Employment Knowledge Base

Content

Hiring

- Approver Guides
- Assistantship ContractOriginator Guide
- Hiring Coordinator Guide
- Reviewer/Interviewer Guide
- Additional Information
- Selecting Employment Area
- Hiring Toolkit
- NEO Roster

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

HR Forum Presentations

Employment Area Contact Info

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<tr>
<th>Graduate Studies</th>
<th><a href="mailto:assistantships@unm.edu">assistantships@unm.edu</a></th>
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<tbody>
<tr>
<td>Faculty – Health Sciences Center</td>
<td>(505) 272-4231</td>
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<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>
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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

- Employment Area Leads
  - yesterday at 11:39 AM • updated by Amber Michelle Bailey • view change

- Cancelling a Requisition
  - Jan 19, 2018 • updated by Alfredo Ruiz • view change

- Sending a Requisition Link
  - Jan 18, 2018 • updated by Alfredo Ruiz • view change

- Submitting a Hiring Request for a Regular, Research or Visiting Faculty Position
  - Jan 18, 2018 • updated by Alfredo Ruiz • view change

- NEO Roster
  - Jan 11, 2018 • created by Debra Ann Garcia

- HR Agents
  - Jan 09, 2018 • updated by Elizabeth Maud Dwyer Sandlin • 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

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