



# THE UNIVERSITY *of* NEW MEXICO

## New Faculty Checklist

**Welcome** to the University of New Mexico. We are glad that you have joined us and are ready to contribute in a meaningful way to the mission and vision of the state’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 chair, director or department for any additional requirements.

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## AS SOON AS POSSIBLE

Complete the following items as soon as possible in order for your department to initiate your class assignments and to establish your UNM contact information.

### Employee Demographic Form

The employee demographic form must be completed online via UNMJobs. You will receive an email with a link to the form.

### Create a NetID

Once your employee demographic form has been completed your department administrator will be informed of when you can establish your UNM NetID and email address. To create your NetID:

- Go to <http://it.unm.edu/acounts/index.html>
- This site walks you through the process to create a NetID

## BEFORE YOUR FIRST DAY

You must complete all new hire paperwork at least three business days prior to your start date. All forms can be found at <http://ofas.unm.edu/resources/forms/index.html>. For Main Campus faculty, the completed forms must be brought to the Office of Faculty Affairs and Services (231 Scholes Hall). Branch Campus faculty should consult their chairperson or HR administrator for instructions as to where to submit completed forms.

### Complete I-9 (If not completed by your start date, you will not be allowed to continue working and your payroll will not be processed.)

For Main Campus faculty, your I-9 must be completed in person with the proper identification at the Office of Faculty Affairs and Services (231 Scholes Hall).

### New Mexico ERB Employer Data Form

### W-4

### Pay Installment Form (For Academic Year Family Only)

## FIRST DAY OF WORK

On or around your first day of work you will be able to complete the following items. Branch Campus faculty should check with their chairperson or HR administrator for instructions as where to obtain some of the items.

### Complete or Verify demographic data

### Direct Deposit Form

To explore the Employee Life and Faculty Life tabs, as verifying your demographic data in LoboWeb, visit <http://my.unm.edu>. The University of New Mexico is required by Federal law to request demographic information for statistical reporting purposes. Your response is voluntary.

To initiate your direct deposit, go to the faculty page of <http://my.unm.edu/home/faculty>. Your W-4 information can be found under the "My Pay" icon. Please note, to set up your direct deposition your NetID must have been established at least 48 hours prior to the initiation of your direct deposit. Please contact the Payroll Office with any questions.

#### Payroll Office

- John and June Perovich Business Center
- 3rd Floor, Suite 3500
- Phone: 505-277-2353
- Email: [pay@unm.edu](mailto:pay@unm.edu)
- Website: <http://payroll.unm.edu>

### **Get your Employee ID (LoboCard)**

To obtain and employee ID card (LoboCard) you must present the following required documents.

1. Government issued ID
2. UNM offer letter

#### LoboCard Office:

- Student Union Building (Building #60 on campus map)
- Level 1, Room 1077
- Phone: 505-277-9970
- Website: <http://lobocard.unm.edu/>

### **Parking Permit (If Applicable)**

Once you receive your employee ID card, you will be eligible to purchase a parking permit at Parking and Transportation Services.

#### Parking and Transportation Services:

- 2401 Redondo Drive NE, across from the UNM Bookstore
- Phone: 505-277-1938
- Website: <http://pats.unm.edu/>

### **Keys**

To obtain keys, the following items must be presented to the Lock Shop.

1. Employee ID Card
2. Key Authorization Card(s) from your department chair

#### Lock Shop:

- 1837 Lomas Blvd (Building #220)
- Phone: 505-277-1061
- Website: <http://ppd.unm.edu/services/lock-shop.html>

## Set Up Voicemail (If Applicable)

### FIRST 30 DAYS

#### Required Training

Required annual training is conducted online through UNM Learning Central, <https://learningcentral.health.unm.edu>. Access to Learning Central is available 48 hours after your NetID has been created.

Mandatory Training for *All New UNM Employees* Includes:

- Basic Annual Safety Training
- Intersections: Preventing Harassment and Sexual Violence
- Active Shooter on Campus: Run, Hide, Fight

Please check with your department chair for any additional training your department or college may require of new faculty.

### FIRST 60 DAYS

#### Enroll in Benefit Plans (If Applicable)

Benefit eligible employees have a 60 day enrollment period from the date of hire. For academic year faculty, the 60 day enrollment period begins on the first day of the month in which you were hired. For example, if your start date was 8/15 your 60 day enrollment window begins on 8/1. An overview of benefits information can be found on the Human Resource website, <http://hr.unm.edu>.

If you have questions, please contact the HR Service Center at 505-277-MyHR (6947).

### FIRST 90 DAYS

#### Alternative Retirement Plan Election (If Applicable)

Regular faculty have a 90 day window from the date of hire to elect participation in the Alternative Retirement Plan. For academic year faculty, the 90 day election period begins the first day of the month in which you were hired. For example, if you were hired on 8/15 your 90 day enrollment window begins on 8/1. An overview of your retirement options and eligibility can be found on the Human Resources website, <https://hr.unm.edu/retirement>.

If you have questions regarding your retirement options or eligibility to participate in the alternative retirement plan, please contact the HR Service Center at 505-277-MyHR (6947).