UNMC

New Employee Orientation

UNMC. **BREAKTHROUGHS** FOR LIFE.®

UNMC
BREAKTHROUGHS FOR LIFE.

Welcome

Welcome to UNMC. It was just over five years ago that I, myself, was a new employee. It did not take me long to discover that this is a highly focused, strategic organization. Yet, it is at the same time a dynamic, warm, welcoming, innovative, engaged and what I would characterize as highly "relevant" organization.

This is an academic health sciences center that is building upon its legacy but also focused on its future. This is no accident. No matter your role here at the University of Nebraska Medical Center, you will soon find that you play a part in making a tremendous difference in the life and health of those we serve.

You will also find that this is something that we can only do together. There is no individual that can create the kind of excellence. We are a family committed to our future.

It is our goal that everyone at UNMC and our clinical partners, our nearly 5,000 employees, our supporters and all of our colleagues, align his or her personal mission with the concept that we are changing the world by improving the human condition.

I would like everybody involved with UNMC to get up in the morning, as I do, and say, "I know today is going to be a great day, because today, by doing the job that I do, I am going to help improve the human condition." And, I'd like every one of them also, when they get home at night, and are asked, "What did you get to do today?"

That their answer will be, "Today, I improved the human condition."

We will do so through the delivery of extraordinary care, remarkable discovery and transformational learning. Today, I invite you to take this stand with us -- that together, we will lead the world in transforming lives for a healthier future.

This is what we do here at UNMC.

Sincerely,

Chancellor Gold

University of Nebraska Medical Center

OUR MISSION

WE ARE NEBRASKA MEDICINE & UNMC

Our mission is to lead the world in transforming lives to create a healthy future for all individuals and communities through premier educational programs, innovative research and extraordinary patient care.

OUR VISION

Our mission is to UNMC, with its hospital partner, Nebraska Medicine and other clinical partners, will provide a world-renowned health sciences center that:

- Delivers state-of-the-art health care;
- Prepares the best-educated health professionals and scientists;
- Ranks among the leading research centers;
- Advances our historic commitment to community health;
- Embraces the richness of diversity to build unity; and
- Creates economic growth in Nebraska.

OUR VALUES

reflect **who we are** and **why we're here.**

ITEACH

Innovation
Search for a better way. Seek and implement ideas and approaches that can change the way the world discovers, teaches and heals. Drive transformational change.

Teamwork
Respect diversity and one another. Communicate effectively and listen well. Be approachable and courteous. There is no limit to what we can achieve when we work together.

Excellence
Strive for the highest standards of safety and quality in all that you do. Work to achieve exceptional results.

Accountability
Commit. Take ownership. Be resilient, transparent and honest. Always do the right thing and continuously learn.

Courage
Make the tough decisions. Have no fear of failure in the pursuit of excellence. Admit mistakes and learn from them.

Healing
Show the empathy you feel. Be selfless in caring for patients, one another and the community.

UNMC Nebraska Medicine

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Contacts

Center for Healthy Living	402.559.5254
Child Development Center	402.559.8800
Compliance Hotline	866.568.5430
Employee Assistance Program	800.922.7379 / 402.330.0960
Employee Health	402.552.3563
Facilities	402.559.4050
Firefly	402.559.2899
HR – Benefits	402.559.4340
HR – Employee Relations	402.559.5827
Diversity	
Leave of Absence/Family Medical Leave Act	
Reward & Recognition Programs	
Training and Development	
Workers Compensation	
IT Help Desk	402.559.7700
Operator	402.559.4000
OUCH Pager	402.888.6824
Parking	402.559.8580
Payroll	402.559.7460
Security	
Emergency	402.559.5555
Non-Emergency	402.559.5111

* For on-campus calling, dial all of the digits (i.e. 402.55X-XXXX).
* To make a call outside of UNMC/Nebraska Medicine campus you must dial *9 before the phone number (i.e. *9 402-XXX-XXXX).

UNMC NetID

UNMC faculty, staff and students are automatically given a UNMC NetID when they become an employee or become an enrolled student. Your department administrator will be notified when your NetID is created and will notify you of the account.

