is $.30/per $100 of monthly earnings (before employee/UNM cost share is applied). *Varies for Clinical and Executive Staff and Faculty*

- Coverage is guaranteed as long as you enroll within 60 calendar days from your initial benefits eligibility date
  - LTD Enrollment is allowed anytime after initial 60-day eligibility period
  - *If enrolling after initial 60 calendar day period, “Evidence of Insurability” is required. The Hartford reviews for approval, coverage is not guaranteed.*

- Annual salary must be at least $10,000
Long-Term Care (LTC)

Covers the cost of custodial care in a residential facility or private home after accident, injury, or illness

- Not restricted to the elderly
- Coverage options for self, spouse, dependents, parents, and grandparents
- LTC applications must be submitted within 60 calendar days of hire date for guaranteed issue
  - Applications submitted after the 60-day window are subject to Unum underwriting approval. Coverage is not guaranteed.
  - Applications submitted at any time for spouse, dependents, parents, and grandparents require Unum underwriting approval. Coverage is not guaranteed.

Go to the Unum website at http://unuminfo.com/unm/ for LTC coverage information, rates, premium calculator, and enrollment
Education & Other Employee Benefits
Tuition Remission
Policy #3700

Fall and Spring – 8 credit hours each*
Summer – 4 credit hours*

*not to exceed the equivalent of resident undergraduate or resident graduate tuition & mandatory fees

Eligible courses include:

- Courses taken for academic credit
- Courses taken from UNM departments for non-credit professional development
- Courses taken from New Mexico State University
  - 6 credit hour max per semester
  - 3 credit hours for summer semester

Tuition Remission does not cover books and course fees
Tuition Remission (cont’d)
Policy #3700

Approved Health & Fitness classes and/or Personal Enrichment classes

- In addition to the 8 hours for professional development / academic credit
- Equivalent of 3 combined credit hours per year, at the undergraduate resident rate
- These classes are taxable to the employee

Spouse/Domestic Partner Benefit

- 4 credit hours per semester for UNM academic courses only
- Spouse graduate courses and all courses taken by Domestic Partners are taxable

Tuition Remission does not cover books and course fees
Dependent Education Scholarship
Policy #3700

- Pays UNM undergraduate tuition* for up to 8 semesters for spouse, domestic partner, and/or dependent children
  *at the resident undergraduate tuition rate
- Does not pay for mandatory or course fees
- Does not include summer session
- Enrollment occurs twice yearly
- Once dependent is enrolled, there is no need to re-enroll if eligibility is maintained
- **Must be employed in a benefits-eligible position for one year as of the last date to register for classes for the applicable semester**

Dependent Education does not cover books and course fees
Education Savings Plan of New Mexico (529)
Policy #3700

- State-sponsored savings program for college expenses
- Can open for various beneficiaries – yourself, children, grandchildren, relatives and friends
- Earnings are tax-deferred until money is withdrawn
- Can deduct on NM income tax
- For more information: hr.unm.edu/benefits/529-education-plan
Other Employee Benefits

UNM employees are eligible for many discounts on products and services, through UNM Departments and community partners, including:

- UNM Facilities & Services
- UNM Health Programs (CARS, Employee Wellness)
- Discounted Athletic tickets
- Discounted Popejoy Hall tickets

For a complete list of UNM Discounts and Services, visit the LoboPerks website: loboperks.unm.edu/
Employee Wellness

Our purpose is to help UNM Faculty and Staff stay healthy

What we offer:
• Complimentary Fitness, Nutrition & Wellness Coaching Consultations
• Courses for weight management and chronic disease management
• University-Wide Challenges, both on campus & online
• Customized Wellness Ambassador Programs

Who we collaborate with:
• The Exercise Physiology Lab - fitness assessments
• Recreational Services - WOW fitness classes
• Catapult Health - Onsite checkups

Visit the Employee Wellness website for more information!
Contact: 505-272-4460 | wellness@unm.edu

THE UNIVERSITY OF NEW MEXICO
Counseling Assistance & Referral Services (CARS)

