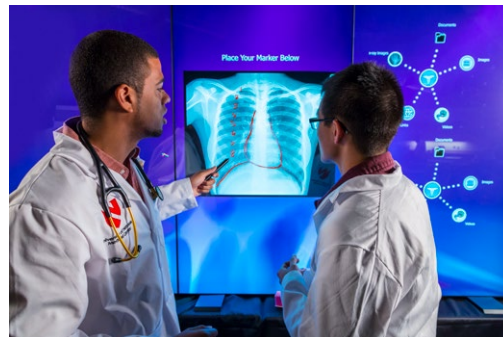




New Employee Orientation

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

It is my pleasure to welcome you to the University of Nebraska Medical Center. UNMC is an internationally-recognized leader in the academic health sciences, and enjoys this reputation in large part due to its incredible, diverse workforce. UNMC strives to support a culture of dedication, inclusion, engagement and excellence, where the contributions of all are valued, and where we celebrate our unique perspectives, skill-sets and expertise as we work to support our UNMC mission — 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.

This is a wonderful time to be a part of all of the excitement at UNMC! We are continuously transforming the way we operate to improve our ability to meet health care needs. There is a great sense of pride in being a part of this community, and are so glad you have chosen to be a part of it!

At UNMC, we know our people are truly our most important asset.

As you participate in the orientation process, we want to help you get to know UNMC. The more you are able to learn, the better prepared you will be to fulfill the important role you will play in our continued success.

Once again, welcome to UNMC and I hope you are excited for all that comes next. I wish you great success!

With kind regards,

Sarah A. Gloden Carlson, J.D.
Assistant Vice Chancellor and Director for Human Resources,
Chief Compliance Officer, 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.

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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.

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.

Use Quick Links to access campus services

Use this link to access the Staff Directory for employee phone numbers and campus zip codes.

University of Nebraska Medical Center
UNMC'S INTRANET
UNMC TODAY

Search Today

Quick Links Directory Faculty & Staff Students

Benefits Services Professional Development Policies and Forms Safety Management UNMC 101

Log In

- ADIS
- Blackboard
- CMS
- Email On-Campus
- Email Off-Campus
- eServ (EGS)
- Firefly
- Library
- Management Resources
- MyRecords (Student Information)
- One Chart Resources
- Research Support Systems (RSS)
- Nebraska Medicine Now, Intranet
- Nebraska Medicine - Clinics, Intranet

Public health annual awards presented
Patricia Lopez of the Public Health Accreditation Board receives the Chancellor Robert U. Sparks, M.D., Award in Public Health and Preventive Medicine.

Dr. Singh is outstanding mentor of graduate students
Rakesh Singh, Ph.D., will be honored at Thursday's annual faculty meeting.

Faculty members share UNMC memories
Wayne Stuberg, Ph.D., and Austin Thompson, M.D., look back.

Log In

Clinical Trials Database
Search the UNMC Clinical Trials Databases to find a study specific to a particular condition or disease. Click link above to go to the Clin...
Read more »

Featured Events

Apr 20 11:00 am	Lauritzen Gardens Membership Drive
Apr 22 12:00 pm	Mental illness focus of Wilson Lecture in Medical...

Events on campus will be listed in the UNMC calendar. Click more events to access the entire campus calendar.



