New Employee Information Session
WELCOME TO THE PACK!
<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Presenter</th>
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<tbody>
<tr>
<td>9 a.m.</td>
<td>Welcome/Housekeeping</td>
<td>EOD</td>
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<tr>
<td>9:10 a.m.</td>
<td>New Employee Experience: Steps for Successful Onboarding</td>
<td>EOD</td>
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<tr>
<td>9:15 a.m.</td>
<td>Get to Know UNM</td>
<td>EOD</td>
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<tr>
<td>9:30 a.m.</td>
<td>First Things First: A Checklist for Your Lobo Journey</td>
<td>EOD</td>
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<tr>
<td>9:45 a.m.</td>
<td>Department Introductions and Q &amp; A</td>
<td>HR Client Services, UNM Payroll, HR Benefits &amp; Employee Wellness, CARS, Ombuds, Parking &amp; Transportation Services (PATS), Custodian of Public Records (IPRA), Export Control</td>
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<tr>
<td>11 a.m.</td>
<td>Wrap up</td>
<td>Final Questions</td>
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GENERAL HOUSEKEEPING ITEMS

- Be respectful to others. Try to avoid talking over/at the same time as other participants.
- Mute your microphone when not speaking.
- You are not required to have your video on.
- If video is on, be aware of distractions in the background or try to avoid doing other tasks.
- Please use the "Chat" feature if you are not comfortable speaking. We welcome participation!
Your New Employee Experience
Steps for a Successful Onboarding
Steps for Successful Onboarding

- Complete the “Your Lobo Journey” Modules
Steps for Successful Onboarding

- Complete the “Your Lobo Journey” Modules
- Review the New Employee Starter Guide
Steps for Successful Onboarding

- Complete the “Your Lobo Journey” Modules
- Review the New Employee Starter Guide
- Attend the NEE Information Session
Your Lobo Journey

New Employee Experience
Website: newemployee.unm.edu
New Employee Starter Guide

The New Employee Starter Guide can be found at:

https://hr.unm.edu/docs/employment/new-employee-starter-guide.pdf
Getting to Know UNM
The University of New Mexico Board of Regents

President
Garnett S. Stokes

Health Sciences Center
Douglas Ziedonis
Executive Vice President for HSC and CEO of the UNM Health System

Office of the Provost
James Holloway
Provost and Executive Vice President of Academic Affairs

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ORGANIZATIONAL AND LEADERSHIP TEAM

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Executive Vice President for HSC and
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Vice President for Community Health

Clinical Operations Leadership
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CEO, UNM Hospitals
Robb McLean
CEO and President, UNM Medical Group
Michael Richards
Sr. Vice President for Clinical Affairs
Jamie Silva-Steele
President and CEO, Sandoval Regional Medical Center
UNM System

In addition to central campus, these departments embody the education and service initiatives of UNM.

### Health & Health Sciences
- **UNM HEALTH**
  - UNM Children’s Hospital
  - Carrie Tingley Hospital
  - UNM Adult Psychiatric Center
  - UNM Children’s Psychiatric Center
  - UNM Comprehensive Cancer Center

### Academic & Support
- **ACADEMICS & SUPPORT**
  - School of Medicine
  - College of Nursing
  - College of Pharmacy
  - College of Population Health
  - UNM Health Sciences Rio Rancho
  - UNM Comprehensive Cancer Center
  - UNM HSC Library & Informatics Center

### Branches
- **GALLUP**
- **LOS ALAMOS**
- **TAOS**
- **VALENCIA**

Clinical partners including TriCore Reference, Lovelace Rehabilitation Clinic, First Choice, Veteran’s Administration, Genesis HealthCare.
Goal One:
Advance New Mexico

Goal Two:
Student Experience and Educational Innovation

Goal Three:
Inclusive Excellence

Goal Four:
Sustainability

Goal Five:
One University

opportunity.unm.edu
Vision & Mission

Vision
Be a global leader in realizing human potential, addressing critical community challenges, and demonstrating the power of inclusive diversity.

Mission
The University of New Mexico serves as the state’s premier institution of higher learning and provider of health care by promoting discovery, generating intellectual and cultural contributions, honoring academic values, and serving our community by building an educated, healthy, and economically vigorous New Mexico.
Health & Health Sciences

**Vision**
To make more progress in New Mexico’s health and health equity than any other state, in collaboration with community partners.

