



# New Employee Orientation

**BREAKTHROUGHS** FOR LIFE.®





# Welcome to UNMC!

We are delighted to have you on our team.

As a new employee, you join a community of more than 6,000 individuals who work together every day to fulfill our mission of leading the world in transforming lives for a healthier future in the communities we serve and beyond.

Whether you are dealing directly with patients, helping guide our students along their academic journey, managing essential tasks on campus, or supporting faculty and staff, your role is crucial in helping us achieve our goals. I am confident your contributions will make a significant impact in the lives and health of everyone we serve.



At UNMC, we are dedicated to fostering a collaborative and welcoming environment where each person's ideas and perspectives are valued. This is at the heart of what drives our exceptional interactions with patients, students and each other.

I encourage you to engage with your colleagues, participate in university activities and outreach opportunities, and become an active member of our community. I also welcome any new ideas you may have as to how we can continue to make UNMC and the communities we serve better.

To ensure you have everything you need to succeed and feel supported, UNMC offers a range of professional growth opportunities and resources to enhance your well-being, which I strongly encourage you to take advantage of. We also believe in recognizing and rewarding hard work and dedication through different university and system-wide awards, and I hope you will either be nominated or nominate a colleague in the future.

Once again, welcome to the team! I am delighted you have chosen UNMC for this stage of your career and can hardly wait to see how your personal and professional growth unfolds over the next several years.

Sincerely,

Interim Chancellor Dele Davies, MD



# Welcome

Welcome to the University of Nebraska Medical Center! We are excited to have you join our dynamic team. At UNMC, you are stepping into a vibrant community dedicated to advancing health and education on a global scale.

Our institution is built on a foundation of collaboration, innovation, and respect. We believe that every employee plays a vital role in shaping our mission, and we are committed to creating an environment where everyone matters, feels valued, and is empowered to make a difference.

As you start this new chapter, you'll find that UNMC is a place of continuous growth and learning. We encourage you to engage with your colleagues, explore new ideas, and contribute to the enriching atmosphere that defines our university.

During your orientation, you will gain insights into our culture, values, and the impactful work being done across our various departments. We hope this experience will help you navigate your journey here and inspire you to reach your fullest potential.

We are thrilled that you have chosen to be a part of our community, and we look forward to seeing the contributions you will make.

Welcome aboard, and here's to a successful and fulfilling experience at UNMC!

Best wishes,

Linda M. Cunningham, MPA  
Interim Executive Director  
Human Resources



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## OUR MISSION

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### WE ARE NEBRASKA MEDICINE & UNMC

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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.

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## OUR VISION

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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.

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## OUR VALUES

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

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### 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.

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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.

The screenshot shows the UNMC Intranet homepage with several callout boxes:

- Top Left:** A box pointing to the navigation menu (Benefits, Services, Professional Development, Policies and Forms, Safety, Management, UNMC 101) stating: "These links have drop-down menus that contain links to campus resources such as policies/procedures, benefits, forms, training and development opportunities and so much more."
- Top Center:** A box pointing to the "Quick Links" and "Directory" buttons stating: "Use Quick Links to access campus services".
- Top Right:** A box pointing to the "Faculty & Staff" button stating: "Use this link to access the Staff Directory for employee phone numbers and campus zip codes."
- Right Side:** A box pointing to the "Log In" dropdown menu, which lists various services like ADIS, Facebook, LMS, Email On-Campus, etc. This box is also connected to the "Events on campus will be listed in the UNMC calendar..." callout.
- Bottom Left:** A box pointing to the "Public health annual awards presented" news item, which includes sub-items like "Dr. Singh is outstanding mentor of graduate students" and "Faculty members share UNMC memories".
- Bottom Center:** A box pointing to the "Featured Events" section, which lists events for April 21 and April 22.



