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| **THIS SECTION TO BE COMPLETED BY HR** |

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| **Employee:** |  |
| **Department/Loc:** |  |
| **Hire Date:** |  |
| **Orientation Date:** |  |
| Employee’s Classification |  |
| Position Number |  |
| Working Title |  |
| Hourly Rate | **$** |
| Annual Salary | **$** |
| Differential Pay | **$**  *(if applicable)* |
| Compa-Ratio | \_\_\_\_\_\_\_**%** |
| Supervisor/Phone |  |
| Status of Position | **Full-Time** |
| FLSA Status | **Nonexempt** |
| Benefit Effective Date |  |
|  | ***(must enroll within 31 days of hire at*** [***www.mybenefitsnm.com***](http://www.mybenefitsnm.com)***)*** |
| **First deduction for benefits will be on paycheck.)** |  |

**Employee: Initial if you agree with the above information** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Work Email Address & Work Direct Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **THIS SECTION TO BE COMPLETED BY ADMINISTRATOR/SUPERVISOR** |

**Notes:**

**To access the NEO PowerPoint and the Orientation documents go to:**

* Human Resource (Q: Drive)
* +++New Employee Orientation
* NEO 🡪 New Hire Paperwork

and

* NEO PowerPoints(Slides for employee)

Once again, welcome to the LOPD! The New Hire Presentation is full of information to assist you with becoming familiar with your new employer. We want to insure that our new employees are welcomed and equipped with all the resources and benefits they need to succeed. If you have any questions regarding this training, please ask your supervisor or contact your Human Resources Department at [LOPD-HR@lopdnm.us](mailto:LOPD-HR@lopdnm.us) . We’re here to help, please don’t hesitate to ask us anything!

Please complete the Certificate of Completion at the end of the presentation confirming that you have viewed it, completed the requirements within the slides and understand the information provided.