Employment Knowledge Base

Content

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

<table>
<thead>
<tr>
<th>Graduate Studies</th>
<th><a href="mailto:assistantships@unm.edu">assistantships@unm.edu</a></th>
</tr>
</thead>
<tbody>
<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>
</tr>
<tr>
<td>Staff Employment</td>
<td>(505) 277-6947</td>
</tr>
<tr>
<td>Student Employment</td>
<td>(505) 277-3511</td>
</tr>
</tbody>
</table>

? 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

- HR Agents
  yesterday at 10:42 AM • updated by Elizabeth Maud Dwyer Sandlin • view change

- Detail ePAF List
  Jan 08, 2018 • updated by Alfredo Ruiz • view change

- Submitting a Hiring Request for a Regular, Research or Visiting Faculty Position
  Jan 08, 2018 • updated by Alfredo Ruiz • view change

- Employment Area Leads
  Jan 05, 2018 • updated by Amber Michelle Bailey • view change

- HR Forum Presentations
  Jan 04, 2018 • updated by Elizabeth Maud Dwyer Sandlin • view change

- NEO Remote Use Instructions - Discord
  Dec 15, 2017 • updated by Ryan Michael Baltunis • view change

- UNMJobs Data Feeds
  Dec 13, 2017 • updated by Emily Luhman • view change

- UNMJobs Links
  Dec 12, 2017 • updated by Gabe Rivera • view change

- Creating a Requisition: Faculty
  Dec 05, 2017 • updated by Alfredo Ruiz • view change

- FAQ - Applicant
  Dec 01, 2017 • updated by Amber Michelle Bailey • view change

Popular Content

<p>| Employment Knowledge Base | 2428 |</p>
<table>
<thead>
<tr>
<th>Support Contact Information</th>
<th>557</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>150</td>
</tr>
<tr>
<td>FAQ - Applicant</td>
<td>149</td>
</tr>
<tr>
<td>Hiring</td>
<td>135</td>
</tr>
<tr>
<td>Hiring Coordinator Guide</td>
<td>134</td>
</tr>
<tr>
<td>UNMJobs Training</td>
<td>132</td>
</tr>
<tr>
<td>HR Agents</td>
<td>117</td>
</tr>
<tr>
<td>Submitting a Hiring Request for a Temporary Part-Time Faculty Position</td>
<td>114</td>
</tr>
<tr>
<td>Create a Requisition - Student</td>
<td>111</td>
</tr>
<tr>
<td>FAQ - Hiring Coordinator</td>
<td>110</td>
</tr>
<tr>
<td>Employment Area Leads</td>
<td>108</td>
</tr>
<tr>
<td>Creating a Requisition: Faculty</td>
<td>102</td>
</tr>
<tr>
<td>Create and Submit Hiring Request - Student</td>
<td>101</td>
</tr>
<tr>
<td>UNMJobs Links</td>
<td>99</td>
</tr>
<tr>
<td>Creating Hiring Request - Staff</td>
<td>97</td>
</tr>
<tr>
<td>Winter Break Deadlines</td>
<td>95</td>
</tr>
<tr>
<td>Support Information</td>
<td>93</td>
</tr>
<tr>
<td>Creating a Staff Requisition - Staff</td>
<td>89</td>
</tr>
<tr>
<td>Troubleshooting Articles</td>
<td>86</td>
</tr>
</tbody>
</table>