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**

| Graduate Studies | assistantships@unm.edu |
| Faculty – Health Sciences Center | (505) 272-4231 | HS C-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 | stue mp@unm.edu |

**Other Links & Resources**
- Employment Transaction Deadlines
- EPAF Website
- HR Reports
- Payroll Schedule
- UNM Calendars
- UNMJobs Career Site
- UNMJobs Portal
Mandatory Training

- Running Status Reports as an HR Agent

Tax Form eConsent