

Postdoctoral Scholar Orientation

Presented by the Office for Postdoctoral Affairs



Introduction to the Office of Postdoctoral Affairs (OPA)

“Hello and welcome to UNM! My name is Raquela Thomas and I am the Project Manager for the Office of Postdoctoral Affairs (OPA) here at UNM. OPA was established in May 2023 by the Office of the Vice President for Research to develop initiatives to improve the postdoc experience and serve as a centralized resource hub for postdocs. We developed this orientation to give you some essential information that will help you while you’re here. You can find more detailed information on the [OPA website](#) and [HR New Employee Toolkit](#). We are happy you’re here and look forward to meeting you!”



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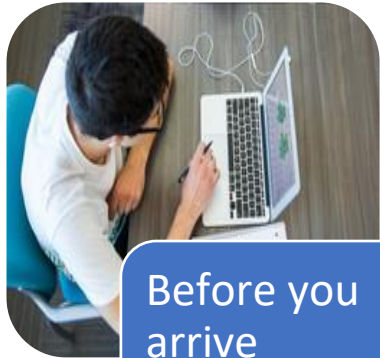
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<https://www.freecodecamp.org/news/how-to-create-customizable-table-of-contents-in-microsoft-word/>

New Employee Tasks - Timeline



Before you arrive

- New hire paperwork
- Create NetID
- Review benefits options



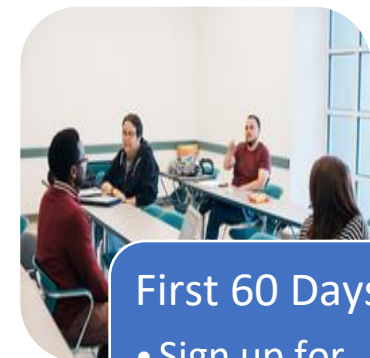
Day One

- Get your badge
- Schedule appointment at UNM Lock Shop
- Fill out payroll forms
- Obtain parking pass



First Week

- Explore UNM resources
- Sign up for Lobo Alerts



First 60 Days

- Sign up for benefits

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Before You Arrive

Fill out new hire paperwork (received with your welcome packet)

- Offer letter
- I-9 Employee Eligibility Verification
 - [I-9 Form](#)
 - [I-9 Form Instructions](#)
 - [I-9 Form Acceptable Documents for Verification](#)
- Employee demographics form
- Employee acknowledgments
- Once completed, you can [*upload electronic versions of your documents here*](#)



Create your netID

- [Main Campus](#)
- [HSC](#)

Sign up for Peer-to-Peer Postdoc Buddy Program [here](#)

Review benefits options

- Can elect to start health insurance on date of hire
- [Benefits webpage](#)

Day One

Obtain your [Lobo Card](#) (Central Campus Employees) or [HSC Badge](#) (HSC employees) for identification and access to certain buildings. You will likely be classified as faculty in their system.

Schedule appointment to pick up keys at the [UNM Lock Shop](#)

Complete payroll forms

- [W-4 Information and NM State Tax Withholding](#)
- [Consent to Receive Electronic W-2](#)
- [Direct Deposit](#)

Obtain your parking pass

- [Parking and Transportation Services \(PATS\)](#)
- Must go to office in-person
- Cannot get permit until your start date
- Bring
 - ID (HSC badge, UNM LoboID, or Driver's License)
 - copy of offer letter
- Pay full amount or enroll in payroll deduction (only available for benefits eligible employees)
- May purchase a two-day parking pass at \$12 each or a week pass at \$36



First Week

Sign up for [Lobo Alerts](#)

Explore available resources

- [Office for Postdoctoral Affairs website](#)
- [Downloading software](#)
- [Payroll schedule](#)
- [Loboperks](#)
- [MyUNM](#)
 - Provides
 - benefits and deductions
 - pay information
 - tax forms
 - annual leave balance
 - direct deposit
 - Instructions
 - Log in with your UNM NetID and password
 - Click on the “enter LoboWeb” tab



Within 60 Days

Fill out your [benefits forms](#) (click the headings in the colored boxes on the website to access the forms)

Your benefits will begin on the 1st of the month following enrollment

Can elect to begin medical coverage immediately but your premium will not be prorated

After 60 days you'll have to wait until open enrollment (April/May) and your benefits will not begin until the following July, unless you have a qualifying event (e.g. birth of a child, marriage)

Retirement

- Postdocs are only eligible for 403(b) & 457(b) Voluntary Tax Deferred Retirement plans
- Details are available [here](#)

Life insurance

Flexible spending account

Accidental death and dismemberment benefits



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Benefits

Education Benefits

[Tuition remission](#) is available for postdoctoral scholars and [dependents](#)

Contact hrbenefits@unm.edu with any questions

A variety of [trainings](#) are also offered by Employee and Organizational Development



Paid Leave

Annual Leave: 15 days/year; advisor approval required

Sick Leave: 15 days/year

(Leave balances reset upon position reclassification and will not be paid out if unused)

UNM holidays

- Discuss with your advisor whether you are needed
- [Calendars :: Human Resources | The University of New Mexico](#)

Financial Information

Employment classification

- Most postdocs at UNM are exempt full-time temporary employees
- Scholars on training grants (e.g. T32 or F32) are contractors

Taxes

- UNM Employees (taxes taken out of paycheck) will receive a W-2
- Contract employees (taxes not taken out of paycheck) will receive a 1099
- National Postdoc Association [tax information](#)



<https://corporatefinanceinstitute.com/resources/management/financial-literacy/>

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Trainings

Learning Central Safety and Compliance Training

- Online system for required and elective trainings
- Required trainings are dictated by your department, safety offices, and job description
- Notification of required trainings via email; they may be automatically added to your assignments or you will need to search for them

