



HLC Accreditation Evidence Document

Title: LoboU Agenda, Employee Checklist, Starter Guide

Office of Origin: Human Resources

Description: A selection of documents involved in the mandatory orientation of new university employees, "LoboU." An agenda of the actual orientation is given, as well as an employee checklist and starter guide that is supplied by the program.

Date: 2018

[Home](#) / [Lobo U Agenda](#)

Lobo U - Agenda

(Effective 8/7/2017)

New Employee Orientation is every Monday from 8:30 am to 12:10 pm.

Time	Event	Presented By
8:30-8:45	Sign-in, Complete preliminary paperwork. Welcome and Announcements Foundations of UNM	Employee & Organizational Development
8:45-9:20	Office of HR	HR Client Services
9:20-9:30	BREAK	
9:30-10:55	UNM Benefits	HR Benefits
10:55-11:10	Retirement Benefits	Retirement
11:10-11:20	BREAK	
11:20-11:35	Systems and Technology	Employee & Organizational Development
11:35-11:55	Parking & Transportation	PATS
11:55-12:00	Next Steps and Questions	Employee & Organizational Development
12:00-12:10	OPTIONAL - Benefits/Retirement One on One Q & A	Benefits & Retirement

 [About HR](#)
 [Calendars](#)
 [Contact](#)
 [Forms](#)
 [HR A-Z](#)
 [Toolkits](#)
[Job
Seekers](#)
[Apply](#)
[Benefits](#)
[UNM Temps](#)
[Staff](#)
[Reasonable](#)
[Accommodation](#)
[Benefits](#)
[Catastrophic](#)
[Leave](#)
[Compensation](#)
[Employee](#)
[Wellness](#)
[EOD](#)
[FMLA](#)
[Learning](#)
[Central](#)
[Mandatory](#)
[Employment](#)
[Faculty](#)
[Benefits](#)
[Catastrophic](#)
[Leave](#)
[Employee](#)
[Wellness](#)
[FMLA](#)
[Retired Faculty](#)
[Benefits](#)
[Retirement](#)
[Plans](#)
[Retirees](#)
[Retiree](#)
[Benefits](#)
[Employee](#)
[Wellness](#)
[Retiree](#)
[Resources](#)
[Retirement](#)
[Plans](#)
[Managers
&
Supervisors](#)
[Accommodation](#)
[\(Managers/Supervisors\)](#)
[EOD](#)
[FMLA](#)
[Hiring Toolkit](#)
[Job](#)
[Advertising](#)
[Services](#)
[Manager](#)
[Toolkit](#)
[Mandatory](#)
[Employment](#)
[Department
Resources](#)
[Background](#)
[Checks](#)
[Consulting](#)
[Services](#)
[Designated](#)
[Approving](#)
[Authorities](#)
[Employee and](#)
[Labor](#)
[Relations](#)
[Employment](#)
[Knowledgebase](#)

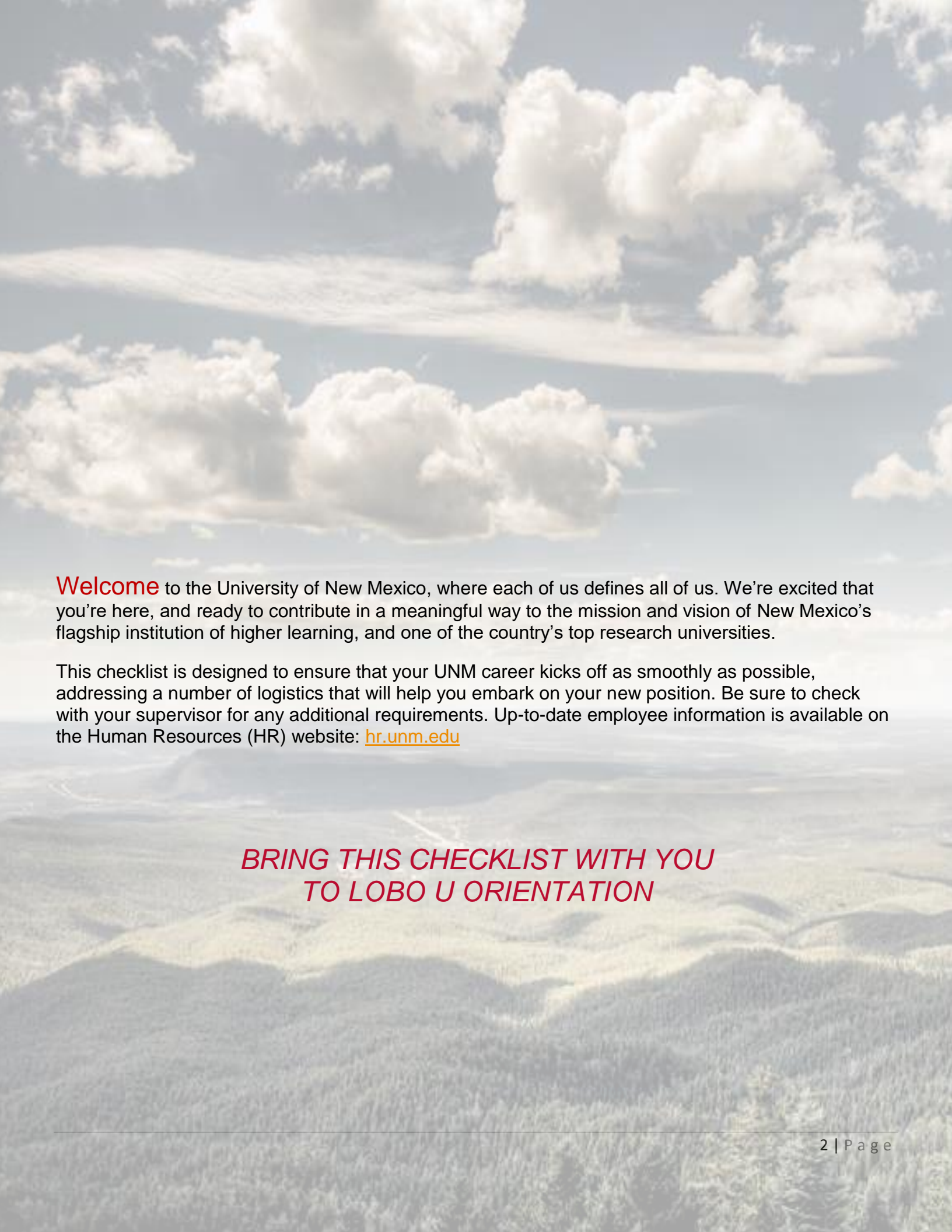


LOBO U

Checklist

Your Guide to Becoming a Successful UNM Employee

UNM New Employee Website
hr.unm.edu/new-employee-toolkit



Welcome to the University of New Mexico, where each of us defines all of us. We're excited that you're here, and ready to contribute in a meaningful way to the mission and vision of New Mexico's flagship institution of higher learning, and one of the country's top research universities.

This checklist is designed to ensure that your UNM career kicks off as smoothly as possible, addressing a number of logistics that will help you embark on your new position. Be sure to check with your supervisor for any additional requirements. Up-to-date employee information is available on the Human Resources (HR) website: hr.unm.edu

***BRING THIS CHECKLIST WITH YOU
TO LOBO U ORIENTATION***

BEFORE YOUR FIRST DAY

Complete the following as soon as possible and no later than (3) business days prior to your start date.

Sign your Offer Letter

Once signed, the following tasks will begin to appear in UNMJobs or be emailed to you.

- Employee Demographic Form
- Employee Acknowledgements
- Create NetID at netid.unm.edu/. If you have been hired at the Health Sciences Center, a NetID will be created for you and provided to you by your supervisor.