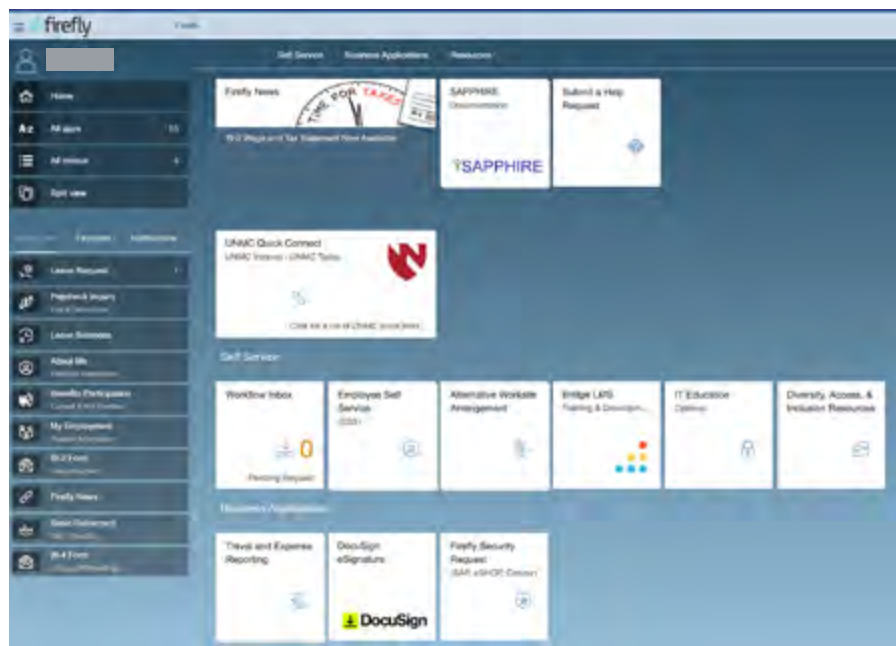
# Firefly

## 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 SAPHIRE. 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.

**SAPHIRE:** 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/](http://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

The screenshot shows the UNMC Employee Services portal. At the top, it says "UNMC ITS-Application Services" and "Employee Services". Below this is a navigation bar with links: UNMC ALERTS, BOOKSTORE, PURCHASING CARD, PARKING, ITS, EDUCATION, LINKS, and QUICK MENU. Three callout boxes are connected to the navigation bar:

- FORMS**: Appeal Ticket, Campus Event Parking Request, Parking Application, Parking Manual, Payroll Withholding Release.
- PARKING**: Appeal Ticket, Authorization, FAQ, Parking Map, Pay Ticket, Request Move.
- EVENT REGISTRATIONS**: My Registrations.
- TRAINING & CERTIFICATION**: My Requirements.

A fourth callout box is connected to the "UNMC ALERTS" link, titled "UNMC Alerts Notification System".

### UNMC Alerts Notification System

In an ongoing effort to better disseminate information during campus emergencies, UNMC has implemented UNMC Alerts. The alert system will only send information regarding emergency conditions. No advertising or non-emergency messages will be sent. To receive these emergency messages, you must be registered.

The alerts are delivered via the following methods:

- Mobile Phone (as text messages)\*
- E-mail
- Text Pager

[UNMC Alerts Fact Sheet](#)

[UNMC Alerts Setup Instructions](#)

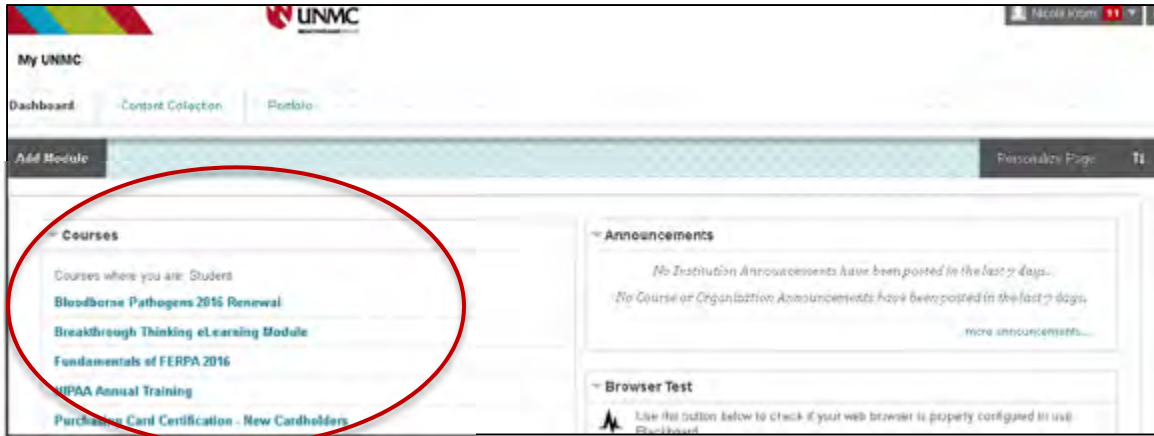
The University of Nebraska Medical Center is a member of InCommon, a coalition of US education and research communities supporting a common federated identity management framework. This Federation allows UNMC employees and students to login to certain resources using their UNMC NetID credentials (userid and password), instead of obtaining a separate userid and password for each site.



