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

Click on the Employee Life Tab

Click on the LoboWeb button

Click on the Electronic Personnel Action Form link

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**UNM**

Direct Deposit Information

Please remember that history will build beginning January 2, 2008. Information such as previous pay stubs or job history prior to January 2008 is not available.

Should you have any questions, be sure to call us at the Banner HR/Payroll Support Center at 277-8114. Hours of operation will be Monday – Friday, 8am to 5pm.

Personal Information

Update name/title information; update addresses, emergency contact information, and directory information; opt-out of public disclosure of home information.

Make Banner Payments

Electronic Personnel Action Forms

Labor Distribution Changes

Benefits and Deductions

Retirement, Health, Flexible Spending, Miscellaneous
New EPAF Person Selection

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.

Click “Go” to advance to the next screen.

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.

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