If your letter states that a pre-employment, post offer physical is required for your job, please:

- Contact Employee Occupational Health Services (EOHS) at 505-272-8043
- Complete the [EOHS Health Screening Questionnaire](https://medicine.unm.edu/programs-and-centers/coehp/) located at medicine.unm.edu/programs-and-centers/coehp/ → Important Forms

Complete Other Forms

Obtain at HR Service Center or download at hr.unm.edu/new-employee-toolkit/:

- Form I-9 (**Failure to complete results in delay of employment and payroll processing**)
- NM Educational Retirement Board - Employee Data Form
- NM Educational Retirement Board - Beneficiary Designation Form

Print your Temporary Parking Permit

Along with this checklist, you should have received a Temporary Parking Permit valid during your first week for Zones G, T, M, Q, Rio, and South (Albuquerque Campus). For information regarding permanent parking permits, see section titled *Your First Week*.

YOUR FIRST DAY

Attend LOBO U Orientation, as scheduled in your offer letter

Time: 8:30 am – 12:00 pm

Note: A Benefits representative will be available for consultation from 12:00 – 12:10 pm

Location: HR Service Center, Room 1016

Parking: GR or T zone

- Be sure to fully display your temporary parking pass on your vehicle dashboard
- The GR lot is located on the southeast corner of University and Mesa Vista Rd. Walk down the hill to the Business Center, enter on Lomas Blvd.
- The T lot is located at the southwest corner of Lomas Blvd. And University Blvd.

Attire: Business casual

Accommodation: If you require special services or assistance, contact Employee and Organizational Development (EOD) at 505-277-1555 at least two weeks prior to your scheduled orientation.

Contact Information: HR Service Center
John & June Perovich Business Center
1700 Lomas Blvd. NE, Albuquerque, NM 87106

Hours: Monday – Friday, 8:00 am – 5:00 pm

Phone: 505-277-MyHR (6947)

Set Up Direct Deposit

Go to payroll.unm.edu/My Pay/direct-deposit.html for instructions on setting up Direct Deposit and establishing account allocations. You will need to have setup your NetID to complete this task.

Complete W-4

Go to <http://payroll.unm.edu/w-4.html> for instructions on how to complete your W-4 form establishing your federal tax exemptions and allowances. If this form is not completed timely, you will be defaulted to Single, 0.

YOUR FIRST DAY (Continued)

Get your Employee ID (Lobo Card and/or HSC Badge)

MAIN CAMPUS

Required Documents:

- Government issued ID
- Offer letter

Location:

- Student Union Building (SUB)
#60 on campus map, Room 1067
- Monday – Friday, 8:00 am – 4:45 pm
- 505-277-9970
- lobocard.unm.edu

BRANCH CAMPUS

Ask your supervisor for the ID card pickup location for your campus.

HEALTH SCIENCES CENTER

Required Documents:

- Government issued ID
- Offer letter or contract
- Access Authorization Form, provided during Lobo U

Location:

- UNM Hospital Badging Office
Next to the Neuroscience Center Clinic
- Monday, 10:30 am – 3:00 pm
Tuesday – Friday, 7:00 am – 3:00 pm
- 505-272-1757

Checkout Keys

MAIN CAMPUS & HEALTH SCIENCES CENTER

Required Documents:

- Employee ID (Lobo Card or HSC Badge)
- Key Authorization card(s) from supervisor

Lock Shop Location:

- 1839 Lomas Blvd. NE
- Building #203 on campus map
- 505-277-1062
- Monday – Thursday, 8:00 am – 5:00 pm
- 505-277-9970
- ppd.unm.edu/services/lock-shop.html

BRANCH CAMPUSES

Check with your supervisor

YOUR FIRST WEEK

Get a Permanent Parking Permit

MAIN CAMPUS & HEALTH SCIENCES CENTER

Required Documents:

- Employee ID
- Offer letter/contract
- License make, model and plate number
- Vehicle registration
- Method of payment (credit card, cash, or ask about payroll deduction)

Parking & Transportation Services (PATS) Office:

- 2401 Redondo Drive NE, across from the UNM Bookstore
- Monday – Friday, 7:30 am – 5:00 pm
- 505-277-1938
- pats.unm.edu

BRANCH CAMPUSES

Check with your supervisor

Department Orientation

- Tour the UNM campus(es) where you will work
- Tour your building to locate restrooms, break areas, fire exits, & conference and supply rooms
- Ask for an organizational chart to learn your department's reporting structure
- Learn your department's mission, vision, values, goals, policies, and procedures
- Find out specific functions of your department
- Meet your coworkers and the department leadership team
- With your supervisor:
 - Review your job duties, responsibilities, expectations, and goals
 - Discuss the performance standards for your position
 - Discuss your work schedule
 - Discuss expectations regarding attendance
 - Review the Department Safety Plan and find out if you are a designated or non-designated employee in emergency situations
 - Discuss how inter-office mail and university mail is handled within your department
 - Discuss how to request annual/sick leave
 - Learn how to clock in/out (if applicable) and how to approve your timecard

YOUR FIRST MONTH

Get to know MyUNM (my.unm.edu)

- Log in with your Net ID
- Explore the Employee Life or Faculty Life tab
- Explore LoboWeb

Complete Mandatory Training via Learning Central (learningcentral.health.unm.edu) within 30 days of start date:

- Basic Annual Safety Training
- Intersections: Preventing Harassment & Sexual Violence
- Ethics: A Framework for Ethical Decision Making
- Active Shooter on Campus: Run, Hide, Fight

If you are a Health Sciences Center (HSC) Employee, you must also complete:

- HIPAA and HITECH Training
- HIPAA Security Training
- HSC Code of Conduct and HSC Code of Ethics
- UNMH/HSC Compliance Training

Check with your supervisor or your Learning Central Training Plan to find out if other training is required that pertains to your position.

BEFORE YOUR 60th DAY

Enroll in Benefit plans if you are in a benefits-eligible position:
For benefits and retirement information, visit hr.unm.edu/benefits
Questions? Contact the HR Service Center at 505-277-MyHR (6947)

YOUR FIRST THREE MONTHS

Familiarize yourself with these resources and opportunities.

- ❑ Community & Commercial Discounts for UNM Employees at loboperks.unm.edu
- ❑ Counseling, Assistance, and Referral Services (CARS): Professional, confidential source of help for UNM staff/faculty who are experiencing personal life concerns. A monthly newsletter, *The Frontline Supervisor*, is available for Supervisors. 505-272-6868 | cars.unm.edu
- ❑ Employee & Organizational Development (EOD): Offers free training classes, workshops, and consulting services for departments and individuals. 505-277-1555 | hr.unm.edu/eod
- ❑ Employee Health Promotion (EHP): Provides programs and services to improve your health, fitness, and overall wellbeing. 505-272-4460 | hr.unm.edu/ehp
- ❑ FastInfo: A UNM “How to” database at unm.custhelp.com
- ❑ Important Links for UNM Faculty and Staff: unm.edu/faculty-and-staff
- ❑ IT Services:
 - Discounted Microsoft Office (PC/Mac) and Windows at UNM Bookstore bookstore.unm.edu
 - Apple repairs covered by warranty at UNM Bookstore
 - Free UNM antivirus software for PC/Mac: it.unm.edu/download
 - LoboMobile smartphone app: a University-wide mobile initiative to aggregate and deliver useful, usable, mobile-appropriate content to the UNM community, locally and worldwide. Visit lobomobile.unm.edu
- ❑ LOBO Club: A non-profit organization that raises funds necessary to provide financial support for student athlete scholarships, facilities, and programs that support student athlete success. 505-925-5014 | unmloboclub.com
- ❑ Lynda Training: Thousands of technology, software, and other tutorials. Free to UNM students, staff, and faculty. Log in with your UNM Net ID at lynda.unm.edu
- ❑ Office of Equal Opportunity (OEO): Serves UNM’s students, faculty, and staff by promoting equal access to treatment for all. OEO promotes an environment free of discrimination and inequity in accordance with University values and policies, and with federal and state equal opportunity and affirmative action statutes and regulations. 505-277-5251 | oeo.unm.edu
- ❑ Ombuds Services for Staff: Ombuds serves as neutral and non-judgmental mediators or facilitators for issues raised by staff. 505-277-2993 | ombudsforstaff.unm.edu
- ❑ Safety & Risk Services: UNM department covering occupational and safety training, environmental affairs, insurance, and risk management. 505-277-2753 | srs.unm.edu
- ❑ University Administrative Policies and Procedures: policy.unm.edu/university-policies/index.html
- ❑ University Club: Brings faculty and staff together in a comfortable setting providing an area for receptions, lunch and beverage service, and social events. 505-277-0045 | universityclub.unm.edu
- ❑ UNM Child Care: The Children’s Campus provides the children of UNM’s student, staff, and faculty parents with a high-quality early childhood experience. The Campus is a site for UNM student and faculty research, observation, and practicum. 505-277-3365 | childcare.unm.edu

