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 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), and shared Department’s email (_________________@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
  • 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