Employment Knowledge Base

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Hiring

- Approver Guides
- Assistantship Contract Originator Guide
- Hiring Coordinator Guide
- Reviewer/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

Employment Area Contact Info

| Graduate Studies | assistantships@unm.edu |
| Faculty – Health Sciences Center | (505) 272-4231 | HSC-HSCFCO@alud.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 | stuemp@unm.edu |

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

- NEO Remote Use Instructions - Discord
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- UNMJobs Data Feeds
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