- ❑ UNM Continuing Education: Offers a wide variety of classes covering technical skills, professional development, and personal interest topics. Some are tuition remission eligible. 505-277-0077 | ce.unm.edu
- ❑ UNM Copy Center: Provides state-of-the-art production publishing, copies, graphic design, poster mounting, full range bindery, and other services. 505-277-8267 | unmcopycenter.unm.edu
- ❑ UNM Institutional Policies and Procedures: policy.unm.edu
- ❑ UNM Recreational & Fitness Opportunities: 505-277-0178 | recsvcs.unm.edu
- ❑ UNM Staff Council: Serves as the voice for staff in shared governance at UNM by conveying information and making recommendations to the President and Board of Regents regarding interests and concerns of staff. 505-277-1532 | staffcouncil.unm.edu

YOUR FIRST SIX MONTHS

- ❑ Meet monthly with your supervisor for one-on-one performance discussions.
- ❑ Review six-month performance evaluation with your supervisor.

Other Helpful Sites:

- City of Albuquerque: cabq.gov
- Bernalillo County: bernco.gov
- City of Rio Rancho: ci.rio-rancho.nm.us
- Motor Vehicle Division – New Mexico: mvd.newmexico.gov
- Albuquerque Public Schools: aps.edu
- Rio Rancho Public Schools: rrps.net
- Albuquerque Convention & Visitors Bureau: visitalbuquerque.org
- New Mexico True – Adventures & Entertainment: newmexico.org
- Santa Fe Travel Site: santafe.org

NOTES

LOBO U

STARTER

GUIDE



Human Resources

Employee & Organizational Development

Revised: 12/15/2017

Table of Contents

Agenda	1
John & June Perovich Business Center.....	2
Campus Calendar	3
Payroll Schedule	4
SHAC Services	5
Communications Workers of America Bargaining Unit.....	6
Central Campus Map	8
Learning Central Navigation.....	10
Learning Central History	11
Learning Central Learning Plan	12
Create NetID	14
LoboMail.....	18

2018 Agenda

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John and June Province Business Center
1700 Lomas Blvd. NE
Albuquerque, NM 87131

1st Floor

Suite 1200 Employee Organizational Development
Human Resources Training Rooms
Room 1007
Room 1016
Room 1018

Suite 1120 Bursar's Office
Cashier Department (Lobby)

Suite 1400 Human Resources Service Center
Benefits
Compensation
Employee Relations
Retirement

3rd Floor

Suite 3500 Payroll

Suite 3700 Human Resources
Client Services
Recruitment Service
UNM Temps

THE UNIVERSITY of NEW MEXICO

Campus Calendar

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1
7

JULY

						1
2	3	4	5	6	7	8
9	10	11	12	13	14 B	15
16	17	18	19	20	21	22
23 ³⁰	24 ^{31 M}	25	26	27	28 B	29*

*Summer session ends

AUGUST

		1	2	3	4	5
6	7	8	9	10	11 B	12
13	14	15	16	17	18	19
20	21	22	23	24	25 B	26
27	28	29	30	31 M		

SEPTEMBER

					1	2
3	4	5	6	7	8 B	9
10	11	12	13	14	15	16
17	18	19	20	21	22 B	23
24	25	26	27	28	29 M	30

OCTOBER

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8	9	10	11	12	13	14
15	16	17	18	19	20 B	21
22 ²⁹	23 ³⁰	24 ^{31 M}	25	26	27	28

NOVEMBER

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5	6	7	8	9	10	11
12	13	14	15	16	17 B	18
19	20	21	22	23	24	25
26	27	28	29	30 M		

DECEMBER

					1 B	2
3	4	5	6	7	8	9
10	11 F	12 F	13 F	14 F	15 ^B _F	16 F
17	18	19	20	21 M	22	23
24 ³¹	25	26	27	28	29 B	30

JANUARY

	1	2	3	4	5	6
7	8	9	10	11	12 B	13
14	15	16	17	18	19	20
21	22	23	24	25	26 B	27
28	29	30	31 M			

FEBRUARY

				1	2	3
4	5	6	7	8	9 B	10
11	12	13	14	15	16	17
18	19	20	21	22	23 B	24
25	26	27	28 M			

MARCH

				1	2	3
4	5	6	7	8	9 B	10
11	12	13	14	15	16	17
18	19	20	21	22	23 B	24
25	26	27	28	29	30 M	31

APRIL

1	2	3	4	5	6 B	7
8	9	10	11	12	13	14
15	16	17	18	19	20 B	21
22	23	24	25	26	27	28
29	30 M					

MAY

		1	2	3	4 B	5
6	7 F	8 F	9 F	10 F	11 F	12 F
13	14	15	16	17	18 B	19
20	21	22	23	24	25	26
27	28	29	30	31 M		

JUNE

					1 B	2
3	4*	5	6	7	8	9
10	11	12	13	14	15 B	16
17	18	19	20	21	22	23
24	25	26	27	28	29 ^B _M	30

*Summer session begins

2
0
1
8

Weekends/Observed Holidays

Classes in Session

B - Biweekly payday
M - Monthly payday
F - Finals

Observed Holidays

Independence Day
Labor Day
Thanksgiving
Winter Break

Martin Luther King Jr. Day
Memorial Day

July 4, 2017
September 4, 2017
November 23 - 24, 2017
December 22 & 25, 26, 27, 28, 29
2017 and January 1, 2018
January 15, 2018
May 28, 2018

Payroll Timekeeper and Approver Schedule

Deadlines listed here are **ONLY** for biweekly time entry and monthly exception time and the approvals of biweekly time entry and monthly exception time.

For EPAN/EPAF/Hiring Proposal deadlines/questions, consult the Employment Knowledge Base at confluence.unm.edu and the applicable Employment Area.