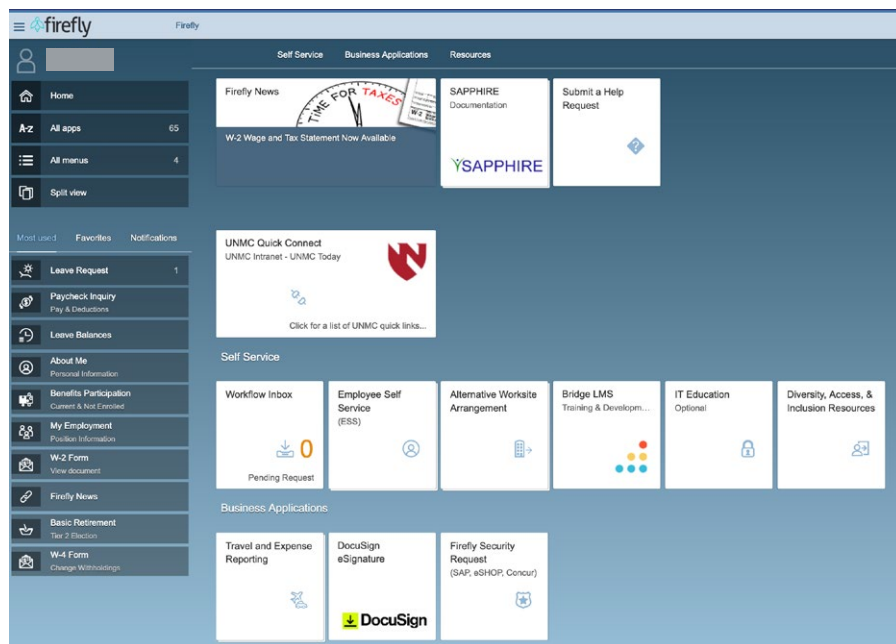
Firefly

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 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/

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 'Employee Services' portal interface. 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: 1. A box titled 'FORMS' and 'PARKING' lists: Appeal Ticket, Campus Event Parking Request, Parking Application, Parking Manual, Payroll Withholding Release, and Request Move. 2. A box titled 'EVENT REGISTRATIONS' and 'TRAINING & CERTIFICATION' lists: My Registrations and My Requirements. 3. A large box titled 'UNMC Alerts Notification System' provides details on the alert system, including delivery methods (Mobile Phone, E-mail, Text Pager) and links to 'UNMC Alerts Fact Sheet' and 'UNMC Alerts Setup Instructions'. It also mentions the university's membership in InCommon.

FORMS	PARKING
Appeal Ticket	Appeal Ticket
Campus Event Parking Request	Authorization
Parking Application	FAQ
Parking Manual	Parking Map
Payroll Withholding Release	Pay Ticket
	Request Move

UNMC ITS-Application Services

Employee Services

★ UNMC ALERTS BOOKSTORE PURCHASING CARD PARKING ITS EDUCATION LINKS QUICK MENU

EVENT REGISTRATIONS	TRAINING & CERTIFICATION
My Registrations	My Requirements

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](#)

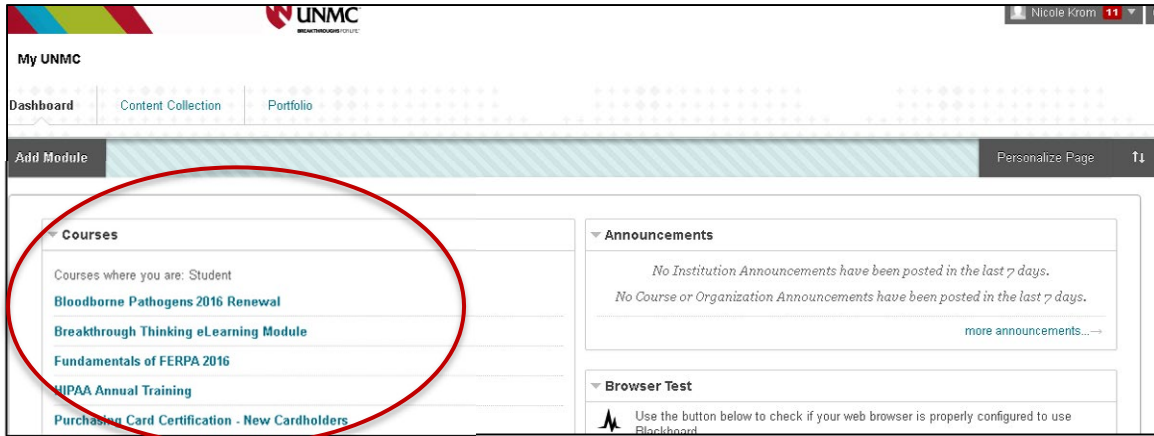
The University of Nebraska Medical Center is a member of [InCommon](#), a coalition of US education and research communities supporting a common federated identity management framework. This Federation allows UNMC employees and students to login to certain resources using their UNMC NetID credentials (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/

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.



Diversity, Equity & Inclusion at UNMC

<https://www.unmc.edu/diversity/>

Diversity, Inclusion, and Equity: Core Principles

Diversity: Individual differences (e.g., personality, prior knowledge, and life experiences) and group/social differences (e.g., race/ethnicity, class, gender, sexual orientation, country of origin, and ability as well as cultural, political, religious, or other affiliations).