Responsible Conduct of Research (RCR) Training

- Required if your funding comes from NIH (D, F, K, R, T, or U grants), NIFA, or any NSF grant
- Complete before the end of your funding period
- Office of Research Integrity and Compliance [RCR training](#) (open to Main and HSC campuses)
- HSC course: [BIOM 555 - Problem Based Research Bioethics](#)



Postdoc Associations

UNM Postdoc Association (PDA)

Provides a platform for postdocs to engage with each other and the administration

Advocates for postdocs

Leadership opportunities

Hosts a variety of

- Professional development opportunities
- Personal development workshops
- Social and networking functions
- Scholarly activities

Monthly meetings

Annual Research Symposium

Postdoc Appreciation Week activities



Postdoc Associations

National Postdoc Association (NPA)

Provides tools and webinars for

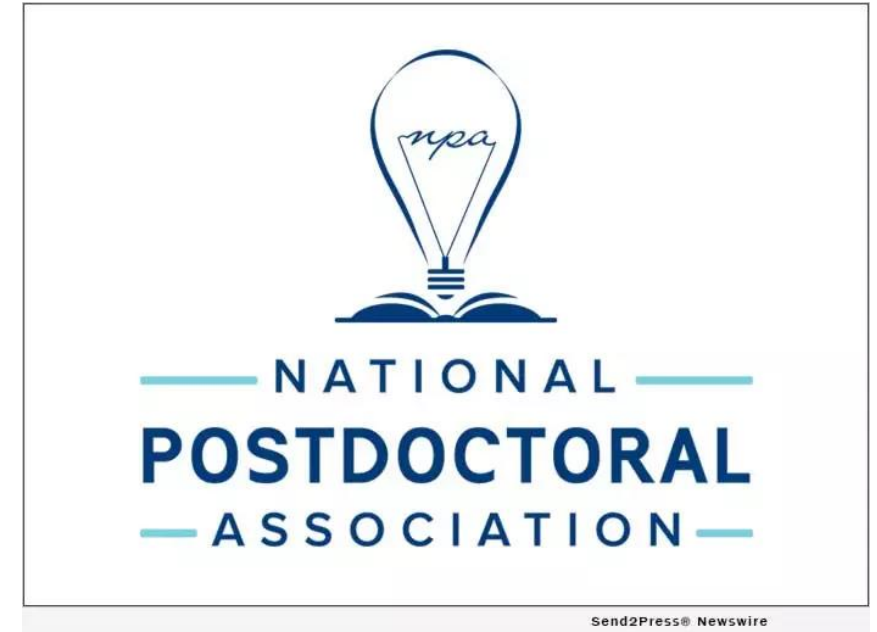
- career development
- networking
- engagement
- advocacy

Relevant news

Job postings

UNM holds an [institutional membership](#) to the NPA

[Presentation](#) on general postdoc information from the NPA



Office of Postdoctoral Affairs (OPA) Website

visit the [Resources](#) tab on the OPA website for links and a more comprehensive list of resources

[Open Positions and Funding Opportunities](#)

[Training, Education Courses, and Webinars](#)

[Events calendar](#)

[Resources for International Postdocs](#)

- [Global Education Office \(GEO\)](#)
- Conversational English Program (organized by the PDA)
- [NPA Guide for International Postdocs](#)

[Travel Awards](#)

The Office of the VP for Research and the Provost's Office have partnered together to offer funding on a competitive basis for postdocs to present their research at national or international conferences.



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Highlighted Resources – Interpersonal Conflict

visit the [Resources](#) tab on the OPA website for a more comprehensive list of resources

Sexual Misconduct

- The University of New Mexico is committed to maintaining a campus environment that is free from sexual harassment and assault
- Sexual Misconduct and Assault Response Team ([SMART](#))
 - Victim-centered, victim-controlled
 - Composed of community and university organizations
 - medical
 - counseling
 - law enforcement
 - university conduct process
 - Victims may choose to activate one, or all, components of the response team
 - Call the Rape Crisis Center's 24-hr hotline at 505-266-7711 if you wish to be accompanied by a trained advocate



Ombuds Services

- No-barrier, first-stop for UNM employees, postdocs, and graduate students
- Guidance, information, and insight to assist maximizing productivity and resolving conflicts
- Confidential, independent, and informal

Highlighted Resources - Wellness

visit the [Resources](#) tab on the OPA website for a more comprehensive list of resources

[HR Wellness Programs](#)

- Emotional
- Physical
- Nutritional
- Financial
- Workplace

[Counseling](#)

- Counseling, Assistance and Referral Services [\(CARS\)](#)
 - Free, confidential counseling
 - Benefits-eligible UNM faculty, staff, and postdocs and their spouses
 - Scheduling is not connected to any other UNM system (i.e. your usage is confidential)
 - Per University policy 3750 employees can use paid work time (don't need to use PTO)
- [Agora Crisis Center](#)
 - Trained volunteers assist in times of crisis or with day-to-day challenges
 - Services are anonymous, free, and open to everybody
 - 505-277-3013



Highlighted Resources – Campus Safety

visit the [Resources](#) tab on the OPA website for a more comprehensive list of resources

LoboGuardian App

- Real-time interactive features create a virtual safety network of friends and family
- Allows users to designate “Guardians” to act as a virtual safety escort
- The LoboGuardian [website](#) also links to additional campus safety topics

UNM Police Department

- (505) 277-2241
- [Website](#)



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Feedback

We are continuously seeking opportunities to improve our services and therefore always welcome constructive feedback. If you would like to provide anonymous comments regarding this orientation, other resources at UNM, or anything else you believe to be relevant to postdocs/ the Office of Postdoctoral Affairs, please let us know [here](#).

