Employment Knowledge Base

Content

**Hiring**
- Approver Guides
- Assistantship Contract Originator Guide
- Hiring Coordinator Guide
- Reader/Interviewer Guide
- Additional Information
- Selecting Employment Area
- Hiring Toolkit

**Current Employee**
- Change in Appointment Percent
- Job or Term Extension
- Job Shift Update
- LoboTime Clock Update
- Non Standard Payment
- Org Code Change
- Overload
- Rehire
- Summer
- Update Supervised By

**Separation**
- Deceased
- Discharge for Cause
- During Probation
- End of Assignment or Term
- Layoff
- Resignation
- Retirement

**Systems**
- EPAF
- UNMJobs

**HR Agents**

**Employment Area Leads**

**Performance Evaluation Process (PEP)**
- Accessing & Logging In to UNMJobs
- Enter Performance Goals 2017
- Enter Performance Goals into UNMJobs
- Logging in to UNMJobs

**Employment Area Contact Info**

<table>
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<tbody>
<tr>
<td>Graduate Studies</td>
<td><a href="mailto:assistantships@unm.edu">assistantships@unm.edu</a></td>
</tr>
<tr>
<td>Faculty – Health Sciences Center</td>
<td>(505) 272-4231</td>
</tr>
<tr>
<td>Faculty – Main &amp; Branch Campuses</td>
<td>(505) 277-4528</td>
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<tr>
<td>Staff Employment</td>
<td>(505) 277-6947</td>
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<tr>
<td>Student Employment</td>
<td>(505) 277-3511</td>
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- See Support Contact Information for more information.

**Other Links & Resources**

- Employment Transaction Deadlines
- EPAF Website
- HR Reports
- Payroll Schedule 2017
- UNM Calendars
- UNMJobs

**Recently updated articles**

- Create a Requisition - Student
  - about 2 hours ago • updated by Ryan Michael Baltunis • view change
- HR Agents
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- Creating Hiring Request - Staff
  - yesterday at 11:26 AM • updated by Amber Michelle Bailey • view change
- Accessing & Logging In to UNMJobs
  - Nov 17, 2017 • updated by Ryan Michael Baltunis • view change
- Enter Performance Goals into UNMJobs
  - Nov 17, 2017 • updated by Ryan Michael Baltunis • view change
- Logging in to UNMJobs
  - Nov 17, 2017 • updated by Ryan Michael Baltunis • view change
- Employment Area Leads
  - Nov 16, 2017 • updated by Amber Michelle Bailey • view change
- Enter Performance Goals 2017
  - Nov 15, 2017 • updated by Ryan Michael Baltunis • view change
- Employment Area Leads
  - Nov 15, 2017 • updated by Krista Savoca • view change
- Performance Evaluation Process (PEP)
  - Nov 14, 2017 • created by Ryan Michael Baltunis

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