Inclusion: The active, intentional, and ongoing engagement with diversity — in the curriculum, in the co-curriculum, and in communities (intellectual, social, cultural, geographical) with which individuals might connect — in ways that increase awareness, content knowledge, cognitive sophistication, and empathic understanding of the complex ways individuals interact within systems and institutions.

Equity: The creation of opportunities for historically underserved populations to have equal access to and participate in educational programs that are capable of closing the achievement gaps in student success and completion.

Equity-Mindedness: “The term ‘Equity-Mindedness’ refers to the perspective or mode of thinking exhibited by practitioners who call attention to patterns of inequity in student outcomes. These practitioners are willing to take personal and institutional responsibility for the success of their students, and critically reassess their own practices. It also requires that practitioners are race-conscious and aware of the social and historical context of exclusionary practices in American Higher Education.” (Center for Urban Education, University of Southern California)

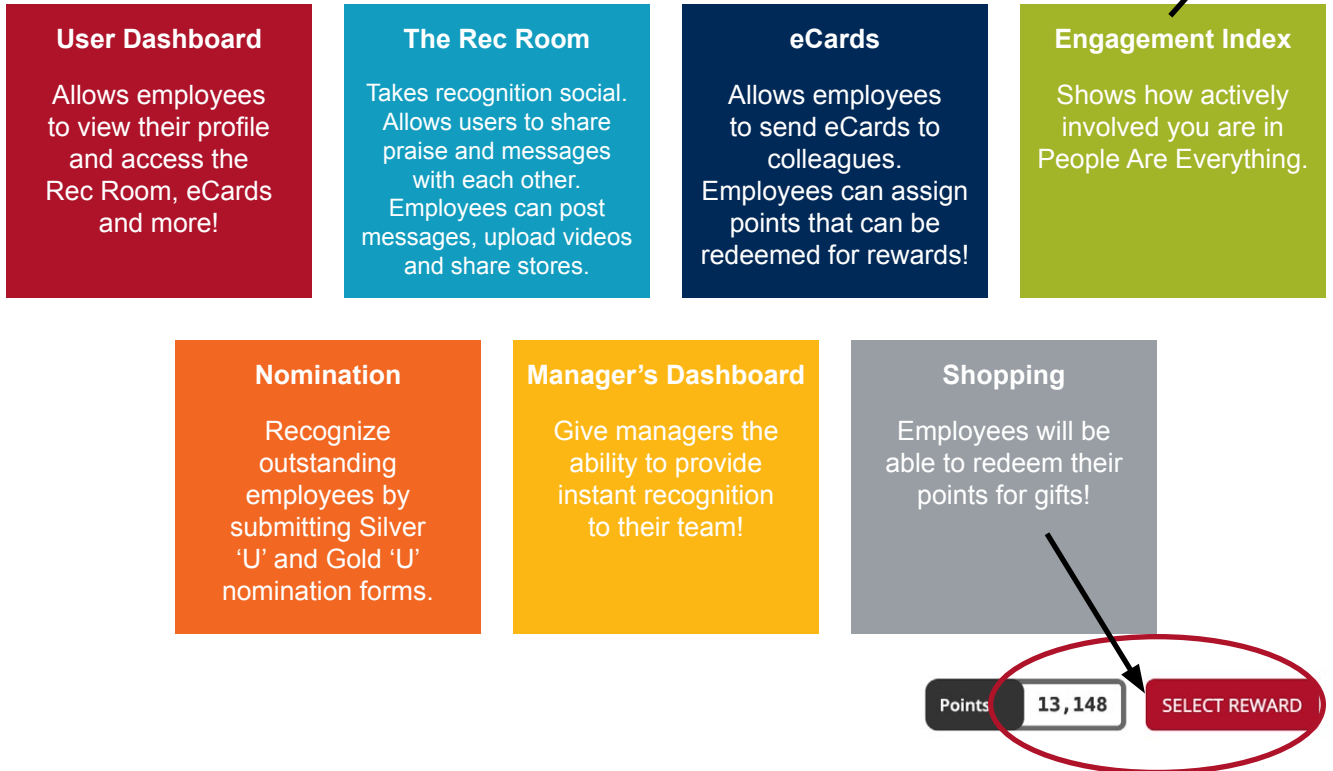
Diversity and Inclusion are indicated in our UNMC Teamwork Values. We demonstrate the Teamwork value when we Acknowledge, Respect, Value, and Utilize the diverse talents and experiences of all the members of our teams.



