New Employee Information Session

EMPLOYEE AND ORGANIZATIONAL DEVELOPMENT OFFICE
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>
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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>
</tr>
<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
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

The University of New Mexico has implemented a mandatory COVID-19 vaccine requirement for UNM students and employees. For detailed information, visit https://bringbackthepack.unm.edu/vaccine/vaccine-requirement.html.

All employees and students must provide documentation of full vaccination using a vaccine authorized by FDA License or under an FDA Emergency Use Authorization (EUA). All documentation to verify vaccination or exceptions must be uploaded to the UNM COVID-19 Vaccine Verification Portal.

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.

UNM requires masks to be worn indoors by all individuals, vaccinated and unvaccinated. For detailed information, visit https://bringbackthepack.unm.edu/worksite-protocols/additional-details.html.

Visit the Bringing Back the Pack website for more information.
UNM Coronavirus (COVID-19) Information

UNM VACCINATION INCENTIVE

For Main and Branch campus employees: upload proof of your COVID-19 vaccination and you’ll be automatically entered into a drawing for one of fifty $1,000 prizes.

If you are not yet vaccinated, schedule your vaccine appointment at vaccineNM.org or by calling 1-855-600-3453.

Upload your Vaccination Card here!

lobocheckin.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, 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.
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
UNM Payroll Office

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/opino/s?s=122018
THANK YOU AND WELCOME TO UNM!