

# Login to MyUNM – be sure to use your NetID

<http://my.unm.edu>

MyUNM Login - powered by X  
https://my.unm.edu/cp/home/displaylogin

Apps UNM Email UNMJobs Dept Login UNM Job Descriptio... UNM Directory Gmail MyUNM Help Desk Other bookmarks

**my UNM**  
The University of New Mexico [ YOUR PERSONALIZED GATEWAY TO UNM ]

**Login**

NetID:  [Create a NetID](#)

Password:  [Forgot Password](#)

- [Product Updates in 2 Clicks](#)
- [Change Password](#)
- [myUNM FAQs](#)

**LoboAlerts**  
Emergency Text Messaging

Click HERE to sign in to LoboAlerts

Confirm your contact information

**Phishing Alert**

UNM Information Technologies will NEVER ask for your password in an email. NEVER click on any link in an email that asks for your confidential information, or you will most likely provide someone with access to your UNM account.

**Announcement**

**UNM IT is proud to announce the release of MyUNM 2.0 this Spring 2016 semester!**

MyUNM 2.0 is a redesign of MyUNM. The redesign comes with a new user interface that works with both desktop and mobile devices. It also adds many features intended to promote the community's involvement via customization and personalization. Some of the new and notable features include:

**LoboApps**

Do you have a hard time finding what you are looking for on UNM online? LoboApps is the answer. LoboApps is a new way to search for and use UNM's online services by adopting the popular app-store model that Apple's App Store and Google Play are known for. UNM's online services are "certified" into apps in LoboApps, which are fully indexed and searchable.

# Click Employee Life or Faculty Life

**my UNM**  
The University of New Mexico [ YOUR PERSONALIZED GATEWAY TO UNM ]

My Account Content Layout  
Welcome Sarah Teresa Martinez  
You are currently logged in.

LoboMail UNM Learn Calendar Groups Logout Help

Home Campus Life Library UNM Mail Employee Life Finance HSC February 26, 2016

**Welcome to myUNM**

Get familiar with the myUNM portal and its many features.

- ▶ [Help Center](#)
- ▶ [FAQs](#)
- ▶ [Feedback](#)

**Albuquerque Weather**  
67.1 F (19.5 C)

**Personal Announcements**  
There are no announcements

**UNM News**

- Academics** Athletics Daily Lobo UNM Events
- UNM News UNM Talk

02/24/2016  
[UNM ranked in top group of research universities for Fulbright Scholars](#)

02/04/2016  
[Center for Teaching Excellence accepting teaching award nominations](#)

02/16/2016

**Quick Links**

- ▶ [Manage Personal Information](#)
- ▶ [Online Tools](#)

**Featured**

**Upcoming Dates and Deadlines**

**Jan 29** 5pm Last day to add sections or change credit hours with form, \$10 per transaction, thereafter \$75.  
Spring 2016 - Last Day to Change Grade Mode (LoboWeb)

# Click the LoboWeb Icon

The screenshot shows the myUNM website interface. At the top, there is a navigation bar with the myUNM logo and the text "The University of New Mexico". Below this, there is a user greeting: "Welcome Sarah Teresa Martinez. You are currently logged in." To the right, there are icons for LoboMail, UNM Learn, Calendar, Groups, Logout, and Help. A secondary navigation bar includes links for Home, Campus Life, Library, UNM E-Mail, Employee Life (highlighted), Finance, and HSC. The date "February 26, 2016" is displayed on the right. The main content area is divided into three columns. The left column is titled "Human Resources" and lists various links. The middle column is titled "LoboWeb For Employees" and features a prominent announcement: "This version of MyUNM is being replaced Spring 2016. Please take a moment to test drive MyUNM 2.0 by clicking here." Below this announcement is the LoboWeb logo, which is circled in green. The right column is titled "UNM Business Applications" and lists various services and reporting tools.

## Select Leave Balances

The screenshot shows the LoboWeb For Employees page. At the top, there is a navigation bar with the myUNM logo and the text "The University of New Mexico". Below this, there is a user greeting: "Welcome Sarah Teresa Martinez. You are currently logged in." To the right, there are icons for LoboMail, UNM Learn, Calendar, Groups, Logout, and Help. A secondary navigation bar includes links for Student, Financial Aid, Faculty & Advisors, Employee (highlighted), Payment, and Finance. The date "February 26, 2016" is displayed on the right. The main content area is titled "Employee" and contains a welcome message: "Welcome to LoboWeb for Employees! You can view personal information such as benefits and deductions, leave balances and direct deposit information. You also have the ability to update the following: Demographic Self-Service Information (i.e. home address), Emergency Contacts, Annuities and Donations, W4 Forms, Direct Deposit Information." Below this, there is a message: "Please remember that history will build beginning January 2, 2008. Information such as previous pay stubs or job history prior to January 2008 is not available." and another message: "Should you have any questions, be sure to call us at the Banner HR/Payroll Support Center at 277-HRPR (4777). Hours of operation will be Monday - Friday, 8am to 5pm." The page lists several categories of services: Personal Information, Make Bursar Payments, Electronic Personnel Action Forms, Benefits and Deductions, Pay Information, Tax Forms, Jobs Summary, Leave Balances (circled in green), Salary Planner, and Time Sheet (Approvals and View Only).

# This will display your current leave balances:

Search

## Leave Balances

Biweekly and monthly employees accrue leave each pay period. For biweekly employees the earned, taken and available balance columns are as of your most recent payday. Monthly employees display leave balances one month in arrears. Therefore your earned, taken, and available balance columns are as of the month end date one month prior to your most recent payday.

For monthly employees only: The banked rows indicate leave accrued during the last pay period processed for you. This leave will be added to your available balance after your leave taken for that period has been reported.

### List of Leave Types

TYPE Leave	Beginning Balance As Of Jan 1	Earned Current Calendar Year	Taken Current Calendar Year	Available Balance
<a href="#">Annual Leave Banked</a>	.00	14.00	.00	14.00
<a href="#">Annual Leave</a>	227.00	28.00	8.00	247.00
<a href="#">Catastrophic SL</a>	.00	.00	.00	.00
<a href="#">Catastrophic Lv Donated</a>	.00	1.00	.00	1.00
<a href="#">Sick Minor - Banked</a>	.00	8.00	.00	8.00
<a href="#">Sick Minor</a>	704.00	16.00	.00	720.00

RELEASE 8.10