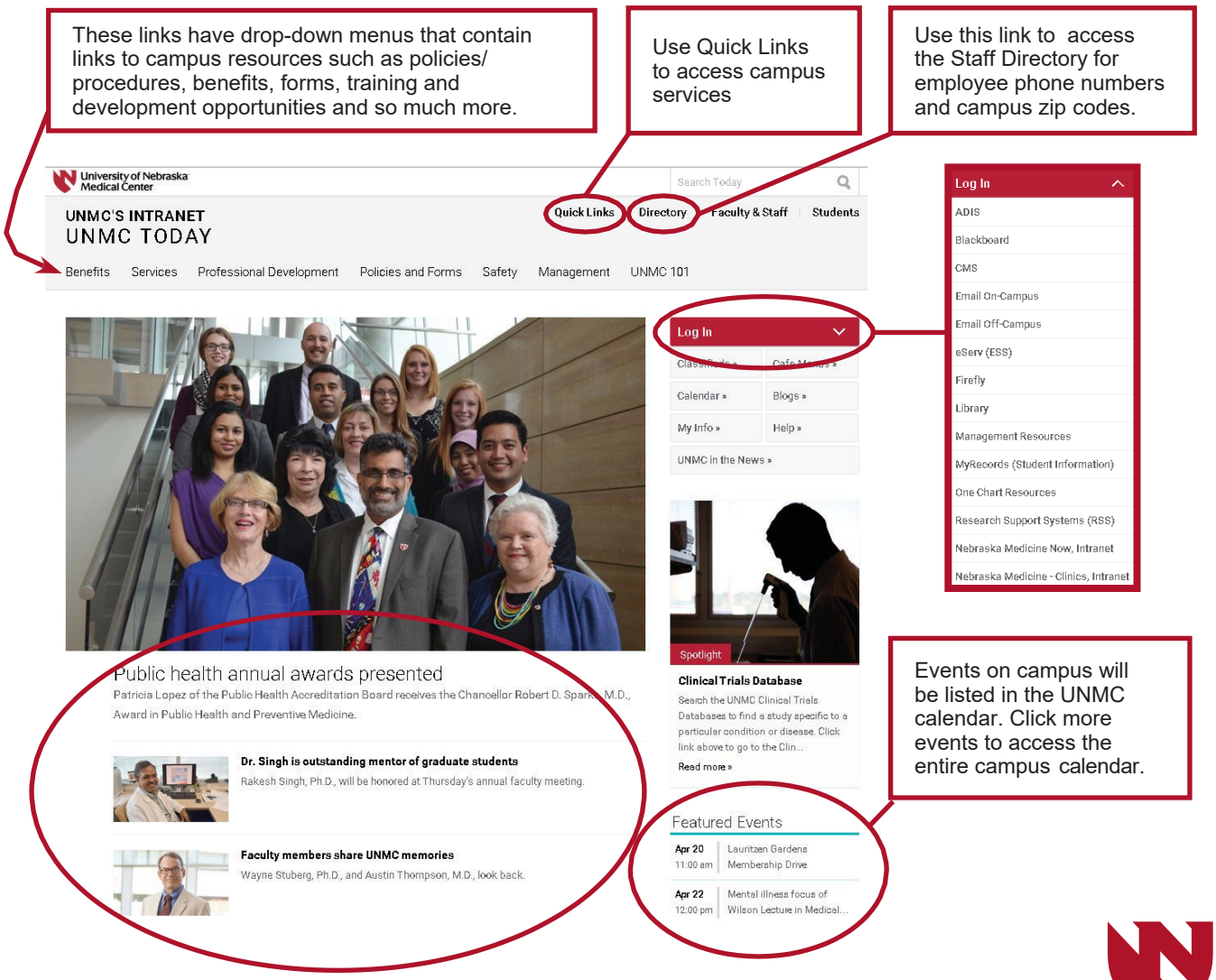
Your UNMC NetID gives you access to the campus network drives and printers, Outlook email, Office 365, OneDrive for Business, Canvas, UNMC Intranet, Student Information System, McGoogan Library electronic resources, UNMC Research Support Systems (RSS), CARE (Campus Records for Students) as well as the wireless network.

Access to One Chart, the online medical record, requires an additional request process.