# 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/](http://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/](http://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.

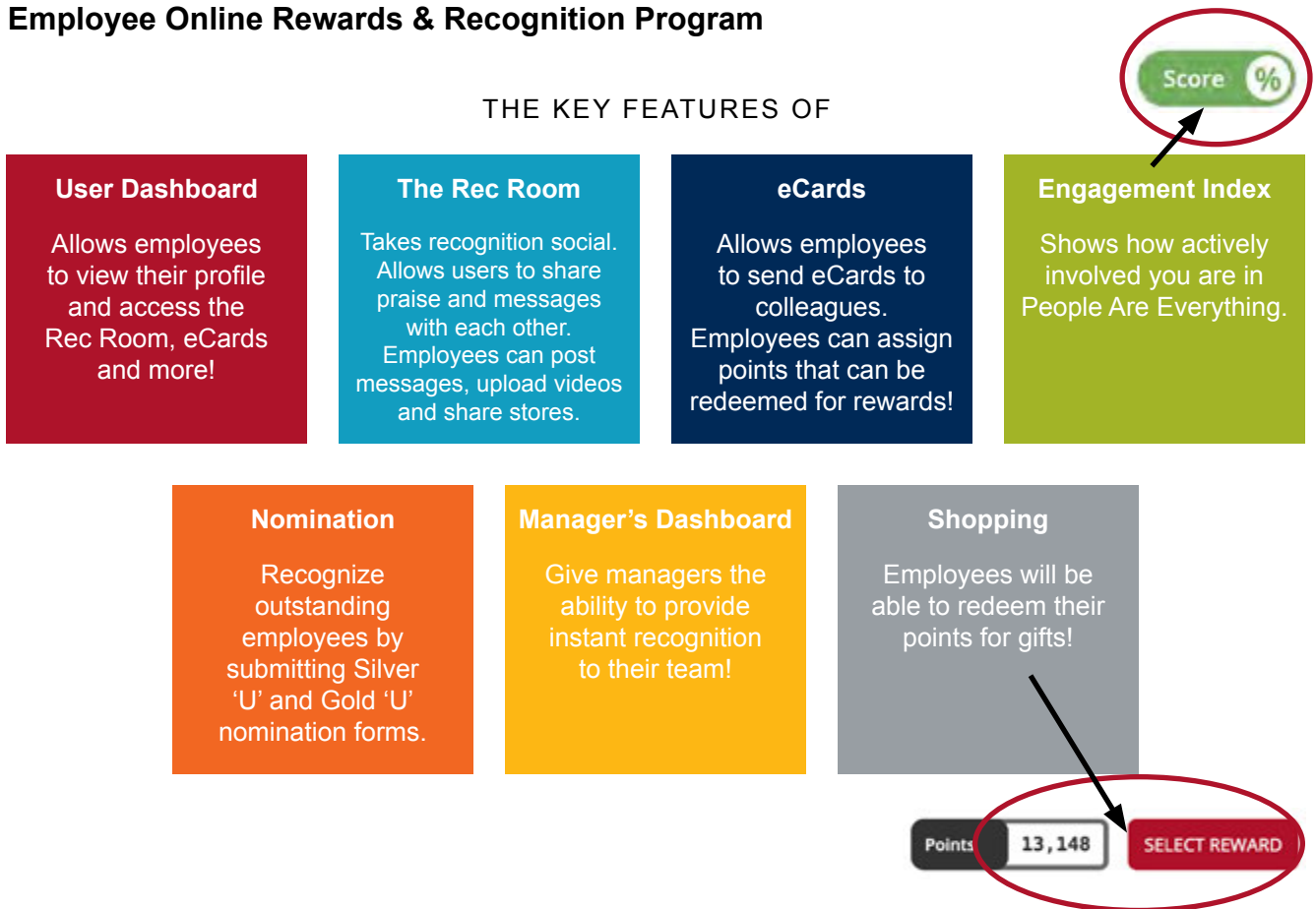
Elevating the capability of our leaders and developing our employees only increases our ability to exceed the educational and research needs of our community and our students.