Confidential, FREE Employee Assistance Program on campus

Services Include:
- Assessment
- Individual counseling
- Couples counseling
- Supervisory consultation
- Workshops
- Debriefing
- Training of staff and faculty
- Information and referral to other resources

Visit the CARS website for more information
Contact: 505-272-6868 | cars@unm.edu
Questions?
Overview

- **Mandatory Retirement Plans**
  - New Mexico Educational Retirement Board (NMERB) Plan
  - Alternative Retirement Plan (ARP)

- **Voluntary Retirement Plan Options**
  - 403(b) and 457(b) plans

For additional information and plan specifics, visit the HR website: [hr.unm.edu/retirement](http://hr.unm.edu/retirement)
All employees over .25 FTE must contribute as a condition of employment

- **Salary $24,000 and above:**
  - Employee: 10.7% pre-tax contribution
  - Employer: 14.15% contribution

- **Salary under $24,000:**
  - Employee: 7.9% pre-tax contribution
  - Employer: 14.15% contribution

Defined *Benefit* Plan (commonly referred to as a pension plan)
- Provides a lifetime pension benefit at retirement
- Participant does not make investment decisions
- Employee qualifies to retire based on years of service, age, and earnings
New Mexico Educational Retirement Board (NMERB) Retirement Plan (cont’d)

Earned/Allowed (or Military) Service Credit

- *Earned Service Credit* – Earned while employed in New Mexico

- *Allowed Service Credit* – May purchase up to 5 years of allowed service credit if you have been employed by:
  - A public school or higher learning institution
  - Any US Military Dependent School
  - An accredited private school or higher learning institution in NM
  - A federal education program in New Mexico
  - Military (buy-in provision can be utilized after 5 years of ERB service)
Eligibility to Retire with NMERB

- **Rule of 80**: Age plus number of years of earned service credit equals 80
  - *Benefit is reduced for retirement under 65 years of age and less than 30 years of earned credit*

- **Age 67 plus 5**: Age 67 plus minimum of five years of earned service credit

- **30 & Out**: 30 years of earned service credit or a combination of 30 years of earned/allowed credit to determine eligibility
  - *Only earned service credit will be used to calculate Retirement Benefits*

For more details on NMERB retirement criteria, visit the NMERB website at [nmerb.org](http://nmerb.org).
Alternative Retirement Plan (ARP)

- Must elect to participate within first 90 calendar days of employment
- A defined *Contribution* Plan
  - Similar to profit sharing plan or 401K
- Benefit paid is based on amount contributed and investment performance
- Participant has choice of TIAA or FIDELITY investments
- Immediate vesting in Employee and Employer contributions (fully portable upon separation or retirement)
  - Employee: 10.7%
  - Employer: 14.15% (less 3% ERB Admin Fee)
- One-time option to switch to ERB pension after seven years in the ARP plan

For more details on recent NMERB legislative changes, visit the NMERB website at [nmerb.org](http://nmerb.org).
Voluntary Retirement Plans
403(b) and 457(b)

- 100% voluntary, funded by employee payroll deductions
- Investments and financial services from TIAA, VALIC, VOYA, FIDELITY
- To enroll, register with Retirement at Work during the month following employment start date
  - User Guide available for Login/Enrollment/Account Review instructions
- Employee can customize deduction amounts and can change them at any time through Retirement at Work
- Subject to IRS annual maximum contribution limits, which may change each year
- For more:
  - About the plans – Contact Cherie Knight, UNM Benefits at 505-277-2373
  - About Retirement at Work - Contact Patty McLaughlin, UNM Payroll at 505-277-2353
Retirement Requirements Policy #3600: Eligibility for Employee, Retiree, and Dependent Benefit Plans

1. Must meet the criteria and retire from UNM through the State of New Mexico Educational Retirement Board (NMERB) or the Alternative Retirement Plan (ARP)

2. If enrolled in the ARP plan, must be 59 ½ years of age, and must apply for a distribution from your ARP vendor retirement account at the time of separation
Visit the HR website: hr.unm.edu/retirement, go to “Retirement Plans” for details:

