New Employee Information Session

EMPLOYEE AND ORGANIZATIONAL DEVELOPMENT OFFICE
WELCOME TO THE PACK!
General Housekeeping Items

- Please be respectful to others.
- Please mute your microphone when not speaking.
- Try to avoid talking over/at the same time as other participants.
- Be aware if you choose the video function, try to avoid doing other tasks.
- Please use the "Chat" feature if you are not comfortable speaking.
<table>
<thead>
<tr>
<th>TIME</th>
<th>TOPIC</th>
<th>Presented by</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15 - 8:35 AM</td>
<td>Zoom Session Opens</td>
<td>EOD</td>
</tr>
<tr>
<td>8:35 - 8:40 AM</td>
<td>Welcome/Agenda Review</td>
<td>EOD</td>
</tr>
<tr>
<td>8:40 - 8:45 AM</td>
<td>Let’s Get Acquainted!</td>
<td>EOD/New Employees</td>
</tr>
<tr>
<td>8:45 - 8:55 AM</td>
<td>Questions Regarding NEE Website and “Your Lobo Journey”</td>
<td>EOD</td>
</tr>
<tr>
<td>8:55 - 9:20 AM</td>
<td>Departmental Introductions and Q &amp; A</td>
<td>EOD/New Employees</td>
</tr>
<tr>
<td>9:20 - 9:25 AM</td>
<td>Wrap up/Final Questions</td>
<td>EOD</td>
</tr>
<tr>
<td>9:25 – 9:30 AM</td>
<td>Online Survey</td>
<td>EOD/New Employees</td>
</tr>
<tr>
<td>9:35 AM</td>
<td>Zoom Session Ends</td>
<td>EOD</td>
</tr>
</tbody>
</table>
Let’s Get Acquainted!

1. Name
2. Position
3. Department
The New Employee Starter Guide can be found at: hr.unm.edu/new-employee-toolkit.

The link for the PDF guide can be found at: hr.unm.edu/docs/employment/new-employee-starter-guide.pdf
Questions/Issues

➢ New Employee Experience Website newemployee.unm.edu
Questions/Issues

“Your Lobo Journey” Modules
UNM 2040: Opportunity Defined

The University of New Mexico is undertaking a process to craft a multi-year plan to build the future of UNM. This plan will provide us with both a vision of our future twenty years from now, and a set of more immediate tasks designed to move us toward that vision.

• Goal One: Advance New Mexico
• Goal Two: Student Experience and Educational Innovation
• Goal Three: Inclusive Excellence
• Goal Four: Sustainability
• Goal Five: One University

https://opportunity.unm.edu/
VISION
Be a global leader in realizing human potential, addressing critical community challenges, and demonstrating the power of inclusive diversity.

MISSION
The University of New Mexico serves as the state’s premier institution of higher learning and provider of health care by promoting discovery, generating intellectual and cultural contributions, honoring academic values, and serving our community by building an educated, healthy, and economically vigorous New Mexico.

VALUES
EXCELLENCE:
We value excellence in all of our work, and we strive to perform and achieve at the highest levels.

INCLUSION:
We respect and celebrate the differences of all persons and value working in a collaborative environment where diversity is cherished and there is a shared sense of belonging.

ENVIRONMENT:
We are dedicated to the protection of our planet to ensure the health, well-being, and success of future generations.

INTEGRITY:
We value fairness, honesty, and transparency. We are good stewards of the resources that have been given to us.

PLACE:
We are dedicated to the peoples and places of New Mexico even as we reach for global impact for the benefit of all humanity.
Employee & Organizational Development (EOD)

Website: hr.unm.edu/eod
Email: eod@unm.edu
HR Client Services

HR Website:
hr.unm.edu/

Email: clientsv@unm.edu
UNM Coronavirus (COVID-19) Information

To protect and preserve the health, safety, and welfare of the UNM community, the University of New Mexico requires that all faculty, staff, and students accessing University facilities, housing, programs, services, and activities in person to be fully vaccinated for COVID-19, subject to limited exemptions**.

To be considered fully vaccinated, new employees are required to receive a booster dose of the vaccine when eligible according to the FDA. Boosters must be received within four weeks of eligibility, according to the criteria provided by the FDA. All documentation must be uploaded to the UNM COVID-19 Vaccine Verification portal.

More information regarding safe practices can be found at bringbackthepack.unm.edu

** UNM collects COVID vaccination information to help ensure a safe campus environment for employees and students. Uploaded vaccination cards are not shared. COVID vaccination information will be shared internally only when there is a legitimate business need for the purposes of implementing particular accommodations and for providing a safe campus environment for the UNM community.
Masks

- UNM Health Systems: Facilities associated with the health system and HSC academic and research spaces, where close contact with the clinical environment – **REQUIRED**
  - Includes HSC North Campus, Health Sciences Library and Info Center, HSC Research and Admin, School of Medicine, Colleges of Pharmacy, Nursing and Population Health
- UNM Main Campus / All other UNM properties – in classrooms, labs, studios, libraries, residence halls, dining facilities, the SUB, Johnson Center, offices, conference rooms and other indoor on-campus spaces – **RECOMMENDED**
  - Be aware that several large campus venues (Popejoy Hall or University Arena) have also updated their COVID-19 protocols, with some variation among facilities.

Please be respectful of those who choose to continue to wear a mask
Your First Day

Create NetID & Multi-Factor Authentication
- Your NetID can be created **24 hours after** your hire has been processed into our system. Create your NetID at netid.unm.edu.
- You should also sign up for multi-factor authentication for added security.
- If you have been hired at the Health Sciences Center, you will need to create your own UNM NetID, once that is done then HSC will create your HSC NetID.

