New Employee Information Session
WELCOME TO THE PACK!
<table>
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<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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<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)</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

YOU ARE HERE
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
UNM
ORGANIZATIONAL AND LEADERSHIP TEAM

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Douglas Ziedonis
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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
- UNM HEALTH PARTNERSHIPS
  - Clinical partners including TriCore Reference, Lovelace Rehabilitation Clinic, First Choice, Veteran’s Administration, Genesis HealthCare
- 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
UNM 2040

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
Presenter Q & A
Engagement & 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

Counseling, Assistance & Referral Services (CARS)

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

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

UNM CARS Policy 3750
Custodian of Public Records Office

Website: publicrecords.unm.edu
Email: unmipra@salud.unm.edu

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
Final Questions and Wrap Up

- Engagement & 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
New Employee Experience
Completion Survey

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