- NMERB Plan https://hr.unm.edu/retirement/erb-defined-benefit-plan
- Alternative Retirement Plan (ARP) https://hr.unm.edu/retirement/alternative-retirement-plan, (includes application instructions)
- Voluntary Retirement Plans - 403(b) and 457(b) https://hr.unm.edu/retirement/supplemental-retirement-plans (includes enrollment instructions)
Retirement – Contact Information

HR Service Center:
Perovich Business Center
1700 Lomas Blvd. NE, Suite 1400
Corner of Lomas & University
505-277-MyHR (6947)
Questions?
Break
Dear Lucy Lobo

Welcome to UNM! You are receiving this email because your employee onboarding process has begun.

Your UNM ID number has been assigned and is x x x x x x x x x x. Keep this number handy as you may need it throughout your onboarding process.

A UNM NetID (username) is required in order to access email and other UNM systems.

If you are new to UNM, you must create a new UNM NetID. Go to NetID Accounts any time after 8:00 am on X X X X X X X X X X. After reviewing the Choosing a NetID and Password Creation guidelines, click the Create NetID button. For information on when your UNM NetID will be available, please refer to I just created a new UNM NetID. When can I start using it?

If you are a former employee or student and previously had a UNM NetID, you must reactivate it. To do so, contact UNM Information Technologies Customer Support Services at (505) 277-5757 any time after 8:00 am on X X X X X X X X X X.

Please do not reply to this email. If you have further questions, contact hrpo@unm.edu or (505) 277-4777.

Thank you and welcome aboard!

The University of New Mexico
IDs: LoboCard / HSC Badge

Which one you get depends on where you work at UNM.
IDs: LoboCard / HSC Badge

You get one if you’re at:
• Main campus
• Branch campuses in other towns
IDs: LoboCard / HSC Badge

You need:

- Banner ID
- Photo ID: passport, driver’s license, etc.
Where to get your LoboCard

- The LoboCard Office is Located on the 1st floor of the Student Union Building (building 60 on the campus map).
- Monday - Friday, 8:00 am - 4:45 pm
- Phone: 505-277-9970
Where to get your NetID

- The LoboCard Office is located on the 1st floor of the Student Union Building (building 60 on the campus map).
- Monday - Friday, 8:00 am - 4:45 pm
- Phone: 505-277-9970

THE UNIVERSITY OF NEW MEXICO
UNM HR
LoboCard Office
IDs: LoboCard / HSC Badge

You get one if you are at:
• North campus
• University Hospital
• Clinics around town
• Offices with a health mission

• Note: UNM HSC watermark over entire badge
IDs:
LoboCard / HSC Badge

You need:
- Fill out Access Authorization Form
- Take your Access Authorization Form, banner id, and a photo ID to UNM Main Hospital Badging Office
Where to get your HSC Badge

- The **UNM Hospital Badging Office** is located next to Adult Urgent Care off of Lomas and Stanford Dr.
- **Phone**: 505-272-1757
- **Hours**: Monday 10:30 to 5:00
  Tuesday through Friday 7:30 to 5:00
How to get your NetID

- Main UNM staff create their own NetID
- Look in your packet for instructions
- UNM IT may renew existing NetIDs from your past
- Call UNM IT with questions: 505-277-5757
HSC - How to get your NetID

- NetIDs will be created for you
- Your supervisor will facilitate that
- Call HSC IT with questions: 505-272-1694
IDs: NetID

Everyone uses this for:

- LoboMail
- LoboWeb
- Most UNM online tools

[Image of UNM Central Authentication Service login page]
IDs: NetID

Main campus also uses this for:

Logging in to UNM computers
Common UNM Systems

LoboMail

The University of New Mexico
LoboWeb

UNM Learning Central
LoboMail

- Email as NetID@unm.edu
- Visit lobomail.unm.edu for web access
- Or use Outlook on your desktop
LoboWeb

Visit my.unm.edu for:

- News, events and announcements
- Online job tools
- Update your Banner information
Welcome to LoboWeb for Employees! You can view personal information such as benefits and deductions, leave balances and direct deposit information. You also have the ability to update the following:

- Demographic Self-Service Information (i.e. home address)
- Emergency Contacts
- Annuities and Donations
- W4 Forms
- Direct Deposit Information

Please remember that history will build beginning January 2, 2008. Information such as previous pay stubs or job history prior to January 2008 is not available.

