WELCOME TO THE PACK!
General Housekeeping Items

- Be respectful of others.
- Avoid taking part in side conversations; listen and ask clarifying questions
- Any question is a good question
- Keep phones or other devices on silent or vibrate mode during the session
General Housekeeping Items (Online)

- 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>
</tr>
</thead>
<tbody>
<tr>
<td>8:15 - 8:35 a.m.</td>
<td>Zoom Session Opens</td>
<td>EOD</td>
</tr>
<tr>
<td>8:35 - 8:40 a.m.</td>
<td>Welcome/Agenda Review</td>
<td>EOD</td>
</tr>
<tr>
<td>8:40 – 8:45 a.m.</td>
<td>Let’s Get Acquainted!</td>
<td>EOD/New Employees</td>
</tr>
<tr>
<td>8:45 – 8:55 a.m.</td>
<td>Questions/Issues Regarding NEE Website and “Your Lobo Journey”</td>
<td>EOD</td>
</tr>
<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>
</tr>
<tr>
<td>9:20 – 9:25 a.m.</td>
<td>Wrap Up/Final Questions</td>
<td>EOD</td>
</tr>
<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>
</tr>
</tbody>
</table>
Let’s Get Acquainted!

1. Name
2. Position
3. Department
New Employee Starter Guide

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
Employee & Organizational Development (EOD)

Website: https://hr.unm.edu/eod
Email: eod@unm.edu

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.

EOD Training Calendar
March 09-12
HR Client Services

HR Website: https://hr.unm.edu/
Email: clientsv@unm.edu
UNM Coronavirus (COVID-19) Information

As of September 30, 2021 all UNM faculty, staff and students accessing University facilities and programs were required to be fully vaccinated for COVID. All documentation to verify vaccination or exemptions must be uploaded to the UNM COVID-19 Vaccine Verification Portal.

- If you are not yet vaccinated, schedule your vaccine appointment at vaccineNM.org or by calling 1-855-600-3453
- All employees and students must provide documentation of full vaccination. UNM requires masks to be worn indoors by all individuals, vaccinated and unvaccinated.

Visit the Bringing Back the Pack website for more information

** 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.
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 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)

The LoboCard Office in the SUB is currently open Monday - Friday 9:00 AM - 12:00 PM for walk-ins and 12:00 PM - 4:45 PM by appointment only.

To schedule an appointment 24hrs in advance or 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 9:00 AM - 4:45 PM.
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/
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

New Employee Experience Survey Point of Completion

Congratulations on completing New Employee Experience, your new employee orientation! We ask that you please answer the following questions regarding your experience. Your feedback is very important to us.

1. What is your workplace location?
   - Main
   - North
   - Branch
   - Other

2. How useful was the information provided in the online orientation (Your Lobo Journey)?
   - Extremely useful
   - Somewhat useful
   - Not useful at all

3. The amount of information provided was
   - Just right
   - Too much
   - Not enough

4. I could find all the information I needed
   - Agree
   - Disagree

5. The New Employee Experience website was well organized and easy to understand.
   - Agree

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