



## **New Employee Check List for Onboarding Human Resources Department**

Complete New Hire Paperwork and return to the Human Resources Office:

- Sign Electronic Personnel Form (ePAF) through Dynamic Forms
  - Personal Information Form
  - I-9 Form
  - Retirement Forms
  - Health and Life Insurance Forms
  - Policy Acknowledgement Forms
  - W-4
  - Direct Deposit –Payroll Office
  
- Meet with HR for New Employee Orientation that occurs every Thursday morning from 9:00am to 11:00am
  - Employee Handbook (HR webpage provided during New Employee Orientation)
  
- Banner
  - ID #900... provided by HR
  - NMT ID Card (form provided by HR). Go to the Registrar's office in Fidel Center
  - Ban Web –Send an email to [registrar@nmt.edu](mailto:registrar@nmt.edu) including your Photo ID
  - Timesheets Vacation, Sick, Comp. Time & Personal Day Requests-utilize BanWeb
  - Travel, Travel Forms, Social Amenity Forms, & Reimbursements-utilize Dynamic Forms
  - Department and/or University Vehicle (Defensive Driving Training-EMRTC)- x5312
  
- Office Set-up
  - CPU
  - Monitor
  - Printer
  - Business Cards
  - Keys
  - Phone

- Computer Help Desk/ITC (work orders/general help)- x5700
- Google
  - NMT Email ([firstname.lastname@nmt.edu](mailto:firstname.lastname@nmt.edu)), and shared Department's email ([\\_\\_\\_\\_\\_@npe.nmt.edu](mailto:_____@npe.nmt.edu))
  - Google Calendar
  - NM Tech Website <http://www.nmt.edu/>
  - Omni Update <https://a.cms.omniupdate.com/10/#oucampus/nmt>
  - Argos <https://mapsserve.nmt.edu/>
  - BanWeb [https://banweb7.nmt.edu/pls/PROD/twbkwbis.P\\_WWWLogin](https://banweb7.nmt.edu/pls/PROD/twbkwbis.P_WWWLogin)
  - Tech's Master Calendar <http://nmt.edu/calendar/>
  - Other Tech Policies & Procedures <http://w17.nmt.edu/nmt-policies-and-procedures>
- [Title IX & Sexual Misconduct Reporting Form](#)
- [NMT Sexual Misconduct Policy](#)
- [Office of Title IX Website](#)
- Mandatory Sexual Misconduct & Title IX Awareness Training for New Employees (w/in first 30-days). \_\_\_\_\_
- Follow-up Mandatory Reporter Training- every 2-3 years
- Employee Assistance Program (EAP) through Global Corporate Health Resources
- Campus Food Options - Chartwells
  - NMT Dining (Cafeteria)-Fidel Student Center
  - Fire & Ice Lounge- Fidel Student Center
  - M Mountain Grill- NMT Golf Course
  - Food & Beverage Debit Card can be purchased from Fire & Ice for all of these venues

## New Employee Required Sexual Misconduct & Awareness Training

New Tech Employee,

Federal law requires all new employees working at institutions of higher education to receive Title IX awareness training, as well as information about resources and individuals' rights. Training also covers how to report violations of New Mexico Tech's Sexual Misconduct Policy, Title IX sexual discrimination and sex-based harassment (e.g. sexual assault, relationship violence and stalking) offenses. New employees should receive this training within the first 30 days of their hire date.

This [Online Sexual Misconduct & Title IX Training Module](#) includes a video of approximately 45-minute and a brief quiz. Please work with your supervisor to find a convenient time during your workday complete the online training module option. Supervisors and unit Vice Presidents will be informed and asked to take action for non-compliance.

This training can be obtained by clicking on this [Online Sexual Misconduct & Title IX Training Module](#) hypertext link, snap a shot of the QR Code to the right or typing <https://www.brainshark.com/trainedsolutions/nmteemployeev2tix> into a Web browser.



In order to help make your experience simpler:

- We recommend completing this online training on a school computer or personal computer with a **strong internet connection**. We do not recommend viewing the training on a mobile device or using a cellular data plan to view the training. Because the video and audio are quite large, a strong internet connection is crucial to viewing and hearing the entire training.
- To view the training, please ensure that your browser has the **latest Flash enabled**, the pop-up blocker is turned off, and that cookies are enabled.
- Please be aware that there is a **video requirements in addition to the final quiz** in order to receive your Certificate of Completion. **You must review at least 80% of the video and receive a 70% or greater on the quiz to successfully complete the training.** To check your progress on the video, you can view the Completion Indicator on the left sidebar next to the Chapter Indicator. at the top of your training view page. The red eye dot will turn green when the minimum criteria is satisfied. You can go back into the video and retake the quiz as often as needed so you can meet the training requirements. Please contact the Title IX Coordinator (see contact information below if you need assistance or any accommodations).

Approximately 10-20 minutes after completing this online module a Certificate of Completion will be sent to your email within, **but be aware it may be caught in Spam.**

Here is a link access to a [Spanish version](#) (<https://www.brainshark.com/trainedsolutions/nmteemployeeesspanish>) of the online training that has Spanish notes.

Please show your supervisor the Certificate of Completion (e.g. photo, hard copy) for confirmation. You should also maintain a copy of the certificate for your record.

Tech's Title IX Office will receive reports each week regarding the online module activity and completion. Records will be maintained in the Title IX office. Please email or call my office if you have any difficulties or questions:

Peter Phaiah, Ph.D.  
 Title IX Coordinator  
 Fidel Student Center, Rm. 288  
 575-835-5953 (Off.) 575-322-0001 (Cell.)  
[titleixcoordinator@nmt.edu](mailto:titleixcoordinator@nmt.edu)

All of these instructions and other resources are also contained within the module for our employees' convenience. Additional information and related resources can be found on the [NMT Title IX Office Website](#).

It's on all of us to prevent sexual misconduct and sex discrimination (i.e., prohibited conduct) and eliminate any hostile environments!

Thank you,

Peter