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>
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<tbody>
<tr>
<td>8:15 - 8:35 AM</td>
<td>Zoom Session Opens</td>
<td>EOD</td>
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<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>
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<tr>
<td>8:55 - 9:20 AM</td>
<td>Departmental Introductions and Q &amp; A</td>
<td>EOD/HR Client Services, HR Benefits &amp; Employee Wellness, Recreational Services, UNM Payroll, Parking and Transportation Services (PATS), Custodian of Public Records Office (IPRA)</td>
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<tr>
<td>9:20 - 9:25 AM</td>
<td>Wrap up/Final Questions</td>
<td>EOD</td>
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<tr>
<td>9:25 - 9:30 AM</td>
<td>Online Survey</td>
<td>EOD/New Employees</td>
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<tr>
<td>9:35 AM</td>
<td>Zoom Session Ends</td>
<td>EOD</td>
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</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

Your Lobo Journey Orientation Training

New Employee Experience

Press Play To Begin
Employee & Organizational Development (EOD)

Employee & Organizational Development

Employee and Organizational Development (EOD) offers training, workshops and resources to all UNM faculty, staff and departments to help cultivate careers, improve work environments, and create leaders.

Our Vision
To use our expertise to transform individual and group talents into high performance teams within the UNM Community.

Our Mission
EOD’s mission is to be a partner in designing and delivering customized professional development solutions focused on organizational and personal growth for our UNM faculty, staff, and student employees.

EOD delivers a range of solutions that positively impact organizational effectiveness in relation to productivity, job satisfaction, and personal fulfillment—from one-on-one coaching to department team building. Explore our solutions in the side navigation and complete our intake form to get started.

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

Masks

- UNM Health Systems: HSC North Campus, Health Sciences Library and Info Center, HSC Research and Admin, School of Medicine, Colleges of Pharmacy, Nursing and Population Health – **REQUIRED**
- Gallup Campus – **REQUIRED**
- 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 – **OPTIONAL** Please be respectful
- UNM Parking / Transportation – Per TSA requirements, masks are **REQUIRED** on all UNM shuttle buses until April 18, 2022.
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

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
<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<td><strong>YOGA</strong></td>
<td><strong>LOBO CYCLING</strong></td>
<td><strong>YOGA</strong></td>
<td><strong>LOBO CYCLING</strong></td>
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<td>Bruce Van</td>
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<td>8:00am - 9:00am</td>
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<td><strong>PIYO</strong></td>
<td><strong>DEEP WATER AEROBICS</strong></td>
<td><strong>COURT</strong></td>
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<td>Larry Mancini</td>
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<td>6:00pm - 7:00pm</td>
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<td>Mandy Martin</td>
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<td>University Pool</td>
<td>Water Aerobics</td>
<td>CIRCUIT TRAINING</td>
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<td>YOGA</td>
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Please visit our website for more updates on the WOW Schedule.

Spring 2023 Fitness Classes
- LOBO CYCLING
- TRX
- AQUA JOGGING
- CORE
- DEEP WATER AEROBICS
- PILATES
- SOUL
- CIRCUIT TRAINING

For more information, visit the Recreational Services website at recservices.unm.edu

The University of New Mexico
Recreational Services
1102 Johnson Center, UNM, 505.277.0178
recservices.unm.edu

$27.00  UNM Students
$75.00  UNM Faculty/Staff
$90.00  Community

WOW Pass
# Personal Training

## Packages & Pricing

### Individual Training

<table>
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<tr>
<th># Sessions</th>
<th>Student</th>
<th>Faculty/Staff</th>
<th>Community</th>
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<tr>
<td>10</td>
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*Faculty/Staff Tuition Remission: 10 Sessions ONLY

### Partner Training

<table>
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<th># Sessions</th>
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<tbody>
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<td>3</td>
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<tr>
<td>7</td>
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Getaway Adventures

Full Moon Snowshoe Hike
JANUARY 28
Introduction to Cross Country Skiing
FEBRUARY 5
Cross Country Skiing
San Antonio Hot Springs
FEBRUARY 19
Mount Taylor Snowshoe Summit
FEBRUARY 26
Spring Break
Relaxation Day at Santa Fe
MARCH 17
Spring Break
Gila Backpacking and Fly Fishing
MARCH 12-15
Spring Break
Biking and Camping
MARCH 17-22

Chaco Canyon
Overnight Camping
MARCH 26
Outdoor Adventures Center
Ride to Valle de Oro NWR
APRIL 2
Rock Climbing
Sooma Box
APRIL 9
Mesa verde
Mountain Bike
Overnight Adventure
APRIL 16
Explore El Morro
APRIL 23
Sabinoso Wilderness
Overnight Adventure
APRIL 30

Register at the UNM OUTDOOR ADVENTURE CENTER Room 01520 Johnson Center or online:
https://recweb.unm.edu/registration
Call 277-8882 for more information.
Tuition Remission eligible for Full and Part Time UNM Faculty, Staff, UNM Retirees.
Classes and Clinics

**Snowboard Tuning**
*January 31, February 28*

**Bike Tune-Ups**
*February 7, March 7, April 11*

**Community Gear Sale**
*March 5*

**Backcountry Baking**
*May 2*

**Solo Wilderness First Responder**
*MAY 15-23*

Register at
UNM OUTDOOR ADVENTURE CENTER
Room G1620 UNM Johnson Center or online:
https://recesservices.unm.edu/hvac/outdoor-adventure-center/classes-clinics.html
Call 277-8182 for more information.

Tuition Remission eligible for
Full and Part Time UNM Faculty, Staff, UNM Retirees.
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:  
unmipra@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

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