Bi-Weekly Payroll (2R) Non-exempt Time Entry						Monthly Payroll (5R) Exempt Exception Time					
Pay Period		Time Entry Deadline		Pay Date		Pay Period		Exception Time Deadline		Pay Date	
1	12/23/17 - 01/05/18	01/08/18	01/12/18								
2	01/06/18 - 01/19/18	01/22/18	01/26/18			1	01/01/18 - 01/31/18	01/12/18	01/31/18		
3	01/20/18 - 02/02/18	02/05/18	02/09/18								
4	02/03/18 - 02/16/18	02/19/18	02/23/18			2	02/01/18 - 02/28/18	02/12/18	02/28/18		
5	02/17/18 - 03/02/18	03/05/18	03/09/18								
6	03/03/18 - 03/16/18	03/19/18	03/23/18			3	03/01/18 - 03/31/18	03/12/18	03/30/18		
7	03/17/18 - 03/30/18	04/02/18	04/06/18								
8	03/31/18 - 04/13/18	04/16/18	04/20/18			4	04/01/18 - 04/30/18	04/12/18	04/30/18		
9	04/14/18 - 04/27/18	04/30/18	05/04/18								
10	04/28/18 - 05/11/18	05/14/18	05/18/18			5	05/01/18 - 05/31/18	05/15/18	05/31/18		
11	05/12/18 - 05/25/18	Note 1 05/25/18	06/01/18								
12	05/26/18 - 06/08/18	06/11/18	06/15/18			6	06/01/18 - 06/30/18	06/12/18	06/29/18		
13	06/09/18 - 06/22/18	Note 2 06/25/18	06/29/18								
14	06/23/18 - 07/06/18	07/09/18	07/13/18								
15	07/07/18 - 07/20/18	07/23/18	07/27/18			7	07/01/18 - 07/31/18	07/12/18	07/31/18		
16	07/21/18 - 08/03/18	08/06/18	08/10/18								
17	08/04/18 - 08/17/18	08/20/18	08/24/18			8	08/01/18 - 08/31/18	08/13/18	08/31/18		
18	08/18/18 - 08/31/18	Note 1 08/31/18	09/07/18								
19	09/01/18 - 09/14/18	09/17/18	09/21/18			9	09/01/18 - 09/30/18	09/12/18	09/28/18		
20	09/15/18 - 09/28/18	10/01/18	10/05/18								
21	09/29/18 - 10/12/18	10/15/18	10/19/18			10	10/01/18 - 10/31/18	10/12/18	10/31/18		
22	10/13/18 - 10/26/18	10/29/18	11/02/18								
23	10/27/18 - 11/09/18	11/12/18	11/16/18			11	11/01/18 - 11/30/18	11/13/18	11/30/18		
24	11/10/18 - 11/23/18	Note 2 11/26/18	11/30/18								
25	11/24/18 - 12/07/18	12/10/18	12/14/18								
26	12/08/18 - 12/21/18	Note 1 12/17/18	12/28/18			12	12/01/18 - 12/31/18	12/12/18	12/20/18		

Biweekly time entry & approval deadline is 4:00 PM on Monday unless otherwise indicated on the schedule.

Monthly exception time entry & approval deadline is 4:00 PM on the 12th unless otherwise indicated.

Note 1 - Due to the holiday, biweekly time entry/monthly exception time & approvals are due early.

Note 2 - When three biweekly paydays occur within the month, only mandatory deductions are withheld on the third payroll.

shac Health Services for UNM Faculty, Staff, and Retirees

505-277-3136



Full Service Pharmacy

Our pharmacy fills prescriptions from all licensed practitioners, including providers outside of UNM. Open 5 days a week, we offer a variety of prescriptions and over-the-counter medications.



Travel and Immunization Clinic

Taking a trip? Our providers will sit down with you one-on-one to make sure you have the appropriate immunizations and medications to have a safe and healthy trip.



Licensed Massage Therapists

Schedule a massage appointment over your lunch break or after work. SHAC's licensed massage therapists specialize in a variety of massage techniques. Massage appointments are 50 minutes.

For more information about our services, appointments and accepted insurances, please visit our website:

<http://shac.unm.edu/about/staff-faculty.html>



UNM

| *Student Health & Counseling (SHAC)*

Police Officer's Association Bargaining Unit

Covered Titles
Detectives Patrol Officers Corporals Sergeants
Contact Information
Rep. Name Paul Gonzales- President Pete Guevara- Vice President Danny Gallegos- Treasurer Patrick Klaurens- Secretary
Address Hokona Hall 2500 Campus Blvd NE Albuquerque, NM 87131












United Staff-UNM Bargaining Unit

UNM EDUCATION SUPPORT UNIT JOB TITLES
ACADEMIC ADVISOR ADMIN ASSISTANT II ADMIN ASSISTANT III ADMIN ASST TO ATHLETIC DIRECTOR ADMISSIONS OFFICER ATHLETIC ADMISSIONS SPEC BR/DIV FINANCIAL AID ADVISOR BUYER II CHILD CARE WORKER CHILD DEVELOPMENT ASSOCIATE COORD COOP PURCHASING PROGRAMS COORD DATA ENTRY COORD DISTANCE EDUCATION COORD ENROLLMENT SERVICES COORD FACILITIES COORD GRAD ASST PROGRAMS COORD GRAD PROGRAMS COORD GRADUATION COORD INSTRUCTIONAL MATERIALS COORD INVENTORY CONTROL COORD JOB DEVELOPMENT COORD PLACEMENT COORD PUBLIC EVENTS COORD PROCUREMENT CARD SVCS COORD PROGRAM ADVISEMENT COORD PROGRAM SCHEDULING
COORD PURCHASING COORD RECREATIONAL SERVICES COORD RECRUITMENT SVS COORD RECYCLING COORD REGISTRATION COORD RESEARCH COORD SCHEDULING COORD SPECIAL EVENTS COORD SPORTS FACILITIES EVENTS COORD STAFFING COORD STUDENT ACTIVITIES COORD STUDENT ADMISSIONS COORD STUDENT ADVISEMENT COORD STUDENT HOUSING COORD STUDENT SVS COORD TAMARIND INSTITUTE COORD TICKET OFFICE DEVELOPMENT ASSISTANT DEVELOPMENT COORDINATOR EDUCATIONAL SITE COORD FACULTY SERVICES ASST FINANCIAL AID ADVISOR FINANCIAL AID ASSISTANT FINANCIAL AID OFFICER FISCAL SERVICES TECH GRANTS COORD
UNM OFFICE OF THE MEDICAL INVESTIGATOR (OMI)
UNIT JOB TITLES
DEPUTY MEDICAL INVESTIGATORS SR DEPUTY MEDICAL INVESTIGATORS
MORPHOLOGY TECHS SR MORPHOLOGY TECHS
Contact Information
Rep. Name Doris Williams Lois Kennedy Janice Blevins USUNM Union, Local 6155 PO Box 27278 Albuquerque, NM 87125
Rep. Title President Educational Support Vice President OMI Unit Vice President Address Email: unitedstaffunm@gmail.com


