

Office for Academic Personnel Forum

Department Updates

June 23, 2026



Agenda

- ▶ Candidate Dispensation in Requisitions
- ▶ New Job Reasons in Comp Change Form
 - ▶ Grant
 - ▶ Base Plus
- ▶ Direct Deposit Process
 - ▶ New Hires
 - ▶ Change Banks-current staff/faculty
- ▶ Union Negotiations Update
- ▶ 2nd Look at Docs being Submitted
- ▶ Epaf New Look
- ▶ Questions



Candidate Dispensations

- ▶ Reminder- please dispense the candidates in the posting requisitions.
 - ▶ There are several opportunities throughout the process to dispense candidates prior to submitting the hiring requisitions.
 - ▶ For Example- Candidates who do not meet minimum requirements
 - ▶ Candidates who do not have a complete applicant packet
 - ▶ Candidates who do not make it to the Zoom interview stage (sometimes this is not possible)
- ▶ This will help minimize dispensing the entire pool at the very end of the hiring process

New Job Change Reasons-Comp Change Form

- ▶ Grant
- ▶ Base Plus
 - ▶ Helps to better track why compensation is changing
 - ▶ Avoid using Equity as a “catch all”
 - ▶ Removed “other” as an option
 - ▶ Improve accuracy when reporting

Effective Date of
Change:

Indicate the type of
increase:

Note: MSU increases request
applicable collective bargaining

Date of most recently
completed annual
review:

Please Select

Please Select

Base Plus (BPLS)
Equity (EQUY)
Grant (GRNT)
Merit (FCMRT)
MSU
Retention (ECRT)

ic Affairs salary guidelines for non-bargaining faculty or the

Current Full-Time Equivalent Base Salary:		Appointment Percent (FTE):	0.00%
Proposed Full-Time Equivalent Base Salary:		Current Actual Annual Salary:	\$ 0.00
Increase Amount:	\$ 0.00	Proposed Actual Annual Salary:	\$ 0.00
Increase Percent:			

Payroll Verification

Direct Deposit Prenotes

What to Expect

When adding a new account or changing an existing account, **your first paycheck will NOT be deposited into that new account.**

If you already have a **validated Active “100% of Remaining”** account on file and you are not replacing that "100% of Remaining" account (another words, you are an existing employee with no change to your bank account you would not see an impact)

Information can be found here:

<https://payroll.unm.edu/employee-toolbox/index.html>

Payroll Verification

What To Let New Faculty Know

- Visit Payroll to validate your identity and confirm your account information
- Payroll is located at:
 - John and June Perovich Business Center
1700 Lomas Blvd. NE, Suite 3500
Albuquerque, NM 87106
 - Phone: (505) 277-2353
Fax: (505) 277-9325
Email: pay@unm.edu

Please share with Your New Faculty

\$ DIRECT DEPOSIT SET-UP \$ SECURITY STEPS

BANK VALIDATION FOR NEW DIRECT DEPOSIT ACCOUNTS

- When you add a new direct deposit account in Loboweb for Employees, the account will be set to a *Prenote Status* and must first be *validated* by your bank before Payroll can deposit funds into that account.
- There are two options to validate your account which will impact disbursement of your first paycheck:

1ST CHECK BY MAIL

You can receive your first check by mail:

- Verify that your mailing address and personal information are current in the UNM system at dss.unm.edu.
- Deposit check .

OR

VERIFICATION APPOINTMENT

Your first check can be directly deposited into your bank by completing this step by August 15, 2026:

- Visit the Payroll Office in person or contact Payroll at (505) 277-2353 to arrange online verification.



Once your account has been validated by the bank, your direct deposit account Status will be updated to Active and subsequent paychecks will be deposited into that account.

FOR MORE INFORMATION

<https://payroll.unm.edu/employee-toolbox/index.html>

The My Pay tile via the links on my.unm.edu is a place to access many important links for employees, including address changes.

Union Negotiations Update

- ▶ Union negotiations have not finalized yet.
- ▶ OAP will publish the July/August Summer Research form once negotiations are completed

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2nd Look at Documents

- ▶ Friendly Reminder
 - ▶ Please take a 2nd look at your documents before submitting to OAP/Epafs
 - ▶ There has been an increase of documents submitted with inconsistencies/incorrect information
- ▶ It doubles everyone's work when OAP returns transactions

EPAF- Updated Version--Sneak Peek

EPAF Preview

Previous Transaction

Next Transaction

Details			
Name and ID	Transaction	Transaction Status	Approval Category
Gonzales, Veronica C., 100146995	745608	Pending	Faculty NSP w LD Unrestricted, JF0022
Job and Suffix	Query Date	Last Paid Date	
F90046-N1, Associate Professor	01/01/2026	10/31/2021	

System removal of end date, F90046-N1, Associate Professor, Last Paid Date: 10/31/2021		
Job End Date	Old Value	
-	10/31/2021	

Faculty Non-Standard Payment, F90046-N1, Associate Professor, Last Paid Date: 10/31/2021		
Jobs Effective Date	Old Value	
06/01/2026	10/31/2021	
Personnel Date	Old Value	
06/01/2026	10/31/2021	
Job Status	Old Value	
Active	Terminated	
FTE		
0		
Appointment Percent		
100		
Job Change Reason	Old Value	
ADDJB, Additional job/earn codes	JBEND, Job ends	