Should you have any questions, be sure to call us at the Banner HR/Payroll Support Center at 277-4RPR (4777). Hours of operation will be Monday - Friday, 8am to 5pm.

**New Employee Checklist**
- New Employees, please complete all items immediately.

**Personal Information**
- Opt-out of public disclosure of home information; View and update emergency contacts, addresses, race/ethnicity, disability, veteran, and directory information.

**Make Bursar Payments**
- Pay Bursar billed insurance, parking tickets, etc. by credit card, checking or savings account.

**Benefits and Deductions**
- Retirement, Health, Flexible Spending, Miscellaneous, Beneficiaries, Benefit Statement, VEBA Opt-Out Election

**Pay Information**
- Direct Deposit, Earnings History, Deductions History, Pay Stubs

**Tax Forms**
- W4 Form, W2 Statement

**Jobs Summary**
- List of Jobs and Associated Transactions

**Leave Balances**
- List of Leave Balances

**Time Sheet (Approvals and View Only)**
- Departmental Time Entry Approvals and View

RELEASE: 8.8.3
Learning Central

- Access to the system *48 hours after* your NetID is created

- Job-related courses by EOD and others
  - Yearly required trainings
  - UNM systems and applications
  - Professional development
Learning Central

[Image of the Learning Central interface showing My Learning Assignments and Find Learning sections]
# Training Options

<table>
<thead>
<tr>
<th></th>
<th>Learning Central</th>
<th>FastInfo</th>
<th>UNM Continuing Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Technology</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>UNM-specific Technology</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNM Job Trainings</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNM Work Culture</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Development</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Certifications</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Free?</td>
<td>Free</td>
<td>Free</td>
<td>Tuition Remission</td>
</tr>
</tbody>
</table>
Employee & Organizational Development
Contact EOD

eod@unm.edu

277-1555

UNM Business Center
1700 Lomas Blvd. NE
Southeast corner of Lomas and University
Suite 1200
IT Services for Staff

- Discounted Office (PC/Mac) and Windows
  UNM Bookstore
- Discounted PC computers for home
  Loboperks.unm.edu
- Free Antivirus software for PC/Mac
  it.unm.edu
- LoboMobile smartphone app
  it.unm.edu
UNM Technology, Systems & Training

Questions?
# ABOUT US

## MISSION

“We support the University’s education, research, and service missions by providing access to key programs for faculty, staff, students and visitors through a variety of parking and transportation services that consider the needs of each customer.”

## AT UNM

PATS is an auxiliary department of **Institutional Support Services (ISS).**

ISS delivers seamless services and programs for students, faculty, staff, visitors, and patrons, while supporting the University's core mission.

## FUNDING

**We are 100% self-funded**

Revenue collected from permits, hourly parking, special event shuttle services, etc. go toward funding all of our services.
# PARKING & TRANSPORTATION SERVICES

## PARKING
- Parking lots
- Enforcement
- Facilities maintenance
- Administration
- Information technology

## SHUTTLE
- 10 shuttle routes
- Special event transportation

## ALTERNATIVE TRANSPORTATION
- Free bus pass program
- Bicycle lockers
- Rail Runner connection
- EV charging stations
- Enterprise CarShare
- Transportation Information Center (TIC)
UNM IS THE LARGEST DESTINATION POINT IN NM!