Communications Workers of America Bargaining Unit

Maintenance & Operations Position Titles		Clerical/Technical Position Titles		Contact Information	
GRADE 2	Courier Roofer Sports Equipment Attendant GRADE 3 Auto Tech Helper Custodian Driver/Van Food Service Worker Grounds Tech Mover Recycling Tech Turf Tech GRADE 4 Baker Cook Gardener Painter I Sr.- Sports Equip Attendant GRADE 5 Food Svc Site Operator Greenskeeper Lead Custodian Lead Mover Lead Roofer Lead Turf Tech Light Equipment Operator Senior Baker Senior Cook Trades Tech Helper Turf Equip Tech Taos Campus Services Assistant GRADE 6 Heavy Equipment Operator Irrigation Tech Lead Greenskeeper Metals Tech I Painter II Shop Tech Sign Tech	GRADE 3 Data Entry Operator I Nutrition Tech Office Assistant Postal Clerk Shipping/Receiving Clerk Telephone Operator GRADE 4 Nursing Asst (Non-Certified) Cashier Customer Service Associate Library Aide Med Records Clerk Records Mgmt Clerk Reprographic Tech Security Guards GRADE 5 Accounting Clerk Accounts Payable Clerk Accounts Receivable Clerk Admin Assistant I Data Entry Operator II Decontam/Sterilization Tech Lab Animal Tech Lead Cashier Lead Shipping/Receiving Clerk Medical Billing Clerk Parking Equipment Tech Parking Officer Postal Tech Property Control Tech Senior Audio Visual Tech Senior Med Records Clerk Supply/Stock Clerk	GRADE 6 Admissions Rep/Customer Svcs TV Traffic Tech Admission Rep/Data Entry Clinical Assistant Data Entry Operator III Instructional Assistant Inventory Control Clerk Med Claim Rep Nursing Technician Senior Decontam/Sterilization Tech Student Records Clerk Lead Parking Officer Campus Security Officer GRADE 7 Police Dispatcher Senior Lab Animal Tech Senior Student Records Clerk Prodn Publishing Systems Tech GRADE 8 Med. Transcription Editor GRADE 9 LPN Medical Abstractor Sr. Med. Transcription Editor	Rep. Name Robin Gould Donald Alire Dan Secrist Michelle Lewis Eric Bodwell Deborah Carpenter Anselm Emeanuwa Linda Mascarenas Charles Compton Liza G. Smith Cynthia Hinkley Dale Welsh Toby Tafoya Robert Lucero Benjamin Borman Gina Moreno	Rep. Title Dist. 7 Staff Rep President Executive Vice President Secretary UNM Agency Vice President Region 1 Vice President Agency Vice President Agency Vice President Agency Vice President Staff Staff Staff Staff Steward Steward Steward
		Address and Phone Numbers CWA Local 7076 460 St Michael's Drive, Suite 1000 Santa Fe, NM 87505 (505) 955-8534 office (505) 983-1867 fax			

Legend

-  Visitor / Info Center
-  99 UNM Building
See Campus Building List for building No.
-  99 Student Housing
-  Food Services
-  UNM Campus Library
-  Hospital
-  Parking Structure
-  Metered Parking
-  Surface Parking Lot
-  Permit Type Required
-  UNM Parking Shuttle

Campus Index Map



Indian School
NORTH CAMPUS
Lomas
Central
UNIVERSITY
CENTRAL CAMPUS
Yale
CNM
Avenida Caesar Chavez
SOUTH CAMP.
2.3 mi / 3.7 km



12 mi / 19 km
40
12 mi / 19 km
25
0.6 mi / 1.0 km
25
1.2 mi / 1.9 km
1.0 mi / 1.6 km
0.6 mi / 1.0 km
1.2 mi / 1.9 km
1.0 mi / 1.6 km
0.4 mi / 0.6 km

ATC / Rail Runner

South Campus
1.0 mi / 1.6 km
CNM
0.4 mi / 0.6 km

Learning Central Navigation

There are several components to the Learning Central system.

- **Home Tab** - Navigates you to the home view.
- **My Employees Tab** - Navigates you to the My Employees view.



Note: The My Employees Tab is only visible if you are listed as a supervisor with at least one (1) employee.

- **System Links** - Contain links to Sign Out and to Check System requirements.
- **User Profile** - Displays the current users profile information.
- **Learning Plan** - Displays the current users learning plan objects.
- **Learning Catalog** - Allows the current user to locate learning objects in the catalog.
- **Easy Links** - Contains links to other Learning Central views, including News, Reports, Curricula Status, Learning History and My Employees.



Note: The My Employees Easy Link is only visible if you are listed as a supervisor with at least one (1) employee.

The screenshot shows the UNM Learning Central user interface. At the top, there are three tabs: 'Home Tab', 'My Employees Tab', and 'System Links'. The 'Home Tab' is currently selected. Below the tabs, the user profile for 'Rikki A Selbee' is displayed, with a callout box labeled 'User Profile' pointing to it. The main content area is divided into several sections: 'Learning Plan' (with a callout box labeled 'Learning Plan'), 'Easy Links' (with a callout box labeled 'Easy Links'), 'Learning Catalog' (with a callout box labeled 'Learning Catalog'), and 'My Employees'. A 'Health Literacy: A Prescription to End Confusion' item is highlighted in the Learning Plan section, with a callout box pointing to it. The 'Easy Links' section includes links for News, Reports, Curricula, Learning History, and My Employees. The 'Learning Catalog' section has a search bar and a 'Browse' button. The 'My Employees' section shows a status summary with 'Overdue (2)', 'Due in 30 days (0)', 'Due within a week (0)', and 'On Time (0)'. At the top right, there is a 'Welcome Rikki Selbee' message and links for 'Check System' and 'Sign Out'.



Tip: Hover your mouse over Learning Plan items to view the details for that item.



Tip: Click on the Name in the User profile to view user profile details.



Tip: Click the Check System Link to verify your workstation meets Learning Central system requirements.

Learning Central - Learning History

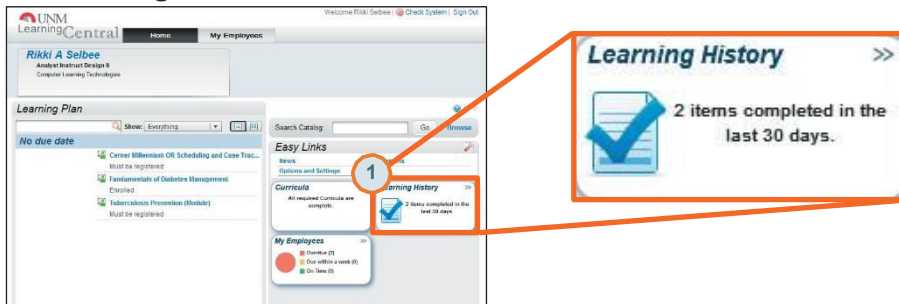
The Learning History component of Learning Central contains all recorded learning events for the current user including online modules, classroom instruction, and blended courses. Employees may filter the Learning History to display events that meet specified criteria; it may also be used to print certificates of completion.

Viewing Learning History

- From the Learning Central home page, **click** the **Learning History** easy link.

The Learning History Page displays.

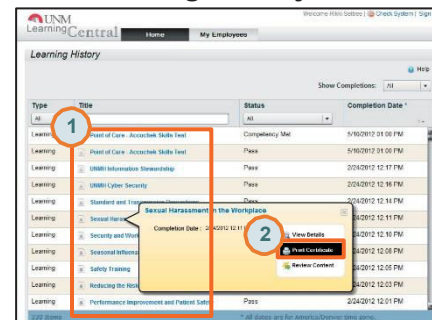
Learning Central Home View



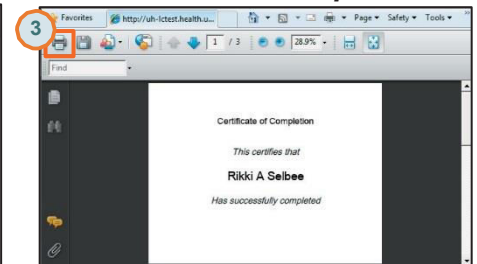
Printing Completion Certificates

- Use the mouse pointer to **hover-over** the **Item Title**.
A pop-up for the selected item displays.
- Click** on the **Print Certificate** menu item.
The report will compile in a new browser window.
- Click** the **Print icon**.
Your local printer settings display; select your desired printer and other print options.

