

THE UNIVERSITY *of*  
NEW MEXICO

**UNMJobs**  
**Fiscal Agents Meeting**  
**October 1, 2008**






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# Agenda

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- Project Updates
- Timeline
- Work Flows
- Financial Data in UNMJobs
- For more information...
- Q & A

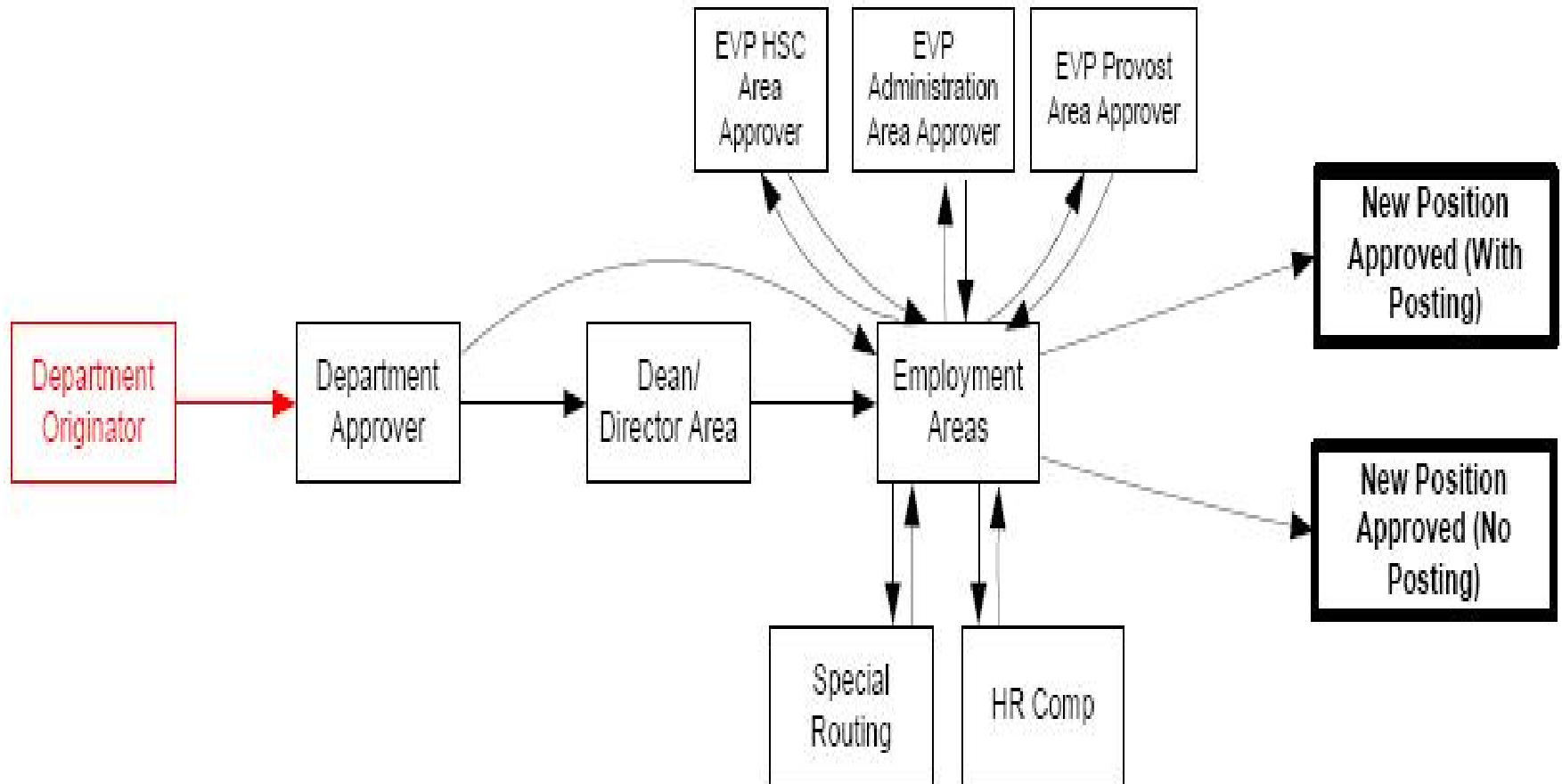
# UNMJobs Major Events

- Submit Readiness Material  May 12, 2008
- Demonstration Site Built  May 30, 2008
- Workflow Complete  June 13, 2008
- Fields/Forms Built  July 18, 2008
- Testing/Review/Process Development  Aug 15, 2008
- Internal Go-Live (Core office) Oct 17, 2008
- Campus Go-Live Nov 1, 2008