Job End Dates (general), F90046-N1, Associate Professor, Last Paid Date: 10/31/2021		▼
Jobs Effective Date 06/30/2026	Old Value 10/31/2021	
Personnel Date 06/30/2026	Old Value 10/31/2021	
Job Status Terminated		
Job Change Reason JBEND, Job ends	Old Value JBEND, Job ends	

Labor Distribution Change, F90046-N1, Associate Professor, Last Paid Date: 10/31/2021												▼
Current												
Effective Date: 10/01/2021												
Percent	COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Encumbrance Override End Date	
100	U	838002	2U0203	838D	2005	P171	838D01					
New												
Effective Date: 06/01/2026												
Percent	COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Encumbrance Override End Date	
100	U	588257	2U0008	588D	2006	P2E637	588A67					

Enter Special Rate, F90046-N1, Associate Professor, Last Paid Date: 10/31/2021							▼
New							
Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date	
06/01/2026	Endowed Faculty Pay	1		7009.16	1	07/01/2026	

Epafs Guidelines and Job Aids

<https://oap.unm.edu/academic-administrators/faculty-transaction-guides/index.html>

Faculty Transaction Guides

Non-standard Payment Guide

- [NSP EPAF Guide](#)

Research Faculty and Post-Doctoral Fellow Extension ePAF Guide

- [Research Faculty and Post-Doctoral Fellow Extension ePAF Guide](#)

Resignation ePAF Guide

- [Resignation ePAF Guide](#)

Retroactive Epaf Error Instructions

- [Retroactive Epaf Error Instructions](#)

Special Administrative Component (SAC) Guides

- [SAC End EPAF Guide](#)

Summer Guides

- [Summer Administration EPAF Guide](#)
- [Summer Session EPAF Guide](#)
- [Summer Research EPAF Job Aid](#)

HR Analyst Assignments

➤ Naudia

- College of Arts and Sciences (CAS)
 - Humanities and Interdisciplinary Units
 - Social Sciences and Interdisciplinary Units
 - Natural Sciences and Math Units
- OVPR

➤ LaVern

- Provost Office
- President's Office
- Dean's Offer Letters

➤ Tonya

- CULLS
- HC
- UC
- UNM-Gallup
- UNM-Taos
- COEHS
- UNM- LA
- ASM

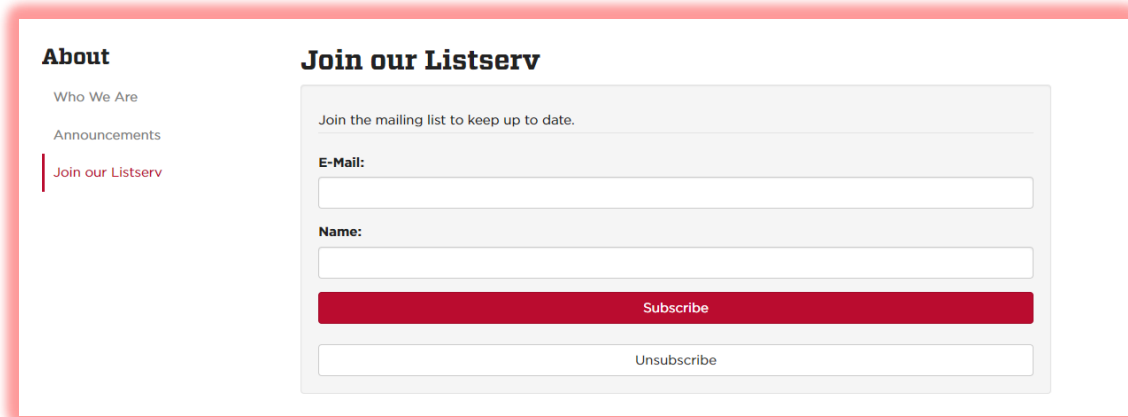
➤ Mona

- CFA
- SOE
- SAAP
- SIPI
- UNM-Valencia
- SOL

Questions?



Join our Listserv!



The screenshot shows a web page with a sidebar on the left and a main content area. The sidebar has a header 'About' and three links: 'Who We Are', 'Announcements', and 'Join our Listserv' (which is highlighted with a red vertical bar). The main content area is titled 'Join our Listserv' and contains a form. The form has a heading 'Join the mailing list to keep up to date.' followed by two input fields: 'E-Mail:' and 'Name:'. Below these fields is a prominent red 'Subscribe' button. At the bottom of the form is a link labeled 'Unsubscribe'.

About

- Who We Are
- Announcements
- Join our Listserv**

Join our Listserv

Join the mailing list to keep up to date.

E-Mail:

Name:

Subscribe

[Unsubscribe](#)

- ▶ Join the listserv to receive information from OAP.
- ▶ We will use this listserv to communicate to the Department Administrators
- ▶ This will be the listserv we use to send out our monthly meeting invites
- ▶ Link: [Join our Listserv!](#)

Office for Academic Personnel

- ▶ Scholes Hall, Suite 231
- ▶ **Client Services**
Email: faculty@unm.edu
Phone: (505) 277-4528
- ▶ **Labor and Employee Relations**
Email: oaplr@unm.edu
Phone: (505) 277-4528