**Employment Knowledge Base**

**Content**

**EPAF**
- Creating a Custom Routing Queue
- EPAF Access and Training
- EPAF Attaching Documents
- EPAF Default Routing Queue Setup
- EPAF Errors and Warnings
- EPAF FAQ
- EPAF Glossary
- EPAF Login Guide
- EPAF Notification Setup
- EPAF Originator or Approver Queue Summary
- EPAF Proxy Setup
- EPAF Requesting Roles
- EPAF Transaction Dates
- Faculty ePAF
- Staff ePAF Redesign

**Hiring**
- Approver Guides
- Assistantship Contract Originator Guide
- Hiring Coordinator Guide
- Reviewer/Interviewer Guide
- Additional Information
- Selecting Employment Area

**Current Employee**
- Change in Appointment Percent
- Employee Reporting Relationships - Manager vs Supervisor
- Job or Term Extension
- Job Shift Update
- LoboTime Clock Update
- Non Standard Payment
- Org Code Change
- Overload
- Rehire
- Summer
- Update Supervised By

**Separation**
- Deceased
- Discharge for Cause
- During Probation
- End of Assignment or Term
- Exit Survey
- Layoff
- Resignation
- Retirement
- UNMTemp Separation

**Systems**
- HR Reports
- UNMJobs

**HR Agents**

**EMPLOYMENT AREA LEADS**
- Agenda and Minutes
- EAL Meeting 9.17.18
- EAL Meeting Minutes 10.1.18
- Banner 8 (INB) Form Demise Exceptions

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**Employment Area Contact Info**

<table>
<thead>
<tr>
<th>Graduate Studies</th>
<th><a href="mailto:assistantships@unm.edu">assistantships@unm.edu</a></th>
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<tbody>
<tr>
<td>Faculty – Health Sciences Center</td>
<td>(505) 272-4231</td>
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<tr>
<td>Faculty – Main &amp; Branch Campuses</td>
<td>(505) 277-4528</td>
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<tr>
<td>Staff Employment</td>
<td>(505) 277-6947</td>
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<tr>
<td>Student Employment</td>
<td>(505) 277-3511</td>
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See Support Contact Information for more information.

**Other Links & Resources**

- Employment Transaction Deadlines
- EPAF Website
- HR Reports
- Payroll Schedule
- UNM Calendars
- UNMJobs Careersite
- UNMJobs Portal

**Recently updated articles**

- Review Application Materials - Faculty about 8 hours ago • updated by Alfredo Ruiz • view change
- Changing Applicant Status and Disposition Reason May 01, 2019 • updated by Alfredo Ruiz • view change
- Interview Questions Library Apr 25, 2019 • created by Amber Michelle Bailey
- 1. Creating a Staff Requisition - Staff Apr 16, 2019 • updated by Rita Gutierrez • view change
- HR Forum Presentations Apr 12, 2019 • updated by Theresa Sherman • view change
- Entering GUID into Banner Apr 01, 2019 • updated by Kevin Grant Stevenson • view change
- Creating a Requisition: Faculty Apr 01, 2019 • updated by Alfredo Ruiz • view change
- Preprovisioning a New Hire Mar 29, 2019 • updated by Alfredo Ruiz • view change
- How to Send a Requisition Link Mar 29, 2019 • updated by Alfredo Ruiz • view change
- Teaching Credentials Mar 29, 2019 • updated by Alfredo Ruiz • view change

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