# People Are Everything

## Employee Online Rewards & Recognition Program

### THE KEY FEATURES OF



**Give and receive points through peer to peer recognition.  
Any points received can be redeemed for gifts. Points will carry over year to year.**

### Your Point Bank (Red)

Points YOU RECEIVE from:

- eCards sent to YOU
- Service recognition

### Peer to Peer Point Bank (P2P) (Green)

Points given to each employee to GIVE AWAY

- Each employee is allocated 650 point (P2P bank limit is 650 points)
- Gift as many points as you want (50 points minimum, 650 maximum)
- Each quarter all P2P banks will be replenished to 650 points (Jan. 1, April 1, July 1, Oct. 1)

To get started, visit [www.peopleareeverything.com/unmc](http://www.peopleareeverything.com/unmc). Sign in with your UNMC NetID and password.

Need help? Contact customer service at 800-535-5690 or via email at [Help@PeopleAreEverything.com](mailto:Help@PeopleAreEverything.com)



# Campus Dining

## Cafés

### Fred & Pamela Buffett Cancer Center

Ground level

Open Monday to Friday, 7 a.m. to 2 p.m.

*Breakfast selections include hot entrees and grab-and-go items. Lunch offerings include rotating seasonal entrees and action stations.*

### Clarkson Café

Clarkson Tower, Level one

Open 24 hours a day, seven days a week. Hours of each station vary; grab-and-go items are always available.

*Breakfast selections include made-to-order breakfast, an omelet station, oatmeal bar, fresh baked pastries and fresh fruit. Lunch offerings include hot seasonal entrees, a quick fire grill, fresh baked pizzas, Subway, OH! OH! Burrito, grab-and-go items, house-made soups, and a salad bar.*

#### Oh! Oh! Burrito

Open Monday to Friday, 11 a.m. to 8 p.m., weekends 11 a.m. to 5 p.m.

#### Quick Fire Grille

Open Monday to Friday, 6:30 a.m. to midnight, weekends 6:30 a.m. to 5 p.m.

#### Subway

Open 24 hours a day, seven days a week.

### Nebraska Café

University Tower, level three

Open Monday to Friday, 6:30 a.m. to 2 p.m. Hours of each station vary; grab-and-go items are always available.

*Breakfast selections include made-to-order breakfast, an omelet station, oatmeal bar, fresh baked pastries and fresh fruit. Lunch dining options include hot seasonal entrees, a quick fire grill, Hissho Sushi, Hand Crafted Sandwich Deli, Fresh Baked Pizza, Mein Bowl Chinese Food, "Simply to Go" grab-and-go items, and a seasonal soup and salad bar.*

#### Hand Crafted

Open Monday to Friday, 6:30 a.m. to 2 p.m.

#### Hissho Sushi

Open Monday to Friday, 11 a.m. to 2 p.m.

#### Mein Bowl Asian Food

Open Monday to Friday, 11 a.m. to 2 p.m.

### Storz Café and Coffee Shop

Clarkson Tower, level one (Temporarily closed)

Open Monday to Friday, 11 a.m. to 2:00 p.m. Coffee cart open from 6:30 a.m. to 2 p.m.

*Dine-in and carry-out are available. Dining options include soups, salads, wraps, beverages and ice cream shakes.*

## Coffeeshops

### Fred & Pamela Buffett Cancer Center

Ground level

Open Monday to Friday, 6:30 a.m. to 10 a.m.

### Durham Outpatient Center Starbucks

Ground level, west atrium

Open Monday to Friday, 6 a.m. to 8 p.m., Saturday and Sunday, 7 a.m. to 2 p.m.

### Lauritzen Outpatient Center (LOC)

Level one

Open Monday to Friday, 6:30 a.m. to 4 p.m.

