



THE UNIVERSITY *of*
NEW MEXICO

**New Hours for Payroll Reception Area
Communicated November 2, 2009**

Effective December 1, the Payroll reception area will be open from 10:00 a.m. through 2:00 p.m. Monday through Friday. Telephone calls to the 277-2353 number will continue to be answered from 8:00 a.m. to 5:00 p.m., and drop offs can be delivered throughout the day by leaving paper work in any of the three window slots. We encourage all university employees to continue using Lobo Web for the various options that are available online, including pay stub information, changes to their direct deposits, mailing addresses changes, and changes to W4 information.