UNMC Today (UNMC Intranet)

http://info.unmc.edu/

The UNMC Intranet page contains links to everything on campus. It is updated daily with the most recent UNMC news and gives you access to the online campus calendar.



Firefly

PURPOSE:

Firefly is the business portal for the University of Nebraska. Firefly is available to every employee and can be used to manage personal information related to employment, as well as provide a starting point for many job functions. “Firefly” is our local branding of the SAP Portal and provides an easy to use interface for SAP system activities.

Within Firefly, you will see several tabs listed at the top of the screen such as UNMC Home, Logon, Employee Self Service, and SAPPHIRE. The specific tabs available depend on your job responsibilities.

Each of these tabs serve as a starting point from which you can perform a number of activities. Specific tabs are described below.

Standard Tabs with Firefly

HOME: directs the user back to the Firefly home page. From this page, you can view Firefly and business news or access directory information.

EMPLOYEE SELF-SERVICE (ESS): this is the most frequently used section of Firefly and is available to all employees. You can use it to perform activities such as viewing your pay stub, requesting leave or viewing leave balances, as well as updating personal information such as addresses, bank accounts or your tax withholding. This is also the place where you launch the annual benefit enrollment process.

SAPPHIRE: the online resource for SAP business users. It contains campus specific business forms and reference guides, training materials and a form to request adjustments to your SAP system security privileges.

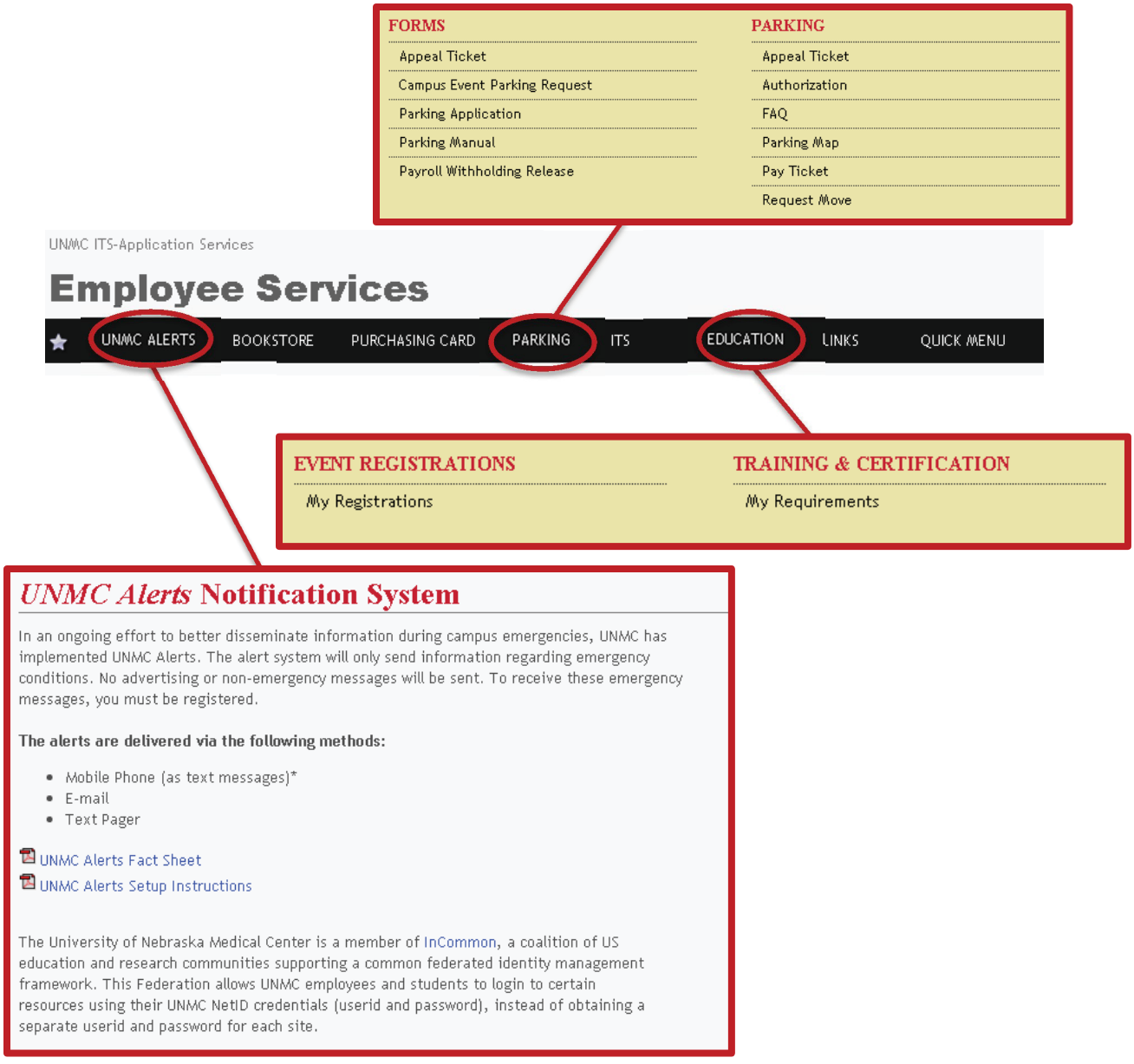
Depending on your job role and security settings, other applications (tabs) you may have access to can include: SAP Logon, My Staff, eSHOP, Reporting, Workflow Inbox and Twitter.

