




## **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). [Online Sexual Misconduct & Title IX Training Module](#) or [Spanish Version](#)
- 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

