



**New Employee Orientation 2023  
Employee Learning Center  
One Day Agenda**

8:00	<b>Check in and Documentation Collection</b>	Sharon Dejong/Diane Hernandez
8:30	<b>Introduction and Welcome to the Employee learning Center</b>	
8:45	<b>Badging Information</b>	Ernest Apodaca
8:55	<b>Getting to know the City of Albuquerque</b> <ul style="list-style-type: none"><li>• Organizational Structure</li><li>• One ABQ Values and City Core Values</li><li>• Rules and Regulations</li><li>• Code of Conduct</li><li>• Terms of Employment – Probation</li><li>• Leave and FMLA</li><li>• Performance / Talent Management</li></ul>	Danielle Reed/Leticia Chavez
10:00	<b>Break</b>	
10:15	<b>Required Online Trainings Review in Knowledge City</b> Kronos Anti-Harassment Training Active Shooter Training Substance Abuse Training Cyber Security and PII Training Domestic Violence Training ADA Training Risk Management Trainings Ethics  <b>Online Presentations:</b> Bank on Burque Health and Wellness EAP Program	Will Wheeler
10:30	<b>Employee Self Service and EWEB</b>	Keith Johnson
10:45	<b>PeopleSoft Onboarding</b>	Employment
11:45	<b>Employee Benefits</b> <ul style="list-style-type: none"><li>• Employee Wellness</li><li>• Retirement</li><li>• Health Insurance</li><li>• Dental Insurance</li><li>• Vision Insurance</li><li>• Life Insurance</li><li>• Flexible Spending</li><li>• Deferred Compensation</li></ul>	Insurance and Benefits Laura /Valerie

- Parking

12:30      **Lunch Break** – (On Your Own)

1:30      **City Operator Permit**

Risk Management-Christian Sanchez

3:00      **Benefits Enrollment** – Computer Lab

Insurance and Benefits- Laura/Valerie

3:00-3:30      **Union presentation-** large classroom

5:00      **Dismiss**