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.
## Agenda

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

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

The link for the PDF guide can be found at:
https://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
HR Client Services

Website:
https://hr.unm.edu/
OR
https://lobowebapp.unm.edu/apex_ods/f?p=145:1
Email: clientsv@unm.edu
UNM Coronavirus (COVID-19) Information

- Visit the Bringing Back the Pack website for updated information, guidelines, checklists and FAQ's
  - Understand the protocols for the campus you work on; (main campus, HSC)
  - Utilize UNM’s COVID resources as needed
    - COVID Coordinator at covidcoordinator@unm.edu
    - COVID Call Center at 505-515-8212 for exposures and symptoms

- COVID-19 Self-Reporting Requirements
- Families First Coronavirus Response Act (FFCRA) - Paid Leave Options
- Daily Employee Symptom Screening Questionnaire
- Talk to your supervisor about your specific departments COVID protocols
- Tier 1, 2, 3 employees
  - Masks must be worn at all times when on campus
HR Transaction Center

Website: https://hr.unm.edu/transaction-center
Email: hrpr@unm.edu
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, a NetID will be created for you and provided to you by your supervisor.

Set Up Direct Deposit
- New employees will not have access to add Direct Deposit and update W-4 until 72 hours after 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, 0. 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 https://hr.unm.edu/transaction-center and the Payroll webpage at http://payroll.unm.edu/ for location, hours of operation and key contact information.
Your First Day (Cont’d)

- **UNM LoboCard Office updates office hours for in-person services**

The Lobo Card Office will operate from 9:00AM – 2:00PM for walk-up hours. Lobos who prefer to schedule their visit can make an appointment from 2:00 PM – 4:45PM Monday thru Friday.

To schedule an appointment or to ask a question, email the LoboCard Office at lobocard@unm.edu Monday thru Friday from 8:00 a.m. to 5:00 p.m.
HR Benefits & Employee Wellness

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

Website: https://hr.unm.edu/wellness
Email: wellness@unm.edu
UNM Payroll Office

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

Website: [http://pats.unm.edu/](http://pats.unm.edu/)
Email: parktran@unm.edu
Custodian of Public Records Office

Website: [http://publicrecords.unm.edu/](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
- 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
New Employee Experience Completion Survey

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