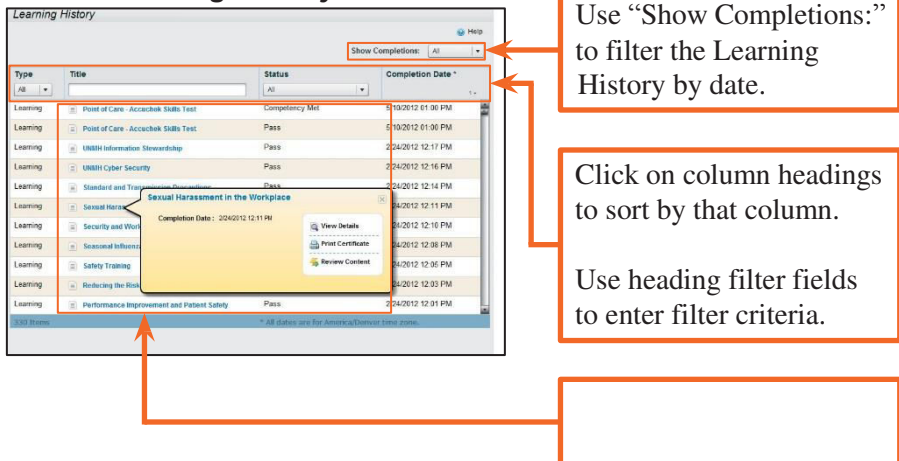
Learning History View



Certificate of Completion



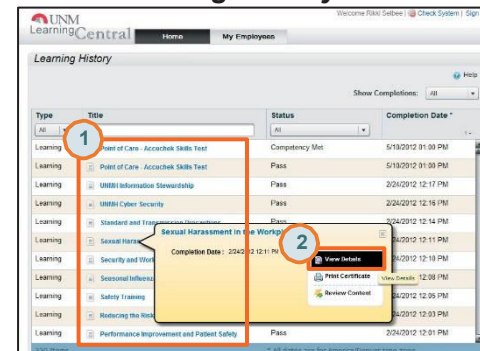
Learning History View



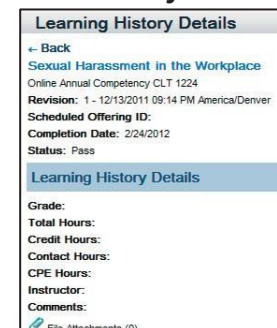
Viewing Item History Details

- Use the mouse pointer to **hover-over** the **Item Title**.
- Click** on the **View Details** menu item.
The Item History Details displays.

Learning History View



Item History Details

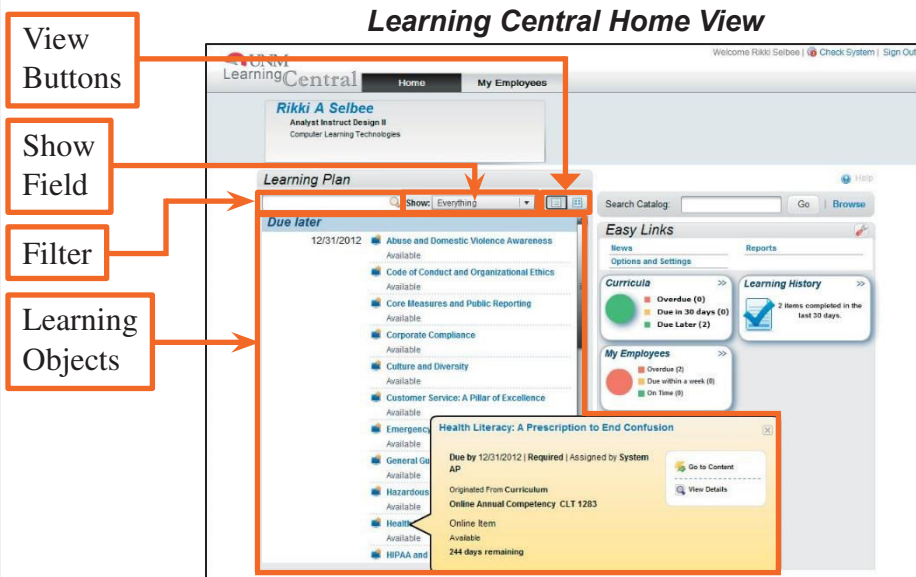


Learning Central - Learning Plan

The Learning Plan contains all the learning objects that an employee needs to complete. Learning objects may be instructor led training, computer based training, or blended courses. Learning Objects that are a required part of the employee's job will automatically display upon the Learning Plan. Learning objects may also be added to the Learning Plan by the employee's supervisors, educators, system administrators, or the employee.

Navigating the Learning Plan

The Learning Plan is displayed on the Home view of Learning Central.



- **View Buttons** - Used to toggle between list and card views
- **Show Field** - Used to display specific object types.
- **Filter** - Used to filter Learning Plan objects for specific text.
- **Learning Objects** - Displays all items that meet current display criteria.

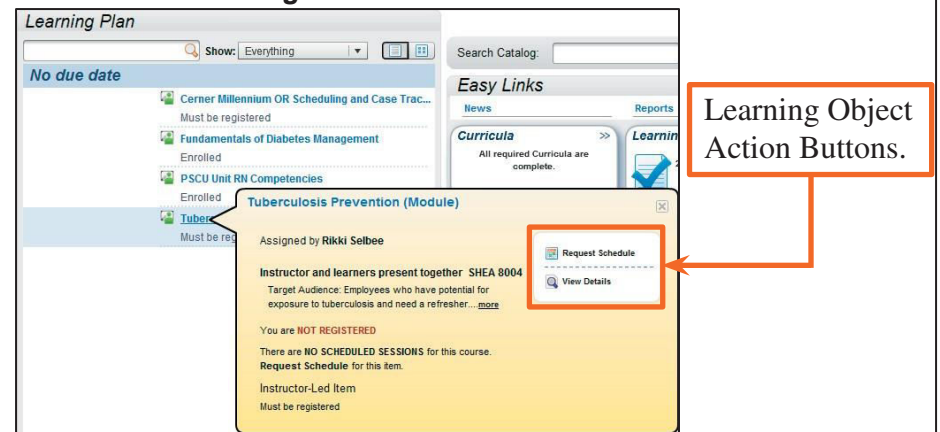
Learning Plan Views

Learning Plan objects may be viewed either in the Card or List View.

List View

The List View displays a list of all learning objects on the Learning plan. To view details for learning objects, users must hover the mouse pointer over the object name.

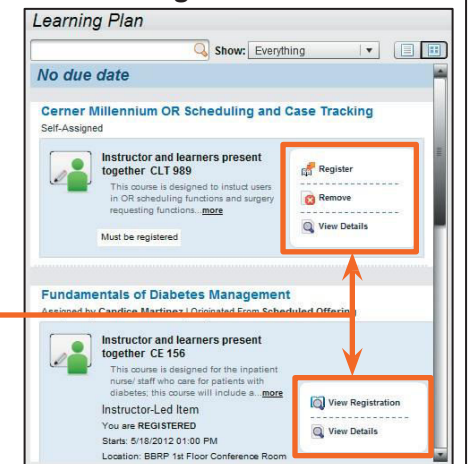
Learning Plan List View



Card View

The Card View presents learning object information on the object card. Additionally, object action buttons are displayed directly on the object card.

Learning Plan Card View



Learning Central - Learning Plan

Registering for Classes

Employees must register for Instructor led classes prior to attending.

1. Click the **Register** button associated with the desired Learning Object.

Note: If your Learning Plan is set to List View, hover over the learning object to see the Register function.

