

UNM BANNER HR/PAYROLL PROJECT

SNEAK PREVIEW OF

LOBOWEB FOR EMPLOYEES

AUGUST 6-10

The Banner HR/Payroll team is excited to announce the first Sneak Preview of LoboWeb for Employees. The Sneak Preview marks the first time that employees will be able to view their paystub online!

Here are a few things you can do prior to the Sneak Preview to get ready:

- You will need a UNM NetID and password to log into LoboWeb for employees. If you do not have a UNM NetID, please visit <http://netid.unm.edu> to create one. If you have a UNM NetID but have not logged in recently or need to reset your password go to <http://its.unm.edu/password>.
- A brief instructional video is available that provides an example of what you will see when you log into LoboWeb for Employees, as well some helpful resources for more information on the Banner HR/Payroll project. There is also a job aid that walks step-by-step through accessing your paystub online. Both of these resources can be found at <http://link.unm.edu> under Human Resources/Payroll.
- The Sneak Preview will show your most recent pay data, so hold onto your paystub. For biweekly employees it will be the **July 27** information and monthly employees will see the **July 31** data. The Banner generated paystub that you will view does not represent an actual deposit into your account. It is intended for informational purposes only and to serve as a comparison to your current paystub.

Stay tuned for more details about this exciting event. In the meantime you can visit <http://hr.unm.edu> for more information about the Banner HR/Payroll project.