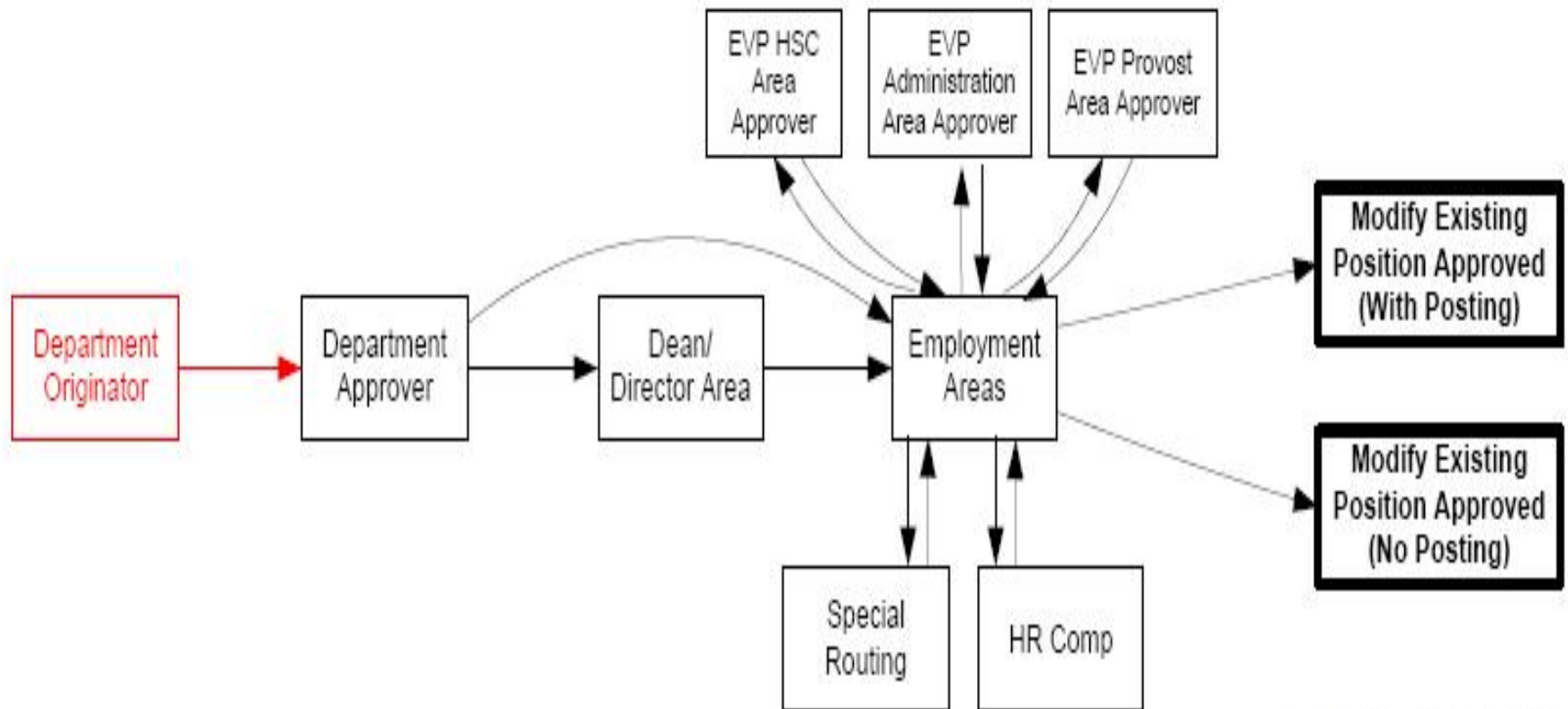
# UNMJobs Time Line

- Final Changes due to PeopleAdmin 10/03/08
- PeopleAdmin completes UNM's changes 10/10/08
- UNM Converts/Uploads data to UNMJobs 10/12/08
- Integrated Testing 10/13-10/15/08
- Core Office Training on Processes 10/16-10/17/08
- Dept Originators/Approvers Training Begins 10/20/08
- Internal Go-Live (Depts Begin Posting) 10/20/08
- Open Lab for Internal Applicants Begin 10/20/08
- Site opens to postings and applicants 11/1/08