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. Sign in with your UNMC NetID and password.

Need help? Contact customer service at 800-535-5690 or via email at 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

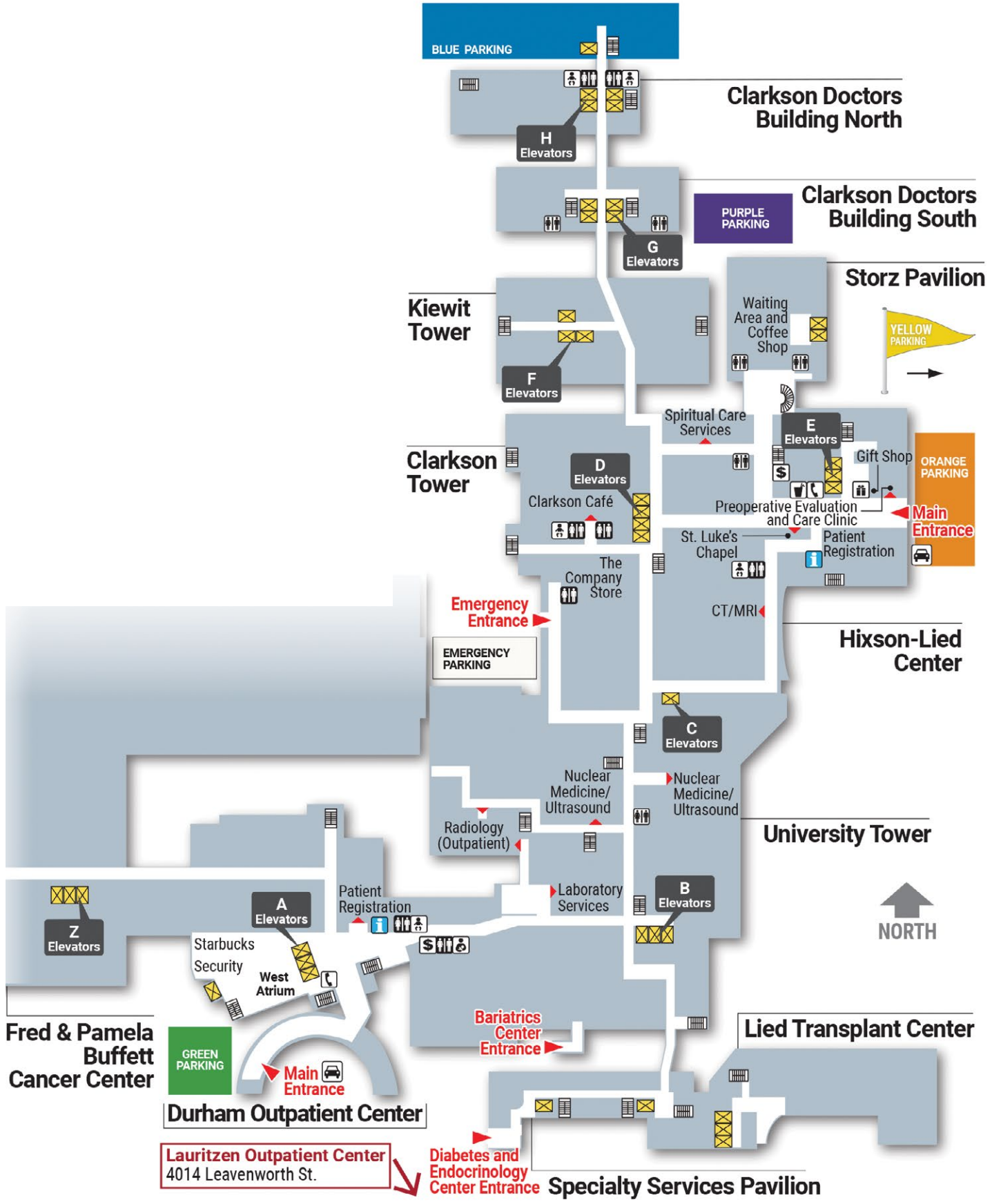
Durham Research Center, Commons Area

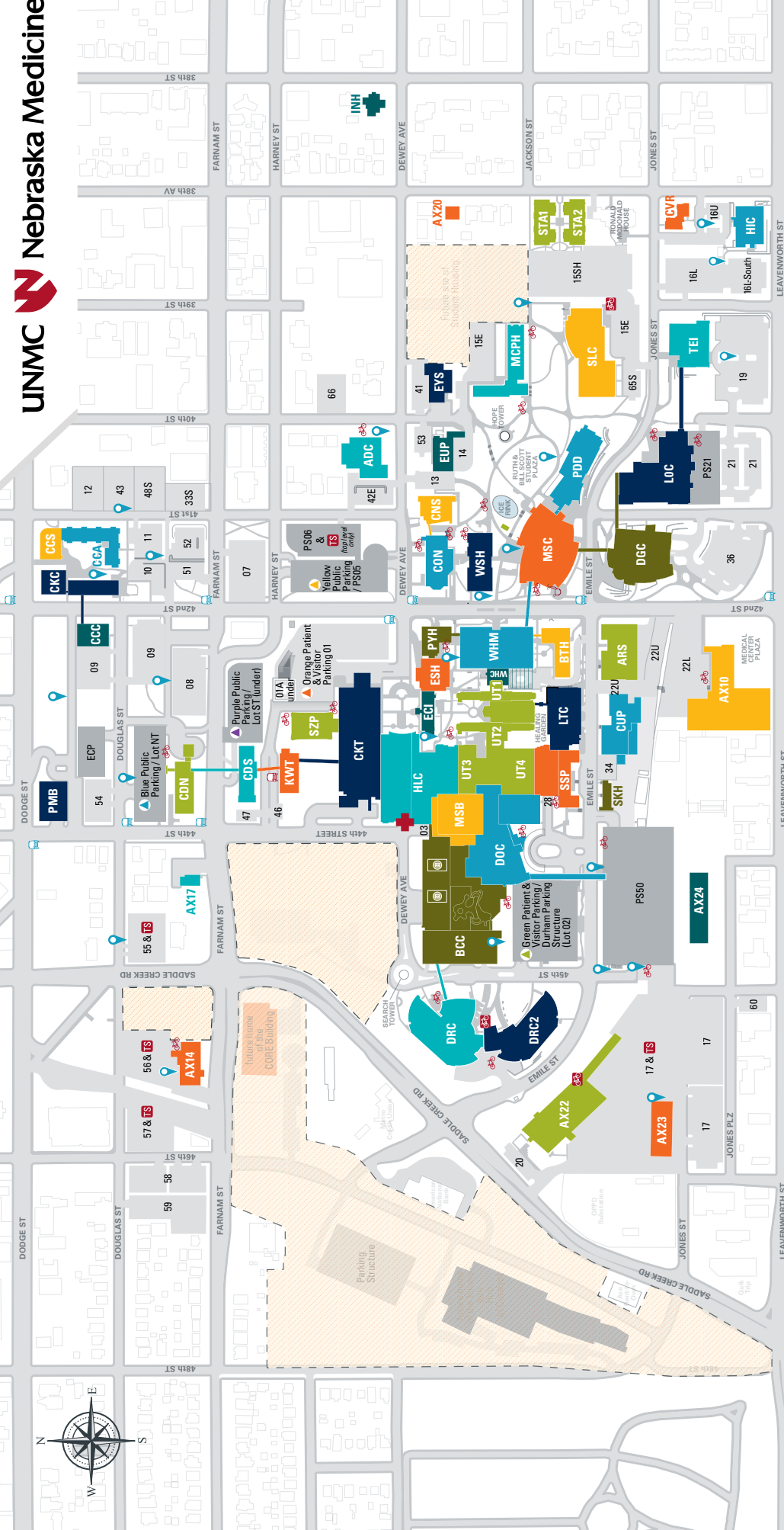
Monday and Thursday, 11 a.m. – 1 p.m.

Sorrell Center, Alumni Commons

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







Building Abbreviation	Building Name
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)
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
CCK	Clarkson College Commons
CCT	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
ECI	Eppley Cancer Institute
ETH	Education Tech Building
EUP	East Utility Plant
EYS	Global Center for Health 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	Hixson-Lied Center for Clinical Excellence
STA2	Student Apartments 1
STAZ	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	Witson Heritage Center
WSH	McGoogan Library Joseph D. and Millie E. Williams Science Hall

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

PARKING

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

PATIENT & VISITOR

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