### Nebraska Café Coffee Corner

University Tower, level three

Open Monday to Friday, 6:30 a.m. to 2 p.m.

### Storz Café Coffee Shop

Clarkson Tower, level one

Open Monday to Friday, 6:30 a.m. to 10 a.m.

## Crossroads Convenience Store

University Tower, level three

Open Monday to Friday, 6 a.m. to 2:30 a.m., weekends and holidays from 11:30 a.m. to 2:30 a.m.

*Assorted bottled beverages, hot coffee and tea, snacks, soups, sandwiches, ice cream bars and various sundries can be purchased.*

## Lunch Vendors @ UNMC

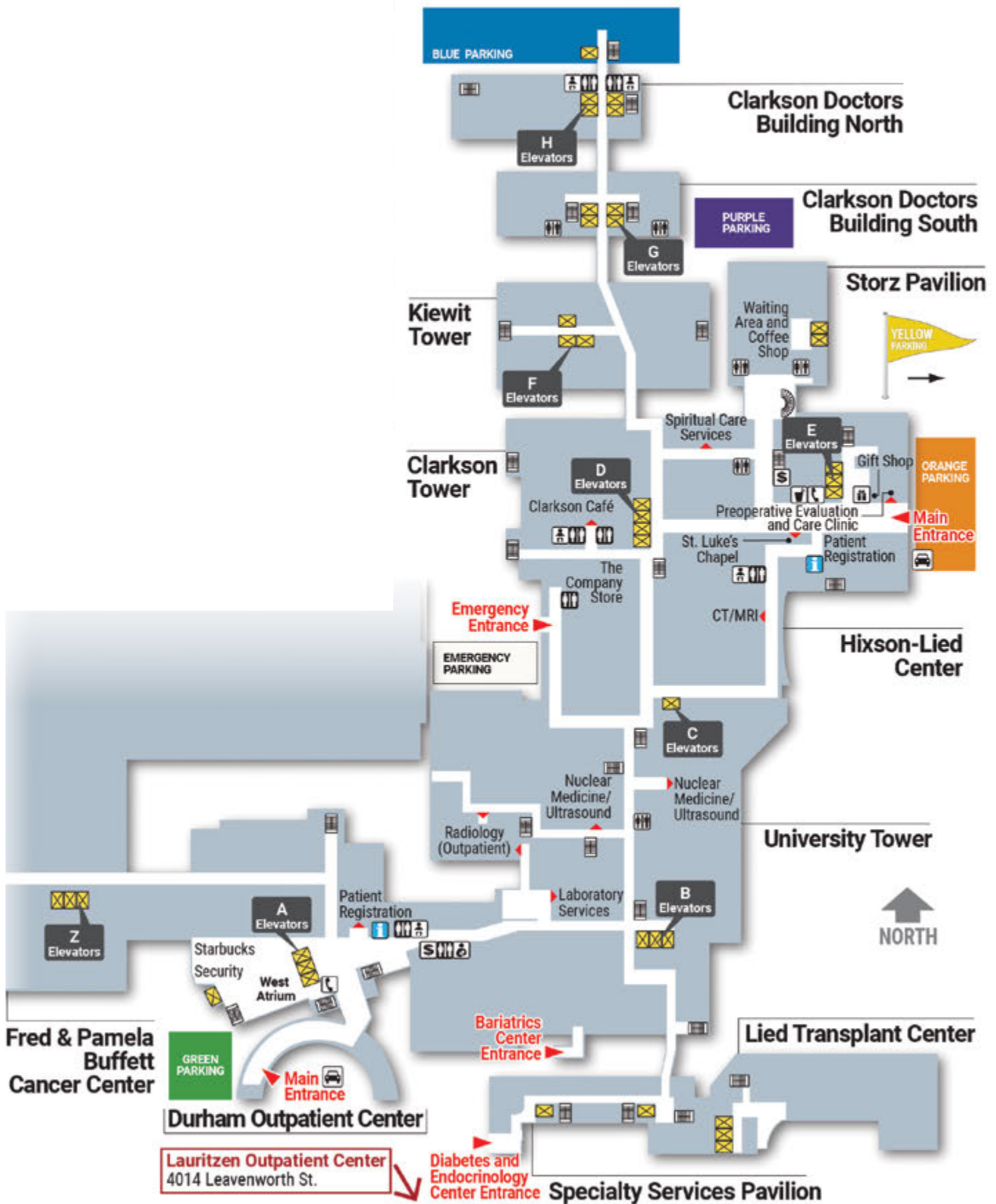
### Durham Research Center, Commons Area

Monday and Thursday, 11 a.m. – 1 p.m.

