Employment Knowledge Base

Content

UNMJobs Contact Information

UNMJobs Applicant Guide

- Applicant FAQ
- User Inquiries and Responses
- Login Troubleshooting

UNMJobs Department Hiring Guides

- Hire Faculty
- Hire Grad Assistant
- Hire HSC Faculty
- Hire Staff
- Hire Student
- Hire Temp Staff
- Department FAQs
- Determining User Type - UNMJobs
- Interview Questions Library
- Re-Opening a Closed Requisition
- Unable to Add a User as a Hiring Manager
- UNMJobs Training

UNMJobs Employment Area Resources

- Accessing the Glossary
- Creating Offer Letters and Accessing the Fields
- Data Feeds
- Email Messages
- Login Links for Production and Testing Environments
- Offer Letter Preferences
- Onboarding Workflow Tasks
- Reporting
- Suggestion City - Adding Suggestions
- Tips and Tricks

Designated Approving Authorities - Staff Transactions

Employment Transactions

- Job Change
- LoboTime Clock Update
- Non Standard Payment
- Org Code Change
- Separation
- Summer
- Update Supervised By

HR Liaison Groups

- Employment Area Leads
- Employment Area Working Group
- HR Agents
- HR Forum Presentations

Processing Deadlines

- Employment Area Deadlines
- Winter Break Deadlines

EPAF User Guides

- Creating a Custom Routing Queue
- EPAF Access and Training
- EPAF Attaching Documents
- EPAF Default Routing Queue Setup
- EPAF Errors and Warnings
- EPAF FAQ

Employment Area Contact Info

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

Other Links & Resources

- Employment Transaction Deadlines
- EPAF Website
- HR Reports
- Payroll Schedule
- UNM Calendars
- UNMJobs CareerSite
- UNMJobs Portal
Mandatory Training

- Running Status Reports as an HR Agent