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>
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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</td>
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<td>H R 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>
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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
Employee & Organizational Development (EOD)

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.

Website: https://hr.unm.edu/eod
Email: eod@unm.edu
HR Client Services

HR Website:
https://hr.unm.edu/

Email: clientsv@unm.edu
UNM Coronavirus (COVID-19) Information

To protect and preserve the health, safety, and welfare of the UNM community, the University of New Mexico requires that all faculty, staff, and students accessing University facilities, housing, programs, services, and activities in person to be fully vaccinated for COVID-19, subject to limited exemptions**.

To be considered fully vaccinated, new employees are required to receive a booster dose of the vaccine when eligible according to the FDA. Boosters must be received within four weeks of eligibility, according to the criteria provided by the FDA. All documentation must be uploaded to the UNM COVID-19 Vaccine Verification portal.

More information regarding safe practices can be found at https://bringbackthepack.unm.edu

** 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.
Masks

- UNM Health Systems: HSC North Campus, Health Sciences Library and Info Center, HSC Research and Admin, School of Medicine, Colleges of Pharmacy, Nursing and Population Health – **REQUIRED**
- Gallup Campus – **REQUIRED**
- UNM Main Campus / All other UNM properties – in classrooms, labs, studios, libraries, residence halls, dining facilities, the SUB, Johnson Center, offices, conference rooms and other indoor on-campus spaces – **OPTIONAL** Please be respectful
- UNM Parking / Transportation – Per TSA requirements, masks are **REQUIRED** on all UNM shuttle buses until April 18, 2022.
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 8:00 AM - 4:45 PM for walk-ins.

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 8:00 AM - 4:45 PM.
UNM’s Learning Central

- learningcentral.unm.edu
- Mandatory Training 2022 Available
HR Benefits & Employee Wellness

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

Website: https://hr.unm.edu/wellness
Email: wellness@unm.edu
Parking & Transportation Services (PATS)

Website: 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

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