**Mission**
As a majority-minority state, our mission will ensure that all populations in New Mexico have access to the highest quality health care. In order to realize our vision and mission, we will advance health sciences in the most important areas of human health—starting with the priority health needs of our communities.
Campus Safety

• UNM PD/Escort Service: 505.277.2241
• LoboAlerts: https://loboalerts.unm.edu
• Blue Phones
• Campus Safety Website: campussafety.unm.edu
“First Things First”
A Checklist for Your Lobo Journey
Your First Day

• NetID/HSC ID
Your First Day

- NetID/HSC ID
- Direct Deposit
- W4
- W2
Your First Day

- NetID/HSC ID
- Direct Deposit
- W4
- W2
- LoboCard
Your First Day

- NetID/HSC ID
- Direct Deposit
- W4
- W2
- LoboCard
- Check out your keys

UNM Lock Shop:
fm.unm.edu/services/lock-shop.html
Your First Week

• Update worksite address in Demographic Self-Service
  Go to my.unm.edu > Enter Loboweb > Personal Information > Addresses and Directory Information > Demographic Information > Worksite Address

• Parking Permit

• Get to know MyUNM

• Complete your department orientation (tour your area, etc.)
Your First Month

• Complete Mandatory Training
• Enroll in your UNM Benefits!

learningcentral.unm.edu
Your First Three Months & Beyond

• Familiarize yourself with all the resources and opportunities UNM had to offer

• Perks of Being a Lobo:
  • Education Benefits
  • Popejoy
  • Adobe Creative Campus
  • Recreational Services (Johnson Gym)
  • University Club
  • UNM Bookstore
  • Athletics
Employee & Organizational Development (EOD)

Website: hr.unm.edu/eod
Email: eod@unm.edu
Phone: 505.277.1555
UNM Payroll Office

Website: payroll.unm.edu
Email: pay@unm.edu
Phone: 505.277.2353
HR Benefits & Employee Wellness

Website: https://hr.unm.edu/benefits
Email: hrbenefits@unm.edu
Phone: 505-277-6946

Website: https://hr.unm.edu/wellness
Email: wellness@unm.edu
505-272-4460
UNM CARS

A confidential Employee Assistance Program (EAP) for faculty, staff, their domestic partners and retirees. Serving UNM Main Campus, Branch Campuses, UNM Health Sciences.

Help with personal and work-related issues through free services including:
- Assessment
- Individual and Couples Counseling
- Referral to Internal/External Resources
- Supervisor Consultation
- Seminars and Workshops
- Critical Incident Debriefing
- Monthly Newsletter: Frontline Employee, Frontline Supervisor

Appointments: (505) 272-6868
1800 Mesa Vista Rd. NE
Monday-Friday, 8am-5pm
CARS website: cars.unm.edu

UNM CARS Policy 3750
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
UNM Export Control

Why does the U.S. have Export Control laws?

• Prevent the theft of our technologies.
• And...prevent the theft of U.S. information!
  • If a person’s information is stolen, they cannot publish; they cannot benefit from their own work.

The U.S. government also regulates the release of certain information to foreign nationals here in the U.S.

• This is called a “Deemed Export”
• This means a foreign national at UNM might not be able work on some contracts – even though they are here legally!

• The U.S. has several laws that govern the export of goods, and it can be complicated.

• If UNM violates any of these laws, the punishments can be severe!
  • Up to $1 million per violation! 20 years in jail!
  • Maybe even more important:
    • Lose the ability to compete for Federal contracts over $25,000!
    • Or even have our Export Privileges removed!
Items of Concerns to Export Control

Technologies that are often controlled:
• Semiconductors
• Lasers, Sensors, & Optics
• Robotics
• UAV’s (Unmanned Aerial Vehicles)
• Information Systems
• Navigation Systems
• Aeronautics
• Marine and Space Systems
• Cryptography/ Encryption technology
• Nuclear

Terms to watch out for:
• Export Control (generate/receive)
• DoD Distribution Statements (B, C, D, E, F)
• Controlled Unclassified Information (CUI)
• Safeguarding of Unclassified Controlled Technical Information-DFARS Clause 252.204-7012
• DD Form 2345: Military Critical Technical Data Agreement
• Technology Control Plan (TCP)
• International Travel
• Participation Restrictions
Contact

Patrick Bourgoyne
Export Control Officer (ECO)
Email: export@unm.edu
Phone: 505/277-2968
FINAL QUESTIONS & WRAP UP

- Employee & Organizational Development (EOD) eod@unm.edu
- HR Benefits & Employee Wellness hrbenefits@unm.edu & wellness@unm.edu
- UNM CARS Counseling, Assistance and Referrals http://cars@unm.edu
- Ombuds for Staff https://ombudsforstaff.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
- UNM Recreational Services https://recservices.unm.edu/contact-us/index.html
- UNM Export Control export@unm.edu
UNM New Employee Experience Attendance

Acknowledgement that I have attended the UNM New Employee Experience and completed My Lobo Journey

1. Full First and Last Name

   Enter your answer

2. UNM Net ID

   Enter your answer

3. UNM Banner ID

   Enter your answer

You can print a copy of your answer after you submit

Submit

Never give out your password. Report abuse

Powered by Microsoft Forms

The owner of this form has not provided a privacy statement as to how they will use your response data. Do not provide personal or sensitive information.

Terms of use
New Employee Experience Completion Survey

esurvey.unm.edu/opinio/s?s=122018
THANK YOU!

WELCOME TO UNM!