

# New Employee Orientation

for benefits-eligible staff

## Welcome to NMSU!

You are in your first days as an employee here at New Mexico State University. Start your new job on the right path by attending New Employee Orientation!

New Employee Orientation is a day-long event:

--A morning of information and activities that welcome you to our community.

--An afternoon to get your questions answered about each employee benefit, and **dedicated time** to make your benefits choices and get enrolled.

## -Your first deadline:

As a new employee, you must register for benefits **within 31 days** of your first day of work. That's why it is critical that you understand your benefits choices within this window. We offer New Employee Orientation twice a month so you have the information you need.

## What will it cover?

### Get to know the University:

From an overview of NMSU's roots to an explanation of our colleges and business units, it's important to know the landscape of where you work.

### Learn the ropes:

How do I get a parking permit and my ID card? What's Banner self-service? Where's Hadley Hall? And what's this "probationary period"? Get the answers to your questions and get a head-start on getting things done on campus.

### A safe environment:

You have the right to a safe workplace, free from harassment and discrimination, prepared for emergencies, and ready to support your health. Find out who at NMSU fulfills these needs.

### Perks and Benefits:

Learn about the upsides of working here, like the exciting AggieFit program, discounted sports tickets, and ongoing professional training. And use the afternoon\* to sign up for retirement and insurance benefits!

\* Your spouse or domestic partner is welcome to join you for the afternoon enrollment session from 2-4 PM.



## Sign me up!

Questions? (575) 646-7444 or [training@nmsu.edu](mailto:training@nmsu.edu)

### 1. Talk to your manager

Your day of orientation is scheduled from 8 AM-4 PM. This should be counted as work time, and you should ask your manager for permission to attend. One day is a great investment in your career!

### 2. Register

- If you've activated your NMSU email account, you can sign up directly at: <http://neo.nmsu.edu>. Follow the links to register.
- If you **don't** have your NMSU email yet, from another email account write to [training@nmsu.edu](mailto:training@nmsu.edu) to reserve your space.
  - Mention "New Employee Orientation" in the subject line and include your full name.