Go to 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
New EPAF Person Selection

- Enter a UNM ID or an ACID, or generate an ACID: Enter the Query Date and select the Approval Category. Select Go.
- * indicates a required field

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

**Approval Category** represents 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.

- **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.**

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.