

2026 New Employee Orientation Schedule



UH Lomas Campus

Welcome to your New Employee Orientation week. **All new hires are required to attend Monday and Tuesday.** Starting Wednesday, your schedule will depend on your job. Please note this schedule is generalized so you can plan ahead. **You will be given your specific schedule on Tuesday.**

Day	Times	Course	Location
Monday	0800 – 1430 Owner: Organizational & Professional Development	New Employee Orientation (NEO) Room Assignment will be emailed on Thursday before your start date	UNM Hospital 2211 Lomas Blvd.
Tuesday	0800 – 1200 Owner: Computer Learning Technologies (CLT)	UNMH Computer Orientation	HOPE Building 933 Bradbury St. CLICK HERE for map to Hope Building
	1200 – 1230 Owner: Employee Labor Relations	Union Presentation (optional) *Presentation is for union-eligible new hires only. Instructors will confirm in the morning session. *	HOPE Building Large Breakroom
	1230 – 1300	LUNCH BREAK (If attending Union Presentation or not)	
	1300 – 1415	New Hire Online Annual Training (OATs)	HOPE BUILDING
	1430 – 1700	UNMH Benefits Overview & Health Literacy Note: New Hires attending Benefits and HLO will receive their schedule during the morning session. All others will continue Online Annual Training until 5:00 PM.	HOPE BUILDING
Please be aware that training requirements differ depending on your title. Learning Central registrations are the most accurate training schedule. You will be given a printed schedule on Tuesday morning for your specific remaining courses for NEO week. If you do not have classes scheduled either Wednesday or Thursday, you will report to your unit/department.			
Wednesday	800 – 1200 Owner: CLT	PowerChart New Hire Computer Training	HOPE Building
	1200 – 1230	LUNCH BREAK	
	1230 – 1630	PowerChart New Hire Computer Training	
Thursday	800 – 1700 Owner: Clinical Education	Clinical New Hire Orientation Note: If Thursday classes apply to your job title, you will receive a confirmation via your Salud email address on Tuesday with registration times and location.	1650 Building 1650 University Blvd. CLICK HERE for map to 1650 University
Friday	NO SCHEDULED CLASSES CHECK WITH YOUR AREA SUPERVISOR OR UNIT BASED EDUCATOR FOR WHEN TO REPORT FOR YOUR SHIFT If you are advised to complete your OATs , the computer labs in the HOPE Building will be available from 8:00 AM to 5:00 PM . Be sure to notify your Supervisor of your location that day and clock-in as appropriate .		
You are responsible for completing your assigned online training within 30 days of your employment unless otherwise specified. If you have questions regarding the classes that are assigned to you, contact your supervisor for clarification. If you have direct questions regarding specific classes in Learning Central, please see contacts below.			
CONTACTS			
Organizational and Professional Development (OPD) 505-272-4016 OPD@salud.unm.edu		Benefits 505-272-4201 askbenefits@salud.unm.edu	
Computer Learning Technologies (CLT) 505-272-5569 CLTLearningCoordinators@salud.unm.edu		Health Literacy (HLO) 505-272-2253 healthliteracy@salud.unm.edu	
Clinical Education (CE) 505-272-6313 Clinicaleducation@salud.unm.edu		BATCAVE 505-272-5998 batcave@salud.unm.edu	