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>
</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>
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<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>
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<tr>
<td>8:55 - 9:20 a.m.</td>
<td>Departmental Introductions and Q &amp; A</td>
<td>EOD</td>
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<td>HR Client Services</td>
<td>HR Client Services</td>
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<td>HR Benefits &amp; Employee Wellness</td>
<td>HR Benefits &amp; Employee Wellness</td>
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<td>UNM Payroll</td>
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<td>Parking &amp; Transportation Services (PATS)</td>
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<td>Custodian of Public Records Office (IPRA)</td>
<td>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>
</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
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](http://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 leaders, 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: https://hr.unm.edu/eod
Email: eod@unm.edu
HR Client Services

HR Website:
https://hr.unm.edu/
Email: clientsv@unm.edu

Transaction Center Website:
https://hr.unm.edu/transaction-center
Email: hrpr@unm.edu
UNM Coronavirus (COVID-19) Information

• UNM’s Phases of Return to the Worksite: July 1-August 1, 2021. August 2, 2021 UNM will be fully open with regard to onsite operations.

• Visit the Bringing Back the Pack website for updated information, guidelines, & FAQ’s
  • 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
  • Face masks are not required for individuals who have completed their vaccination series.
  • Talk to your supervisor about your specific departments COVID protocols
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](http://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 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](http://payroll.unm.edu/). 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](https://hr.unm.edu/transaction-center) and the Payroll webpage at [http://payroll.unm.edu/](http://payroll.unm.edu/) for location, hours of operation and key contact information.
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.
Welcome to Payroll

PLEASE NOTE THE FOLLOWING ANNOUNCEMENT due to the Coronavirus. Please monitor our website for ongoing updates.

We love payday as we do, we love payday as much as you!
UNM Policy 2020 requires direct deposit or pay card. If you do not have Direct Deposit yet, please enroll using the secure Multi-Factor Authentication (MFA).
Your Direct Deposit will post to your account by 9:00 a.m. on payday. Please contact your financial institution if you have not received your deposit by 9:00 a.m. on payday. Your pay stub is available in LaborWeb.

Other Resources
- UNM Hospital Employee Information
- UNM Human Resources
- UNM Policies & Procedures 2020-2021 Campus Calendar
- SIS Education Plan

Tax Information
- W-4 Withholding Info

Payroll Bulletin
- Employment Verification

The Payroll Department cannot provide investment or tax advice to employees. Please contact a Financial Planner or Tax Advisor for questions.
Parking & Transportation Services (PATS)

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

Public Records Request

Inspection of Public Records
This web page provides information regarding the policies and procedures involved in making public records requests to the University of New Mexico pursuant to the New Mexico Inspection of Public Records Act (IPRA). IPRA requests are processed by the UNM Custodian of Public Records.

Information on making a public records request.

Submit a Request

Resources and Links
- The Attorney General’s IPRA Compliance Guide can be accessed via www.nmag.gov

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