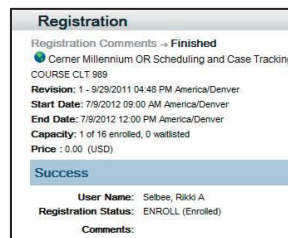
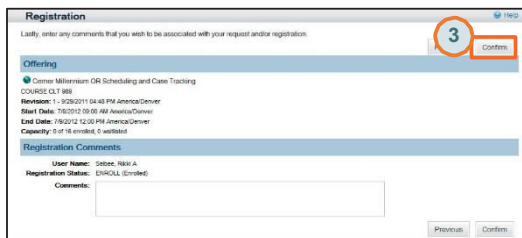
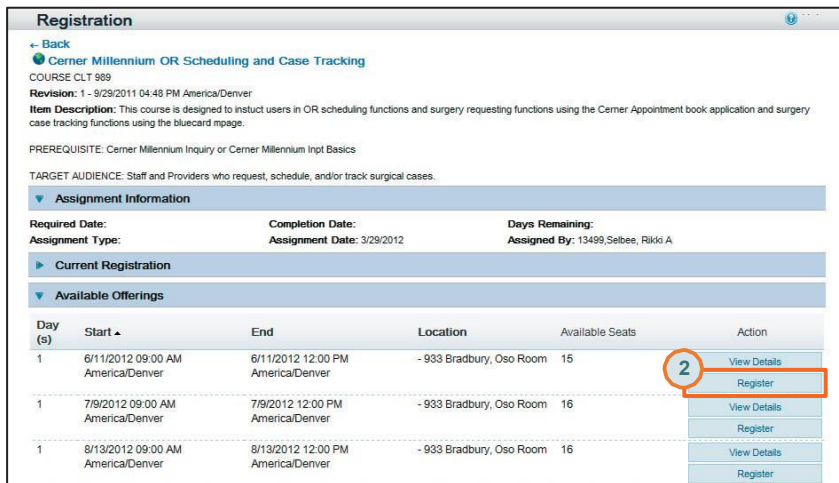
The Learning Object details display.

2. Click the **Register** button that corresponds to the correct Scheduled offering.

The Registration Confirmation page displays.

3. Click the **Confirm** button.

The Registration Details page displays.



Withdrawing from Classes

If you do not plan to attend classes you are registered into, you must withdraw from the class.

1. Click the **Withdraw** button associated with the desired Learning Object.

Note: If your Learning Plan is set to List View, hover over the learning object to see the Withdraw function.

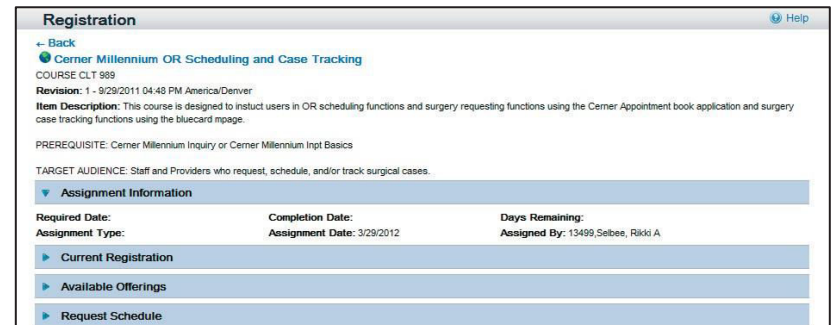
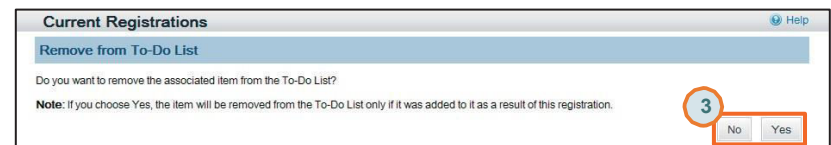
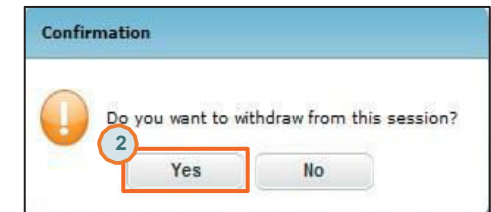
The Withdraw confirmation window displays.

2. Click the **Yes** button to confirm the withdraw action.

The Remove from To Do list window displays.

3. Click **Yes** to remove the Learning Object from your Learning Plan; or Click **No** to keep the Learning Object on your Learning Plan.

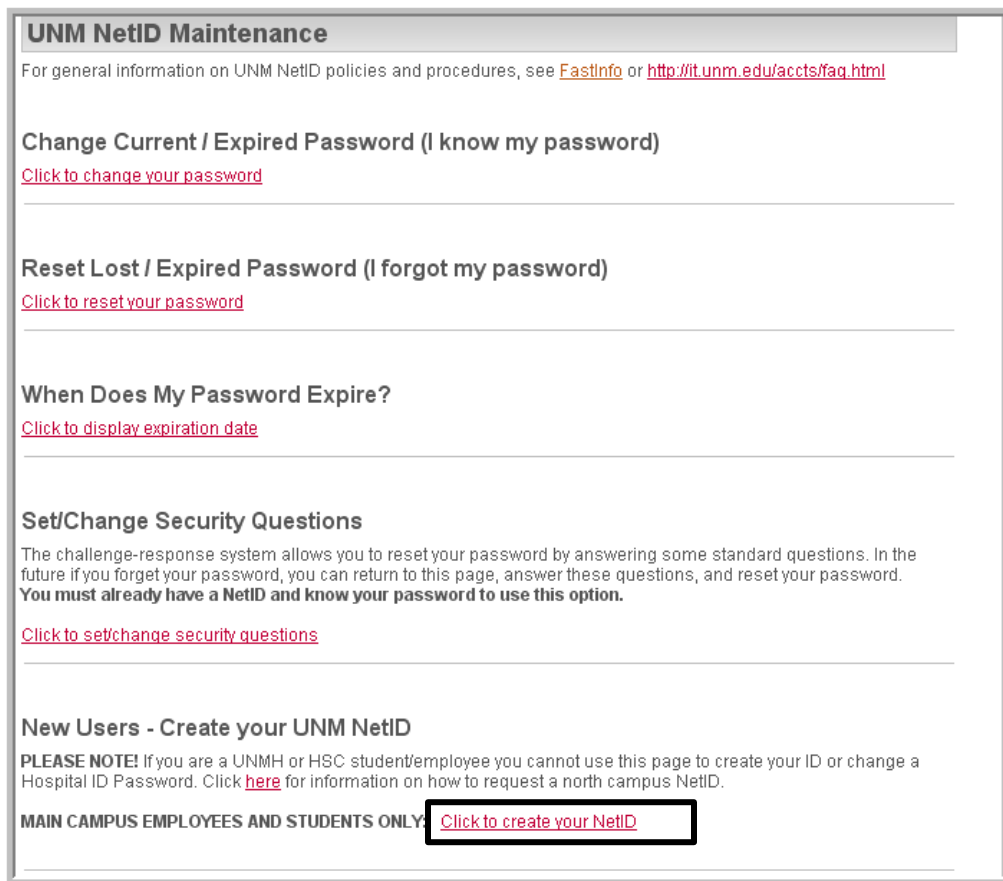
The Learning Object Details page displays.



1. Open any browser and type the following link in the address line: <https://netid.unm.edu/>



2. Click on the **Click to create your NetID** link.



3. The following will page will display.

New NetID Creation

To create your NetID, you will have to provide your Social Security Number and birth date, and must also agree to the UNM policy for use of computer accounts.

Read The Policies And Accept

By completing this form, I agree to be bound by UNM policy on [Acceptable Computer Use \(Policy Number 2500\)](#).

I also agree to the following conditions:

- I will be held responsible for any use of this computer account
- I will not use the computer account for any commercial purpose
- I will not use the computer account to engage in any form of illegal software copying, or any other copyright infringement (including the illegal downloading of copyright music and video)
- I will not attempt to access accounts, files, or information belonging to others without their knowledge and consent
- I will not willfully use my computer account to harrass other computer users
- I will not use the computer account in such a way as to violate state or federal law, or any [UNM policy](#).

I understand that failure to comply with this agreement may result in sanctions against me, including removal of the account and disciplinary action, and may subject me to criminal penalties.

