Go to [my.unm.edu](http://my.unm.edu) and enter your NetID and Password.

1. Click on the Employee Life Tab
2. Click on the LoboWeb button
3. Click on the Electronic Personnel Action Form link
Enter the 9 digit UNM ID for the employee in which an action will be taken. If you do not know the UNM ID numbers go to: https://eprint.unm.edu/cgi-bin/eprint.cgi for the following report-PZROEMA

Query Date displays the date the originator generates a new EPAF. This date will determine which jobs will be displayed.

Approval categories represent the purpose of the personnel action - the reason a personnel action is being created.

After selecting the approval category the following screen will be displayed.

Select the radio button next to the job in which you are taking action. Based on the query date, there may be more than one job displayed.

Click "Go" to advance to the next screen.