

## NEW EMPLOYEE ORIENTATION – ON LINE - REGISTRATION PROCEDURES

### To enroll a new employee in New Employee Orientation:

1. Go to web site: [www.unmc.edu/hr](http://www.unmc.edu/hr).
2. Select Human Resources site (click).
3. Select Employee Self Service (Left side - PC Icon - click).
4. Select Employee Self Service Med Center (click).
5. Enter User ID and Password (enter).
6. Select: PAF Administrators/Orientation Registration. Please note: *If you cannot see under PAF Administrators "Orientation Registration" you have not been given user rights to this function. Please contact Jim O'Donnell at 559-5662 to add the person(s) in your unit that will be registering new employees for orientation.*
7. Select Desired Date of Orientation.
8. Enter employee *Personnel Identification Number* [PIN]. **Please Note** that you will need to enter employee in SAP at least one day before entering the Orientation registration.
9. Press "Click to Identify" to verify correct individual.
10. Review the directions in the instructional text.
11. Submit Request via "Submit" button by SAP ID input box.
12. View and Verify information. Click Add.
13. Print Invitation and give to new employee that is attending orientation.
14. If applicable, Add new hire to **Carecast Training** (Select button and add information).
15. If applicable, Apply for **UNMC Net Id** (Select Button and add information).
16. Click "Exit" to end session

Please e-mail Jim O'Donnell @ [Jim O'Donnell/ITS/UNMC/UNEBR](mailto:Jim.O'Donnell@ITS.UNMC.UNEBR) and Carmen Sirizzotti @ [Carmen N. Sirizzotti/hres/UNMC/UNEBR](mailto:Carmen.N.Sirizzotti@hres.UNMC.UNEBR) with any suggestions that you may have and/or any issues that you encounter with the on-line registration process.

### To cancel a registration to new employee orientation:

1. Follow steps 1 through 9 as described above.
2. View and Verify information. Click "Remove."

## Reminders

1. **PLEASE NOTE:** We are limited in space to 48 employees per orientation.
2. **Location:** W.H. Thompson Alumni Center at the University of Nebraska at Omaha (UNO)
3. **Time:** 7:50am – Registration. Orientation starts promptly at 8:00am and ends at 5:00pm. Attendance is mandatory for the entire day.
4. **Parking for the Day:** Parking is available in the alumni center parking lot.
5. **Meals for the Day:** Breakfast, Lunch and Snacks provided by UNMC. Lunch will be a deli sandwich with chips, soda and pasta salad. If your new hire requires a vegetarian lunch please contact Margaret Boyce at 559-4371 to make arrangements.
6. **NOTE: Your department will be charged \$30.00 fee for breakfast lunch, and snacks, if Human Resources is not notified.** To cancel registration, please go to the on-line registration process and remove new hire from orientation.
7. **New Hire should have Photo ID by orientation:** Please send new hire to UneCard/Photo ID Office, SLC Room 1046 prior to orientation. Call 559-8414 to verify hours.
8. **If New Hire needs on campus parking:** Please send individuals to Parking Administration at ADC Room 2036 or call 559-5304 prior to Orientation.
9. **New Hire Information should be entered in SAP before registering new employee in orientation.**
10. **Benefits:** New Hire must enroll for Benefit coverage within 31 days of their hire date or eligibility date. Enrollment after the initial 31 day period is limited to the annual NUFlex enrollment or when Permitted Election Change Event occurs. For more information regarding benefits, please contact Benefits at 559-4340.