First Name: Last Name:

4. Enter your First Name and Last Name in the appropriate field.

5. Click on the **I agree** button.

6. The following page will display (Complete part 1,2 3 and 4).

Create A New NetID

Welcome Lisa Gamba. Follow the instructions to create your NetID. This will be your unique ID while you are with UNM - **you cannot change it** once you have created it. **Your NetID will also be part of your UNM email address.**

1. Confirm your identity.

Social Security Number (enter as 999-99-9999)

Birth Date (enter as **mm / dd /yy** e.g. 03/09/60)

2. Choose your NetID.

You can select any combination of letters and numbers for your ID (at least 2, and up to 8 characters). It must start with a letter. Your NetID is not case-sensitive, so for example "TIM" is the same as "Tim". If someone else has already selected the ID you choose, you will receive an error and will have to start over with this form.

Select a NetID (2 to 8 characters, starting with a letter)

3. Choose a password.

Your password will be rejected if it does not meet this standard:

- Must contain between 8 and 20 characters
- Must not repeat a character more than twice in a row (e.g. RR is ok, but RRR is not)
- Must contain characters from at least 3 of the following characters sets:
 - Numbers
 - Upper case letters (A, B, C, ..., Z)
 - Lower case letters (a, b, c, ..., z)
 - Special characters - any of the following:
! " # \$ % & ' () * + , - . / : ; < = > ? @ [\] ^ _ ` { | } ~

Passwords are case-sensitive, the character 'A' is not the same as 'a'. Remember which case you use!

(For more information see [Why was the password standard selected?](#))

Select password

Confirm password

4. Choose your security questions.

If you forget your password you will have to answer 3 of your chosen questions before you can select a new password.

Select AT LEAST 5 questions. Answering more now may make it easier for you to reset your password in the future, you can answer all the questions if you wish. Provide answers you can easily remember. Each answer must be unique.

(For more information see [How do I use challenge-response?](#))

In what city was your mother born?

7. Complete Part 1 – Confirm your identity
 - a. Enter your social security number (with dashes).
 - b. Enter your bithdate mm/dd/yyyy.

1. Confirm your identity.

Social Security Number (enter as 999-99-9999)

Birth Date (enter as **mm / dd / yy** e.g. 03/09/60)

8. Complete Part 2 – Choose your Net ID
 - a. It is recommended that you keep the NetID provided.

2. Choose your NetID.

You can select any combination of letters and numbers for your ID (at least 2, and up to 8 characters). It must start with a letter. Your NetID is not case-sensitive; so for example 'TIM' is the same as 'Tim'. If someone else has already selected the ID you choose, you will receive an error and will have to start over with this form.

Select a NetId (2 to 8 characters, starting with a letter)

9. Complete Part 3 – Choose a password
 - a. Select and confirm you password using the standards listed below.

3. Choose a password.

Your password will be rejected if it does not meet this standard:

- Must contain between 8 and 20 characters
- Must not repeat a character more than twice in a row (e.g. RR is ok, but RRR is not)
- Must contain characters from at least 3 of the following characters sets:
 - Numbers
 - Upper case letters (A, B, C...Z)
 - Lower case letters (a, b, c...z)
 - Special characters - any of the following:
!"#\$%&'()*+,-./:;<=>?@[^_`{|}~

Passwords are case-sensitive; the character 'A' is not the same as 'a'. Remember which case you use!

(For more information see [Why was the password standard selected?](#))

Select password

Confirm password

10. Complete Part 4 – Choose your security questions

- a. Answer at least 5 security questions.

4. Choose your security questions.
If you forget your password you will have to answer 3 of your chosen questions before you can select a new password.

Select AT LEAST 5 questions. *Answering more now may make it easier for you to reset your password in the future; you can answer all the questions if you wish.* Provide answers you can easily remember. Each answer must be unique.

(For more information see [How do I use challenge-response?](#))

In what city was your mother born?

What is the name of your favorite pet?

What is your favorite city or vacation spot?

What is your favorite food?

What is your favorite hobby/pastime?

What was the first school you attended?

Who is your favorite teacher?

Who is your favorite athlete?

Who is your favorite author?

Who was your first employer?

11. Click the **OK** button to create your NetID.



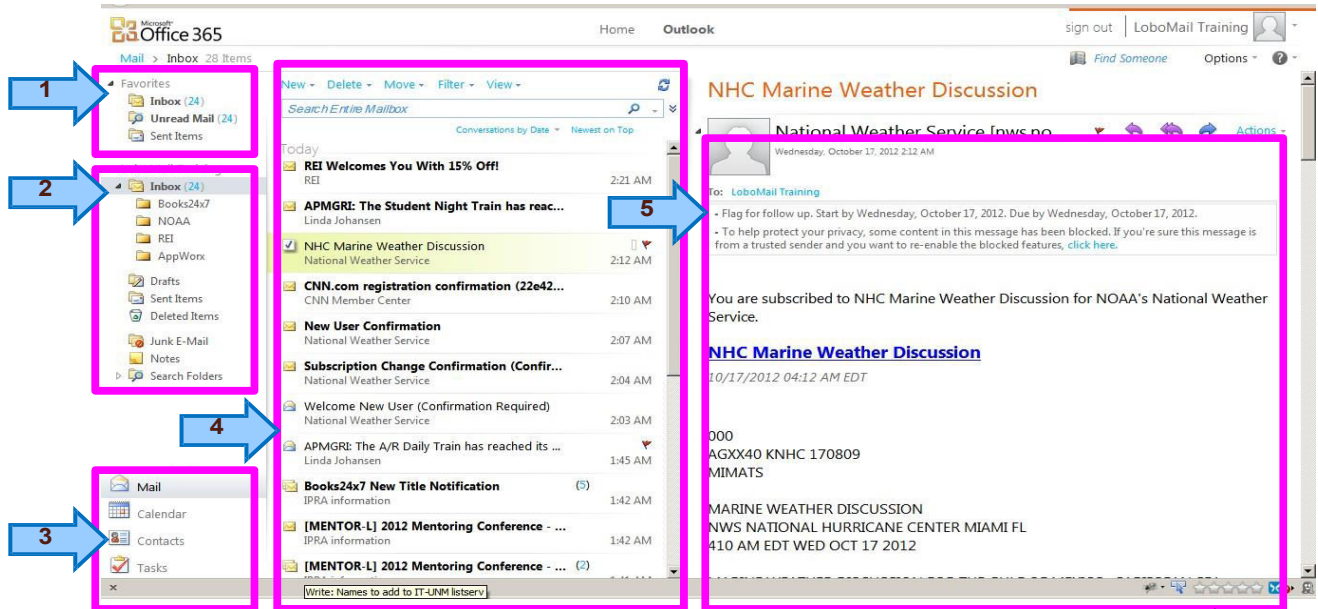
LoboMail



- A LoboMail account is automatically created for every new employee
- Log into LoboMail at <http://LoboMail.unm.edu>
- Online courses on LoboMail are available in Learning Central. Log in at <https://learningcentral.health.unm.edu/learning/user/login.do> and search for “LoboMail”
- FastInfo contains over 80 questions and answers about LoboMail. Go to <http://FastInfo.unm.edu> and search for “LoboMail” (or click <https://unm.custhelp.com/app/answers/list/kw/lobomail/search/1>)

Overview of your LoboMail mailbox

1. Favorites – Folders that you use the most. You can add folders to Favorites.
2. Inbox and folders – Folders copied from your Webmail and GroupWise accounts.
3. Navigation box – Switch to Mail, Calendar, Contacts or Tasks.
4. Mail List – Can be sorted, filtered, and searched. You can turn Conversation View on and off
5. Reading Pane – Can be located on the right, bottom, or turned off



How to write and send a new email

1. Click New in the Message list tool bar.
2. A new message window will pop up.
3. Enter the email address(es), the subject, and the message text.
4. To Blind Copy, double click on the CC (or go to Options, Settings, Mail and check Always show Bcc in the message format box)
5. Click on Send

