# Employment Knowledge Base

## Content

### UNMJobs Contact Information

- Graduate Studies: assistantships@unm.edu
- Faculty – Health Sciences Center: (505) 272-4231 | HSC-HSCFCO@salud.unm.edu
- Faculty – Main & Branch Campuses: (505) 277-4528 | faculty@unm.edu
- Staff Employment: (505) 277-6947 | UNMJobs@unm.edu
- Student Employment: (505) 277-3511 | stumplp@unm.edu

### 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
Mandatory Training

- Running Status Reports as an HR Agent

Tax Form eConsent