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 Contact Info**

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<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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<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 Careeresite
- UNMJobs Portal

**Recently updated articles**

- Create a Requisition - Student
  Aug 13, 2019 • updated by Amber Bailey • view change
- Changing Applicant Status and Disposition Reason
  Aug 08, 2019 • updated by Alfredo Ruiz • view change
- FAQ - Applicant
  Aug 05, 2019 • updated by Amber Bailey • view change
- Logging Into UNMJobs Via the Different Sites
  Aug 05, 2019 • updated by Amber Bailey • view change
- UNMJobs FAQs
  Aug 05, 2019 • updated by Amber Bailey • view change
- Faculty
  Aug 02, 2019 • updated by Alfredo Ruiz • view change
- UNMJobs Application Upgrade
  Jul 25, 2019 • updated by Amber Bailey • view change
- Closing a Requisition
  Jul 19, 2019 • updated by Alfredo Ruiz • view change
- Cancelling a Requisition
  Jul 18, 2019 • updated by Alfredo Ruiz • view change
- Designated Approving Authorities - Staff Transactions
  Jul 16, 2019 • updated by Amber Bailey • view change

**Popular Content**

**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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<td>Designated Approving Authorities - Staff Transactions</td>
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