## Staff/Student New Position, Post

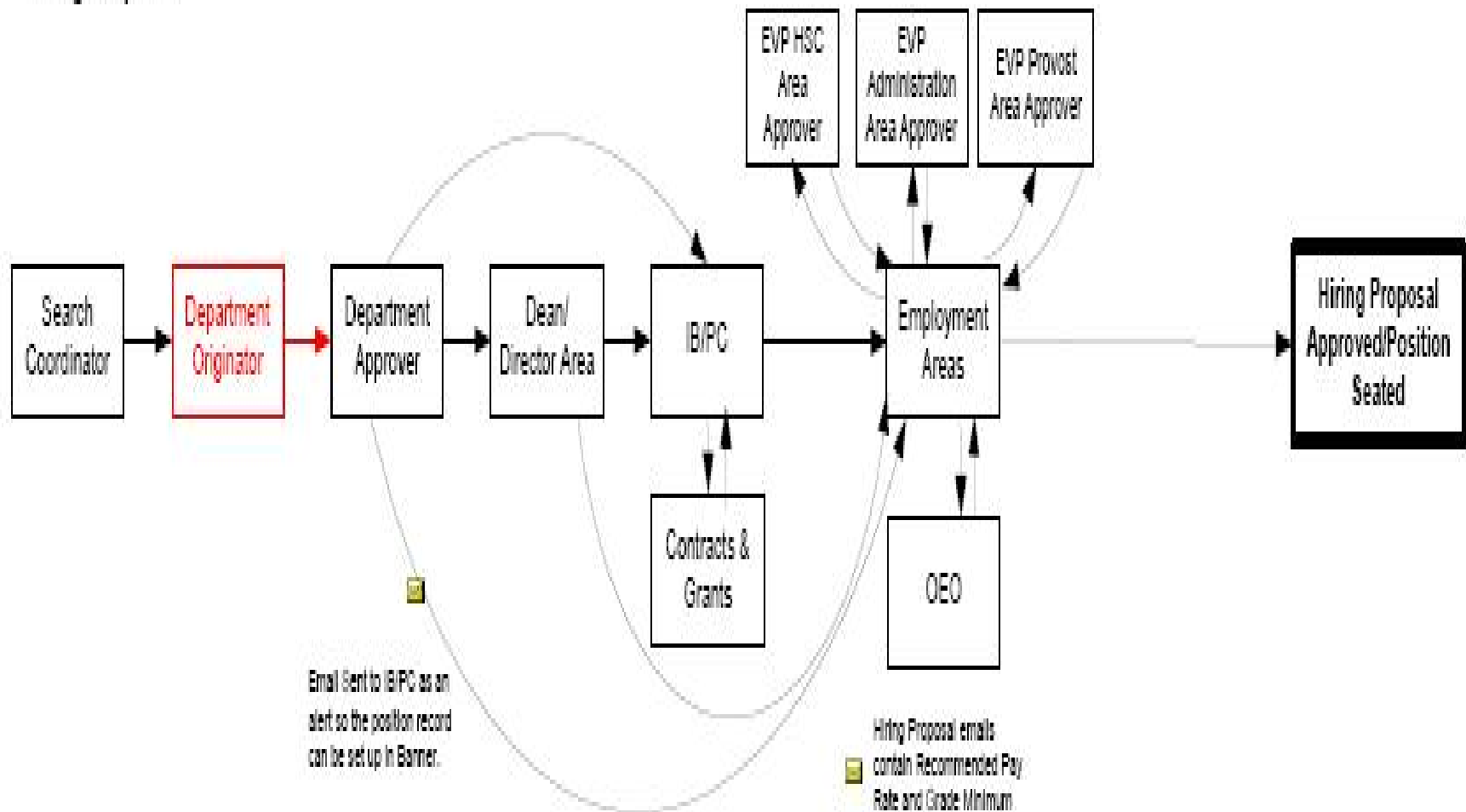


## Staff/Student Modify Existing Position, Post



✉ Email Sent to IB/PC as an alert to changes and/or to prompt action

# Hiring Proposal



# Financial Data in UNMJobs

- Index will be required at posting but not reviewed by Budget/Contracts and Grants until Hiring Proposal
- This is where the position number will typically be assigned on a new position
- This will allow for proper handling of issues surrounding:
  - Research funding
  - Open vacancies that are hard to fill
  - Management decisions (if...then)

# Informational/Action Notice to Budget

- Institutional Budget can receive a notification for action on new/existing positions prior to hiring
  - Position # (if available)
  - Budgeted Salary Amount
  - FTE
  - Distribution
  - Position Class and Title

# Informational/Action Notice to Budget

- Budget is currently determining the best place in the workflow for this to occur
- This can serve to notify Budget of specific action that needs to be taken, such as the early assignment of a position number or changes to an existing position

# Funding

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- The list of available indices will be updated on a nightly basis
- The list of labor account codes will be maintained in UNMJobs

# Index Drop Down List

013294		370Q0		013C1		P17R		GNACTV		Gallegos, C		07/13/09
013295		370R0		013C1		P17R		GNACTV		Gallegos, C		03/09/09
013296		371W0		013C1		P17R		GNACTV		Gallegos, C		12/31/08
013297		3U0050		013C1		P171		013CBT				
013298		372X0		013C0		P17R		GNACTV		Gallegos, C		10/05/09
014001		3U0303		014A		P171		GNACTV				
014002		3U0023		014A		P162		GNACTV				
014003		3R881C		014A		P17R		GNACTV		Gallegos, C		06/30/09

# UNMJobs Website Available

- Project Overview
- Calendar of Presentations and Events
- Listing of Work Teams
- FAQ's
- Contact Information [UNMJobs@unm.edu](mailto:UNMJobs@unm.edu)

<http://UNMJobs.unm.edu/>

# Mark your calendars....

## **UNMJobs – Next Steps – Security/Roles**

**Oct 2<sup>nd</sup> 9:00 to 10:00 Main (Lobo A & B)**

## **UNMJobs – Internal Debut - Transition**

**Oct 14th 9:00 to 10:00 HSC (HSSB 105)**

**Oct 16th 3:30 to 4:30 Main (Lobo A & B)**

# **Mark your calendars....**

## **Town Hall –**

**Oct 20<sup>th</sup> 3:00 to 4:30 Woodward Hall**

## **UNMJobs – Ready, Set, Go-Live!**

**Oct 28<sup>th</sup> 3:30 to 4:30 HSC (HSSB 105)**

**Oct 30<sup>th</sup> 9:00 to 10:00 SUB Theater**