Employee Services (eServ)

net.unmc.edu/eserv/

Employee Services is an online portal for UNMC employees to do the following:

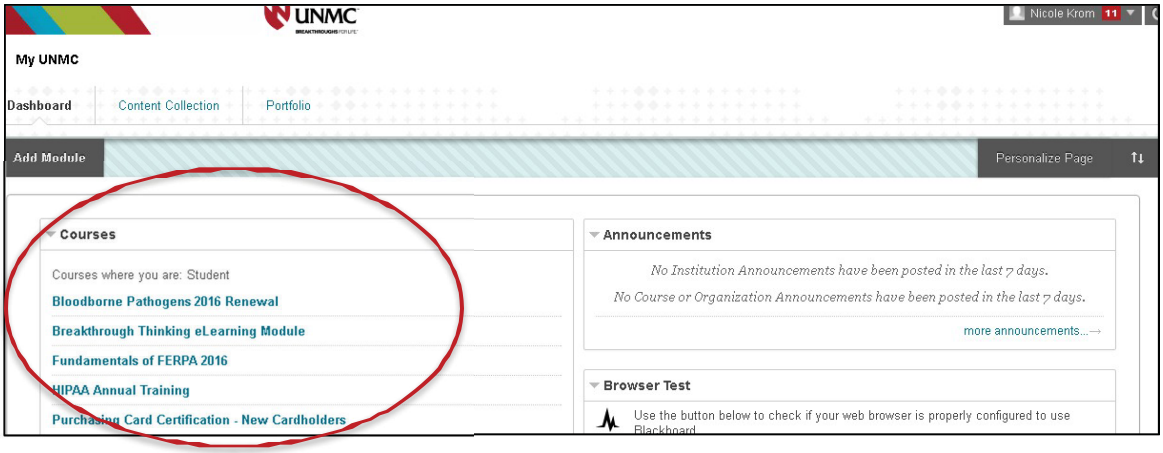
- Sign-up for UNMC Alerts (E2Campus)
- Access campus parking (forms, maps, parking lot move requests)
- Request Network/Telecom Services
- Register for campus events and training



Canvas

UNMC uses the Canvas System for the campuses online learning environment. All courses are provided space on the system and include online content, schedules, announcements, discussion and collaboration tools, testing and a grade center among additional learning materials and links used in UNMC courses.

Employees will use Canvas to access their annual compliance training modules. (i.e. statement of understanding, compliance, safety, cultural competency, etc.)



Professional Development

info.unmc.edu/development/

A highly-trained, highly-motivated workforce is vital to UNMC's success. To this end, we offer many courses and programs to enrich and broaden your professional skills.