### Sorrell Center, Alumni Commons

Monday, Tuesday, Wednesday, 11 a.m. to 1 p.m.







**LEGEND**

- Construction Zone
- Temporary Street
- Closures
- Parking Lots
- Parking Structures
- Bike Racks
- Bike Rack & Aid Station
- Emergency
- Blue Light Phones
- Bus Stop
- ECCP Shuttle Stop
- TravelSmart
- Flex Rate Parking
- Emergency Room

**BUILDING NAMES**

- AAH Alumni House
- ADC Administration Center
- ARS Academic & Research Services
- A7 Annex 7
- AX10 Annex 10 (Business Services (4230 Bldg))
- AX14 Annex 14 (UNeMed)
- AX17 Annex 17
- AX19 Annex 19
- AX20 Annex 20
- AX22 Annex 22 (Materials Mgmt (General Supply/ Mail/Printing Services))
- AX23 Annex 23 (grounds)
- AX24 Annex 24 (OPPD)
- BCC Fred & Pamela Buffett Center Center
- BTH Bennett Hall
- CCA Clarkson College
- CCS Clarkson College Student Ctr
- CDN Clarkson Doctors North
- CDS Clarkson Doctors South

**PATIENT & VISITOR PARKING**

- Blue Public Parking
- Green Patient & Visitor
- Orange Patient & Visitor
- Yellow Public Parking
- Purple Patient & Visitor
- Light Blue Public Parking
- Light Green Patient & Visitor
- Light Orange Patient & Visitor
- Light Yellow Public Parking

**BUILDING ABBREVIATIONS**

- AAH Alumni House
- ADC Administration Center
- ARS Academic & Research Services
- A7 Annex 7
- AX10 Annex 10 (Business Services (4230 Bldg))
- AX14 Annex 14 (UNeMed)
- AX17 Annex 17
- AX19 Annex 19
- AX20 Annex 20
- AX22 Annex 22 (Materials Mgmt (General Supply/ Mail/Printing Services))
- AX23 Annex 23 (grounds)
- AX24 Annex 24 (OPPD)
- BCC Fred & Pamela Buffett Center Center
- BTH Bennett Hall
- CCA Clarkson College
- CCS Clarkson College Student Ctr
- CDN Clarkson Doctors North
- CDS Clarkson Doctors South
- CKC Clarkson College Commons
- CKT Clarkson Tower
- CNS Center for Nursing Science
- CON College of Nursing
- CUP Central Utility Plant
- CVR Weigel Williamson Center for Visual Rehabilitation
- DGC Dr. Edwin G. & Dorothy Balbach Davis Global Center
- DOC Durham Research Center
- DRC Durham Research Center II
- EPI Eppler Science Hall
- ESH Education Tech Building
- EUP East Utility Plant
- EYS Security Clinical Research Unit
- HIC Home Instead Center for Successful Aging
- HLC Hixson-Lied Center for Clinical Excellence
- INH International House
- ISC Integrated Service Center (Annex 30)
- KWT Kiewit Tower
- LOC Lauritzen Outpatient Center & Frisch Surgery Center
- LTC Lied Transplant Tower
- MCPH Harold M. & Beverly Maurer Center for Public Health
- MSB Medical Sciences Building
- MSC Michael F. Sorrell Center for Health Science Education
- PMB Peterson Medical Building (Midwest Eye Care)
- PDD (UNMC Center for Drug Discovery/Pharmacy Sciences and Education)
- PYH Poynter Hall
- SCC Specialty Care Clinic
- SKH Shackelford Hall
- SILC Student Life Center
- SSP Successful Aging
- 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 Wigton Heritage Center
- WSH McGoogan Library Joseph D. and Millie E. Williams Science Hall