- 2nd largest transportation system in New Mexico after ABQ Ride
- 1.6 million annual passenger boardings

Source: 2013 MR-COG UNM/CNM/Sunport Transit Study
* In thousands
The UNM campus is divided into parking zones:
- Commuter
- Proximity
- Resident

Permits allow parking only in the zone stated on the permit.
Permits are only valid when properly displayed on your vehicle.
# FACULTY & STAFF PERMITS

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Payment Options</th>
<th>G/Q/ South</th>
<th>Preferred Lot*</th>
<th>Yale/Lomas Structure</th>
<th>Reserved</th>
<th>Structure Reserved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact PATS main office to learn more about eligibility and availability.</td>
<td>&lt; $50K/Yr.</td>
<td>$180/yr.</td>
<td>$408/yr.</td>
<td>$504/yr.</td>
<td>$1320/yr.</td>
<td>$1608/yr.</td>
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<td>Payroll Deduction Option (Income less than 50K)</td>
<td>&gt; $50K/Yr.</td>
<td>$180/yr.</td>
<td>$480/yr.</td>
<td>$720/yr.</td>
<td>$1320/yr.</td>
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<td>Payroll Deduction Option (Income more than 50K)</td>
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<td>*Preferred Lots:</td>
<td>A-B-C-F-GR-J-L-M-P-R-RIO-T-U-W</td>
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</table>
PURCHASING PERMITS

Faculty/Staff must purchase permits in person

WHERE:
2401 Redondo Dr. NE
• Parking validation at booth

BRING:
• UNM ID
• Vehicle registration information

PAYMENT OPTIONS:
You may also pay with cash or through payroll deduction
• Payroll will be debited over 12 months
• Automatic renewal

You will be issued a temporary permit until an actual permit is mailed to you.
### ADA

ADA Accessible Parking is **FREE** with the display of a valid state-issued ADA placard issued to you.

- Need not purchase a UNM parking permit
- Additional parking at pay stations and regular permitted spaces (not otherwise restricted by signage)

### MOTORCYCLE

Motorcycle parking permits can be purchased at the PATS office.

- **$70/year** (free when registered with a car)
- Designated parking is available throughout campus
- May use pay station parking ($1 per ½ hr.)

### MOPED/SCOOTER

Mopeds and scooters must be registered to park on campus and may be purchased at PATS office.

- **$36/year** (free when registered with a car)
- May park in designated motorcycle parking spaces and at pay stations ($1 per ½ hr.)

**NOT ALLOWED ON BICYCLE RACKS OR SIDEWALKS**
Monday through Friday, and all day Saturday and Sunday with certain restrictions, permit holders can park in any regular space on campus (excluding restricted areas: structures, pay stations, ADA, reserved, residential lots) when permit is properly displayed.
HOURLY PARKING

Cost: $1 per ½ hr.

Available in:
- Yale Garage
- Cornell Garage
- Surface lots throughout campus

- OR -

Pay-by-space with your phone on the ParkMobile app
ENFORCEMENT

FALL / SPRING
ENFORCEMENT HOURS
Monday – Thursday: 7 a.m. – 8 p.m.
Friday: 7 a.m. – 6 p.m.
Saturday: 8 a.m. – 5 p.m.

There is enforcement during academic breaks and throughout the Summer.

PATS Enforcement Officers operate on campus to offer help, advice and information.

Enforcement Officers ensure and maintain a high-quality, well-managed parking service to customers.

NOTE: Permits are non-transferable. Alteration or reproduction of parking permits is strictly prohibited.
AVOID CITATIONS

1. **ALWAYS** display your parking permit property.

2. Park **ONLY** in the zone designated on your permit.

3. Park between two white lines or at a bumper barrier.

4. Pay the meter more than you think you will need.
   - Use ParkMobile to pay by phone and add time remotely (available in Yale and Cornell parking structures only).

5. **NEVER** park in reserved, ADA, barricaded or construction zones without the proper permit.
Citation appeals can be made online only. If you have questions or trouble filing an appeal, please come by our offices.

Please follow the instructions on the ticket envelope promptly.
1. Go to pats.unm.edu
2. Click on the ‘Appeal or Pay a Citation’ link

Appeal or pay within five (5) business days to avoid late fees.
• PATS shuttles are free to ride (paid for by sale of permits)
• ADA accessible
• Shuttle ride typically 15 min. or less
• 10 shuttle routes

FALL / SPRING HOURS
Monday – Friday
6:30 a.m. – 7 p.m.*

*Service continued via Night Bus
The Night Bus provides easier, more efficient connections between North, South, and Main Campus.