- **Employee development**
  - **Re-imagining U** – The HR employee development program gives UNMC and UNO employees the opportunity to customize their learning and skill development in a way that is right for them. The courses are offered repetitively over two semesters each year. Content is derived from needs indicated for employees and leaders in our current strategic vision and employee engagement surveys. Courses are offered either individually or in a cohort format.
- **Grand rounds**
- **Faculty development** (www.unmc.edu/facdev/)
- **Diversity and Inclusion Learning and Development**
  - UNMC offers many opportunities to learn and increase awareness of diversity and inclusion topics. Workshops topics include Unconscious Bias, Ouch! That Stereotype Hurts, and other courses available through Re-Imagining U. UNMC also recognizes and celebrates heritage months through regular programming and events.
- **Employee mentoring**
- **Faculty mentoring**
- **Tuition remission**
  - UNMC provides an employee and dependent scholarship program. Benefits of this program may be used at the four campuses of the University.

Elevating the capability of our leaders and developing our employees only increases our ability to exceed the educational and research needs of our community and our students.

Reward and Recognition

The success of UNMC is rooted in the hard work and dedication of its employees. Our employee appreciation programs encourage all of us to recognize those co-workers whose work embodies UNMC's most vital values – innovation, teamwork, excellence, accountability, courage and healing.

- **Silver 'U' Award** recognizes UNMC's top performers whose daily contributions or special achievements help meet UNMC's mission.
- **Gold 'U' Award** recognizes members of the UNMC community who consistently deliver outstanding performance and service to UNMC.
- **Service Awards** are based solely on the number of years of employment in the University of Nebraska system and are given in 5-year increments for staff (managerial professional and office service) and 10 year increments for faculty. Employees receive an anniversary gift in recognition to their service.
- **Faculty Awards**
  - Outstanding Research and Creativity Award (ORCA)
  - Outstanding Teaching and Creativity Award (OTICA)
  - University-wide Departmental Teaching Award (UDTA)
  - Engagement Award (IDEA)
- **People Are Everything** is UNMC's online reward and recognition program. Use the program to send eCards, submit Silver and Gold U nominations and redeem Service Award gifts.

www.peopleareeverything.com/unmc

To login, use your UNMC NetID and password.

Campus Dining

Nebraska Café

University Tower, level three

Monday-Friday, 6:30 a.m.-8 p.m.
Saturday-Sunday, 7 a.m.-5 p.m.
Cafeteria featuring soup/salad, hot entrees, grill station, pizza and grab-n-go menu items, bottled beverages, foundation drinks, hot coffee and tea.

Brioche Doree
Monday-Friday, 6:30 a.m.-6 p.m.
A Parisan-style bakery featuring French urban cuisine, salads, sandwiches, soups, pastry items and beverages.

Mein Bowl
Monday-Friday
11 a.m.-2 p.m., 4 p.m.-8 p.m.
Oriental entrees served with rice or noodles.

Hissho Sushi
Monday-Friday
11 a.m.-2 p.m., 4 p.m.-8 p.m.
Freshly-made wide assortment of take- out sushi.

Clarkson Café

Clarkson Tower, main level

Monday-Friday, 6:30 a.m.-8 p.m.
Cafeteria featuring soup/salad, hot entrees, grill station, pizza and grab-n-go menu items, bottled beverages, foundation drinks, hot coffee and tea.

(Beverages, snacks, and grab-n-go menu items available 24 hours)

Subway
Open 24 hours
SUBWAY has a wide variety of subs, salads, and sides to choose from.Every one of our subs is made fresh in front of you, exactly the way you want it!

Oh! Oh! Burrito
Monday-Friday, 11 a.m.-8 p.m.
Saturday-Sunday, 11 a.m.-5 p.m.
Freshly-made tacos, burritos, quesadillas, nachos and salads.

Quick Fire Grille
Monday-Friday, 6:30 a.m.-8 p.m.
Saturday-Sunday, 6:30 a.m.-5 p.m.
Freshly-made burgers, fries, steak sandwiches, gyros, chardogs and chicken strips.

Storz Café

Clarkson Tower, main level

Monday-Friday, 6:30 a.m.-2:30 p.m.
Dining options include dine-in and carry-out sandwiches, soups, salads, wraps, beverages and ice cream shakes.

Storz Coffeeshop
We offer a wide selection of coffee, tea, latte, espresso, Frappaccino Blended Beverages, bottled beverages,breakfast and snack items.

