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>
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<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

Your Lobo Journey Orientation Training

New Employee Experience

Press Play To Begin
Employee & Organizational Development (EOD)

Change, Grow, Lead.
Employee & 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: https://hr.unm.edu/eod
Email: eod@unm.edu
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)

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.
HR Benefits & Employee Wellness

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

Website: https://hr.unm.edu/wellness
Email: wellness@unm.edu
Welcome to Payroll

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

We love payday as you 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 am as usual. Please contact your financial institution if you have not received your deposit by 9:00 am on payday. Your pay stub is available in LaborWeb.

Download Distribution Program

If you need to sign-up for the Payroll Distribution Program (Payroll Card) with Nusenda Credit Union, please visit any of their branch locations. More information online.

Website: [http://payroll.unm.edu/](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: 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

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!