- Combines 4 routes into 1
- Shuttles every 10 minutes at: South Lot, Yale, Duck Pond, G/Q Lot
- Available on WMB app

SERVICE HOURS
Monday – Thursday
7 p.m. – 10 p.m.
WHERE’S MY BUS

Real-time GPS tracking of UNM shuttles and ABQ Ride buses.

See:
- All active busses
- Existing bus routes and bus stops
- Real-time bus locations

Available for Android and iOS
Access online: wmb.unm.edu
Free Bus Pass Sticker Program allows you to travel on regular ABQ Ride and ART buses FREE of charge.

Available to:
- Full-time faculty and staff
- Temp staff (+3 month contract)

Bus Sticker Distribution Sites:
- UNMH PATS
- PATS Transportation Information Center (TIC)
- PATS Main Office
NM RAIL RUNNER (ATC) CONNECTION

- Provides services to and from the Alvarado Transportation Center (ATC)
- Three daily circulations Monday – Friday

Main campus shuttle stop location:
- Las Lomas, just west of Yale intersection

Check pats.unm.edu for schedule
ELECTRICAL VEHICLE CHARGING STATIONS

- EV charging stations
  - 2 in Cornell parking structure - 4th floor
  - 2 in Yale parking structure - 1st floor
- Park and charge
- 4 hr. parking/charging limit

Visit Chargepoint.com to sign up
BICYCLE LOCKERS

Bike lockers are located throughout main and north campus and provide extra protection against theft.

- **$48/year** (pro-rated)
- Contact PATS for more details
- Free-to-use bike racks on campus

NOTE: Mopeds/scooters may not park at bicycle racks.
Inspection of Public Records Act (IPRA)

UNM Office of the Custodian of Public Records
1. Your Work Will Be a Public Record.

A public record is:

“all documents, papers, letters, books, maps, tapes, photographs, recordings and other materials... used, created, received, maintained or held by or on behalf of any public body and relate to public business.”

NMSA 1978, § 14-2-6(G)
2. Public Records Can Be Inspected.

It is the public policy of New Mexico that:

“to provide persons with [public records] is an essential form of representative government... and an integral part of the routine duties of public officers and employees.”

_NMSA 1978, § 14-2-5_
3. Think Before You Write.

Be professional at all times. Know your audience.

Marking documents as “confidential” doesn’t protect them under IPRA.

Much of your work will be a public record, and it can be inspected under IPRA.
Questions? Please refer to:

UNM Office of the Custodian of Public Records
277-3452
Next Steps
New Employee Toolkit

- UNM’s *New Employee Toolkit* gives you a second look at what you saw during New Employee Orientation.

- It is also a way for you to receive the additional information and resources you need to get off to a great start in your new position.

  [hr.unm.edu/new-employee-toolkit](hr.unm.edu/new-employee-toolkit)
Communications

- UNM website – [www.unm.edu](http://www.unm.edu)
- HSC website – [hsc.unm.edu](http://hsc.unm.edu)
- HR Newsletter
  - Delivered monthly via email
- UNM News
  - UNM News Minute email
  - The President's weekly message (President's Weekly Perspective)
  - The Provost's weekly message (The Wednesday Communiqué)
  - All-University emails (All-UNIVERSITY-L)
  - UNM official social media accounts (Primarily Facebook and Twitter)
  - Daily Lobo
Lobo U Checklist

Complete all UNM Annual Required Training within **30 days** of start date:

- Basic Annual Safety Training
- Prevention of Harassment and Discrimination
- Active Shooter on Campus: Run, Hide, Fight
- Ethics: A Framework for Ethical Decision Making

- Training is conducted online through UNM Learning Central [learningcentral.health.unm.edu](http://learningcentral.health.unm.edu)
- Access to Learning Central is available **48 hours** after your NET ID is created
Optional Session

- One-on-One Q & A
- Representatives from Benefits & Retirement
- Room 1018
Ticket Out of Here

- NEO Evaluation – Pink

Rehires or Return-to-work Retirees: Please stay for additional information
Welcome to UNM! Go LOBOs!