Coffeeshops

Espresso Coffeeshop
Clarkson Doctors Building North, level three
Monday-Friday, 7 a.m.-2 p.m.
We offer a wide selection of coffee, tea, latte, espresso, Frappuccino Blended Beverages, bottled beverages, breakfast and snack items.

Lagniappe Coffeeshop
University Tower, east atrium, level two
Monday-Friday, 6:30 a.m.-4 p.m.
We offer a wide selection of coffee, tea, latte, espresso, Frappuccino Blended Beverages, bottled beverages, breakfast and snack items.

Crossroads Convenience Store

University Tower, level three
Monday-Friday, 6 a.m.-2:30 a.m.
Weekends and holidays, 11 a.m.-2:30 a.m.
Assorted bottled beverages, hot coffee, and tea snacks, soups, sandwiches, ice cream bars and sundries.

Food Vendors @ UNMC

Durham Research Center, Commons Area

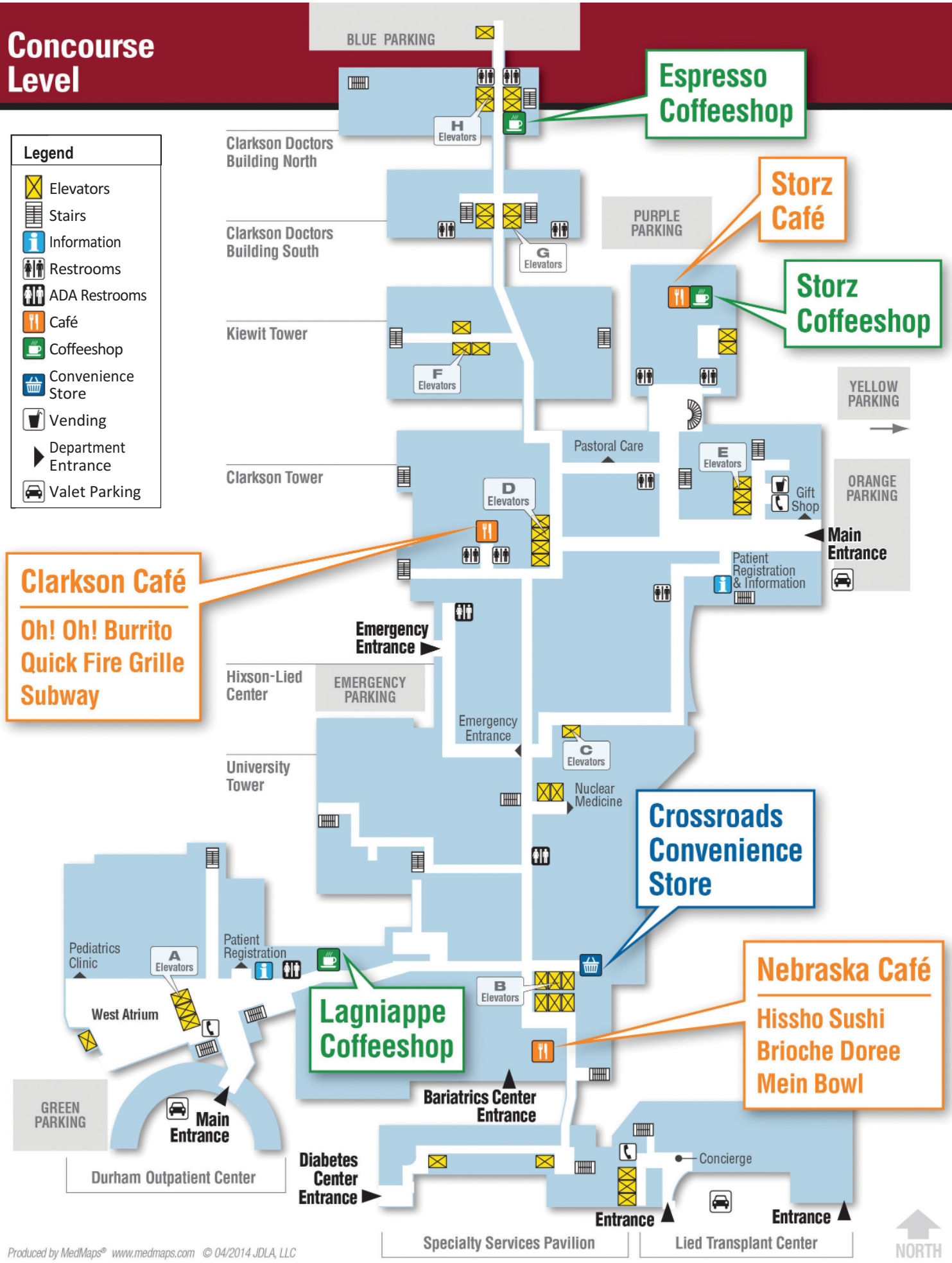
Monday-Friday, 11:30 a.m. – 1:30 p.m.

