



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

After accepting your offer letter you will receive an email with a link to complete the Employee Demographic Form in UNMJobs. *Generally sent out within two business days.*

Create a NetID

Once your employee demographic form has been completed you will receive an email with a link to establish your UNM NetID and email address. *Generally sent out within one business day.*

To create your NetID:

- Go to: https://netid.unm.edu/form_new_netid.php
- This site will walk 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>.

Complete COVID-19 Vaccination Mande Verification (If not completed by your start date, you will not be allowed to begin working.)

1. New and rehired faculty who have not already provided proof of vaccination or approved exemption by uploading their information to the Vaccine Verification Program Site will be required to provide either (1) documentation of full vaccination and, if eligible according to the FDA, proof of a booster dose of the vaccine using a vaccine authorized by FDA License or under an FDA Emergency Use Authorization (EUA) or (2) be approved for an applicable exemption.
2. If exemptions are requested, they must be fully approved on or before the start date of employment. Information and exemption request forms can be found at <https://bringbackthepack.unm.edu/vaccine/vaccine-requirement-exemption-forms.html>
3. You must upload your proof of vaccination or approved exemption to the Vaccine Verification Program Site using your NETID <https://lobocheckin.unm.edu/checkin/svpfa/24>
4. If you are unable to upload your document or have a short hiring window you can present your proof of vaccination or approved exemption to an HR Service Center Rep when you complete your I-9.

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:

5. Schedule a phone appointment with an HR Service Center Rep no later than three (3) business days prior to start date. Click here to schedule your appointment <https://outlook.office365.com/owa/calendar/HRServiceCenter1@unmm.onmicrosoft.com/bookings/>
6. The Service Center Rep will provide instruction and assistance on completing the I-9 form during the appointment. New employees should prepare by:
 - a. Completing Section 1 of the Form I-9 including e-signing your I-9, which can be accessed at <https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf>
 - b. Have required documentation available for your scheduled appointment. You will be required to present one selection from List A or a combination of one selection from List B and one selection from List C. For a list of acceptable documents view the last page: <https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf>

- c. You can upload your I-9 required documentation to a secure site at https://lobowebapp.unm.edu/apex_ods/f?p=127. Documentation can be uploaded prior to or on the date of your appointment.

Branch Campus faculty should consult their chairperson or HR administrator for instructions as to where to submit completed forms.

- New Mexico ERB Employer Data Form** (Postdoctoral Fellows are ineligible and do not need to complete this form)
- Pay Installment Form** (For Continuing Academic Year Faculty 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

- Completed online: my.unm.edu > LoboWeb > Pay Information > Direct Deposit Allocation It may take 2 or more days for your Duo account to initialize and you may see an "Account Disabled" message until initialization is complete.

W-4

- Completed online: my.unm.edu > LoboWeb > Pay Information > Tax Forms, if a W-4 is not submitted withholding allowances are defaulted to single, zero.

To explore the Employee Life and Faculty Life tabs, and 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.

Please note, to set up your direct deposit 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
- Website: <http://payroll.unm.edu>

Get your Employee ID (LoboCard)

To obtain an 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>

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

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, <https://hr.unm.edu/benefits>

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).