Set Up Direct Deposit
- New Employees are able to set up direct deposit on their first working day.
- For instructions on setting up Direct Deposit and establishing account allocations visit the Payroll Direct Deposit page. You will need to have setup your NetID first to complete this task.

Complete W-4
- Your tax withholding is defaulted to Single. If you’d like to update it, you can update your Form W-4 electronically.
- Please do not submit the paper form to Payroll.

Visit the HR Transaction Center webpage at hr.unm.edu/transaction-center and the Payroll webpage at payroll.unm.edu/ for location, hours of operation and key contact information.
Your First Day  (Cont’d)

The LoboCard Office in the SUB is currently open Monday - Friday 8:00 AM - 4:45 PM for walk-ins.

For any questions, email the LoboCard Office at lobocard@unm.edu or call us at 505-277-9970.

Our team is available to assist you by phone or email Monday - Friday 8:00 AM - 4:45 PM.
UNM’s Learning Central

- learningcentral.unm.edu
- Mandatory Training 2022 Available
- 30 days to complete
- Access may take up to 72 hours
HR Benefits & Employee Wellness

Website: hr.unm.edu/benefits
Email: hrbenefits@unm.edu

Employee Wellness

Website: hr.unm.edu/wellness
Email: wellness@unm.edu
Recreational Services

Tuition Remission

What’s Covered:

• WOW (World of Wellness) Passes
• Personal Training
• Getaway Trips
• Classes and Clinics
WOW Pass
## Packages & Pricing

### Individual Training

<table>
<thead>
<tr>
<th># Sessions</th>
<th>Student</th>
<th>Faculty/Staff</th>
<th>Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>$100</td>
<td>$125</td>
<td>$160</td>
</tr>
<tr>
<td>5</td>
<td>$150</td>
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<td>7</td>
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<td>$275</td>
</tr>
<tr>
<td>10</td>
<td>$275</td>
<td>$300</td>
<td>$335</td>
</tr>
</tbody>
</table>

*Faculty/Staff Tuition Remission: 10 Sessions ONLY

### Partner Training

<table>
<thead>
<tr>
<th># Sessions</th>
<th>Student</th>
<th>Faculty/Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>$125</td>
<td>$150</td>
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<tr>
<td>5</td>
<td>$180</td>
<td>$225</td>
</tr>
<tr>
<td>7</td>
<td>$205</td>
<td>$280</td>
</tr>
</tbody>
</table>
Getaway Adventures

INTRO TO SEARCH AND RESCUE WITH CIBOLA SEARCH AND RESCUE JUNE 11

DECEPTION AND LAKE PEAK DAY HIKE JUNE 18

MOUNTAIN BIKING THE MANZANITAS JUNE 25

BIKERAFTING THE RIO! JULY 9

BOULDERING AND BBQ IN THE SANDIAS! JULY 16

SANTA FE SPANISH MARKET JULY 30 SANTA ROSA STAND UP PADDLE SWIM DAY AUGUST 13

INDIAN MARKET AUGUST 20

Register at the UNM OUTDOOR ADVENTURE CENTER Room G620 Johnson Center or online: https://recweb.unm.edu/register/

#Getaways Call 277-8682 for more information on trips.

Open to all UNM Faculty, Staff, UNM Retirees.
Classes and Clinics

The UNM Outdoor Adventure Center hosts an assortment of educational sessions, how-tos, and a speaker series. Topics vary and cover many areas along the outdoor adventure spectrum.

Latest News
No latest news

Videos

Upcoming Classes / Clinics

SCUBA: Open Water Diver Certification | Session 1 (June 1st, 5th, 11th-13th)
The OAC has partnered with The Scuba Company to offer discounted rates for their stellar classes.

In the PADI Open Water Diver (OWD) course, your adventure will begin. Being the worlds most recognized scuba certification means you can take your certification with you anywhere in the world and be recognized as a world-class diver. Students will discover and review information about dive theory and equipment with a knowledge and passionate instructor. Following the classroom portion, students will spend time in the pool to perfect their skills. The final phase of certification comes in 1 form of dives in open water. When taking classes through The Scuba Company, you will go to the Blue Hole in Roswell, NM to complete your open water dives. In addition to the pool, you will complete four dives in the water at Blue Hole.

This course is taught off-site. You will be billed during the course by The Scuba Company to complete your registration upon payment.

Course Dates:
Session 1
June 1st: Orientation
June 4th: Pool Day (Location TBD)
June 11th-13th: Blue Hole Dives (38th for Advanced C

Session 2

UNM Payroll Office

Website: payroll.unm.edu/
Email: pay@unm.edu
Parking & Transportation Services (PATS)

Website: pats.unm.edu/
Email: parktran@unm.edu
Custodian of Public Records Office

Website: http://publicrecords.unm.edu
Email: un mipra@salud.unm.edu
Final Questions and Wrap Up

- Employee & Organizational Development (EOD) eod@unm.edu
- HR Benefits & Employee Wellness hrbenefits@unm.edu & wellness@unm.edu
- UNM CARS Counseling, Assistance and Referrals http://cars@unm.edu
- HR Client Services clientsv@unm.edu
- HR Transaction Center hrpr@unm.edu
- Custodian of Public Records Office (IPRA) unmipra@salud.unm.edu
- Parking & Transportation Services (PATS) parktran@unm.edu
- UNM Payroll Office pay@unm.edu
- UNM Recreational Services https://recservices.unm.edu/contact-us/index.html
New Employee Experience Completion Survey

esurvey.unm.edu/opinio/s?s=122018
THANK YOU AND WELCOME TO UNM!