Sorrell Center, Commons Area

Monday-Thursday, 11 a.m.– 1:00 p.m.

To view the food vendor schedule please visit the UNMC Bookstore website at ***http://www.unmcbookstore.com/.***

Concourse Level



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UNMC Nebraska Medicine

LEGEND

- Construction Zone
- Temporary Street Closures
- Parking Lots
- Parking Structures
- Bike Racks
- Bike Rack & Aid Station
- Emergency Blue Light Phones
- Bus Stop (subject to change)
- TravelSmart Flex Rate Parking
- Emergency Room
- Bench
- Picnic Table
- Round Table with Chairs

BUILDING NAMES

AAH Alumni House
ADC Administration Center
ARS Academic & Research Services
AX7 Annex 7
AX8 Annex 8 (MMI Diagnostic Ctr)
AX10 Annex 10 / Business Services (4230 Bldg)
AX14 Annex 14 (UNeMed)
AX15 Annex 15
AX16 Annex 16 (bank)
AX17 Annex 17
AX18 Annex 18 (Friendship House)
AX19 Annex 19
AX20 Annex 20
AX21 Annex 21
AX22 Annex 22 Materials Mgmt (General Supply/ Mail/Printing Services)
AX23 Annex 23 (grounds)
AX24 Annex 24 (OPPD)
AX31 Annex 31
BCC Fred & Pamela Buffett Cancer Center
BTH Bennett Hall
CCA Clarkson College Student Apts
CCS Clarkson College Student Ctr
CDN Clarkson Doctors North
CDS Clarkson Doctors South
CFM Clarkson Family Medicine
CKC Clarkson College
CKT Clarkson Tower
CNS Center for Nursing Science
CON College of Nursing
CUP Central Utility Plant
CVR Weigel Williamson Center for Visual Rehabilitation
DOC Durham Outpatient Center
DRC Durham Research Center
DRC2 Durham Research Center II
ECI Eppley Cancer Institute
ESH Eppley Science Hall
ETB Education Tech Building
EUP East Utility Plant
HIC Home Instead Center for Successful Aging
HLC Hixson-Lied Center for Clinical Excellence
INH International House
ISC Integrated Service Center (Annex 30)
JPL JP Lord School
KWT Kiewit Tower
LOC Lauritzen Outpatient Center & Fritch Surgery Center
LTC Lied Transplant Tower
MCPH Harold M. & Beverly Maurer Center for Public Health
MMI Munroe-Meyer Institute
MSB Medical Sciences Building
MSC Michael F. Sorrell Center for Health Science Education
NSRI National Strategic Research Institute
PMB Peterson Medical Building (Midwest Eye Care)
PDD UNMC Center for Drug Discovery and Lozier Center for Pharmacy Sciences and Education
PYH Poynter Hall
SCC Specialty Care Clinic
SKH Shackleford Hall
SLC Student Life Center
SSP Specialty Services Pavilion
STA1 Student Apartments 1
STA2 Student Apartments 2
SZP Storz Pavilion
TEI Truhlsen Eye Institute
UT1 University Tower 1
UT2 University Tower 2
UT3 University Tower 3
UT4 University Tower 4
WHM Wittson Hall/ McGoogan Library
WSH Joseph D. and Millie E. Williams Science Hall

PATIENT & VISITOR PARKING

- NTP Blue Public Parking
- PS2 Green Patient & Visitor Parking/Durham Pkg Struct
- 1 Orange Patient & Visitor Parking
- STP Purple Public Parking
- PS5 Yellow Public Parking

ev. 9/2018

Notes

Notes