



Attention: UNM Jobs Users,

UNMJobs 2.0 is in full swing, and the prior system (PeopleAdmin) is on schedule to sunset on Thursday, June 8, 2017.

Although PeopleAdmin may be going away, your data isn't. This data will be available in HR Reports under a new section called **UNMJobs Legacy Reports (PeopleAdmin)**. These reports will include information on applicants, user roles, and postings that existed in the former system.

To access the UNMJobs Legacy Reports, you will need to submit a Banner Authorization Request (BAR) for the 'HR Reports Viewer for Departments' role and a 'Hiring Coordinator' role in the UNMJobs2 Roles function.

Note: PeopleAdmin BAR roles will no longer be valid after June 8, 2017, as the PeopleAdmin BAR roles will be demised.

Finally, reports for UNMJobs 2.0 data will be available in HR Reports in the not too distant future.

Follow these instructions to access the UNMJobs Legacy Reports

1. Log into HR Reports via the Reports tile in [MyUNM](#)
2. Select UNMJobs Application from the report menu
3. Select UNMJobs Legacy Reports (PeopleAdmin)
4. Report options are:

UNMJobs Hiring Proposal	UNM Temps Metrics	UNMJobs Transaction Metrics
UNMJobs Service Center Audit	UNMJobs Recruitment	UNMJobs Applicants
UNMJobs Postings – OFCCP Audit	UNMJobs User Roles	UNMJobs Postings