

PSYCHOLOGY OFFICE SERVICES AND PROCEDURES

The information provided within are intended to inform you of the services and procedures for the Department of Psychology. This document will be saved on the [department resources](#) page: <https://psych.unm.edu/departamental-resources.html>.

Not sure who to contact? Please refer to the [Who Can help](#) Document on our [department resources](#) webpage, or, send your questions via email to psych@unm.edu for assistance.

IMPORTANT GENERAL INFORMATION:

- **PAY INFORMATION** is available through LoboWeb which is accessed via my.unm.edu. Log-in to myUNM using your UNM credentials and click on LoboWeb where you will find resources. For pay Information, use your employee tab. Faculty can confirm their faculty contracts via the [Faculty Contract Summary Tool](#) located under this tab.
- **DEMOGRAPHIC INFORMATION:** is posted on the [UNM Directory](#). To view or make changes to your personal demographic information (phone, email, address...) visit the [DSS](#) page. PLEASE NOTE: If you have an @salud.unm.edu as your primary email in the DSS, you may be missing email correspondence (unm programs default to your primary email). You may contact UNM IT, 277-5757 for options, however, please be sure to check your Salud account to avoid missing important correspondence.
- **CALENDARS/EVENTS**
 - [UNM 2024-2025 Holiday Schedule](#)
 - Labor Day September 2, 2024
 - Thanksgiving Break November 28-29, 2024
 - Winter Break December 23, 2024 – January 1, 2025
 - Martin Luther King January 20, 2025
 - Memorial Day May 26, 2025
 - Juneteenth June 19, 2025
 - Independence Day July 4, 2025
 - 2024/2025 [Printable Campus Calendar](#)
 - [Payroll Schedule](#)
 - UNM [Event Calendar](#) and [Welcome Back Days \(Fall 2024\)](#)
 - Academic Calendars:
 - Fall 2024 [Semester Deadlines](#)
 - Fall Break: October 10-11, 2024
 - Fall 2024 Final Exam Week: December 9-14 (Final Exam Schedule TBA on Registrar's webpage)

- 10-year semester dates: <https://registrar.unm.edu/academic-calendar/ten-year-semester-dates-calendar.html>
- **Special Events/Colloquia:**
 - To advertise department events on our website, social media, or Lobby TV, email Sarah Joe sjoe@unm.edu or psych@unm.edu
 - Email psych@unm.edu with Logan Lobby bulletin board requests
 - To advertise your special event on the [UNM Events](#) calendar, you can [submit your request online](#).
 - Colloquia announcements are posted in the department and sent via email. Colloquia will be held in person with a possible zoom link (email announcements will have details). **Colloquia Chair AY2025 TBA**

OPERATIONS-LOGAN HALL

- **Logan Hall General Building**
 - The psychology main office is open M-F, 8:00 am 12:00 pm & 1:00 pm – 5:00 pm. (closed for lunch between 12:00 – 1:00 pm).
 - Logan Hall, like many buildings at UNM, is secured via badge entrance. You must have a valid and active UNM Lobo ID card to enter. IF you have trouble with your badge, please contact psych@unm.edu for assistance.
 - Psychology staff work hybrid schedules (which are posted in the main office). Please email them to schedule an appointment or to ensure they are available to meet with you.
- **Logan Hall classrooms:**
 - Reservations are **required** for department classrooms and Library: 110, 121. 156, B15 and & Logan Library 226.
 - Reservations can be made in the main office or via psych@unm.edu.
 - Please do not assume a room is available because it appears empty or may show available on the door schedule. We often get last minute reservation requests which may not be reflected on the posted calendar.
 - PPE supplies are available in Logan Hall Classrooms. If they need to be restocked, let the main office know or send psych@unm.edu an email.
 - If you move furniture for your class, **PLEASE** put it back the way you found it. Furniture is arranged as approved by UNM Safety and Fire Marshal for room capacity and egress.
 - If you have an evening course in Loan Hall, please turn off the lights and shut the doors behind you.
- **Parking:**
 - The Department does not offer **personal parking permits**. Personal parking permits must be purchased through [UNM Parking](#) or external parking resources.
 - **Department Patient/Subject Parking:**

- The department pays for five **Research Subject parking spaces**.
- **These parking spaces are primarily for community research participants.**
- **Short term/temporary** parking for **guest speakers** and Faculty, Staff, and Graduate Students **running errands** on behalf of the department (e.g. delivering food or supplies for department events).
- **Please note:** if you are given a short term/temporary parking permit, you may be asked to move your vehicle for a research subject (first priority).
- Subject/Patient parking passes must be obtained in the main office and will only be issued to psychology personnel. Please do not send your research subject to the main office for their permit. This is not allowed.
- Do not park in a subject space without a valid permit! You could be fined, towed, or car boot.
- Parking passes must be displayed properly on your dashboard visible to Parking Enforcement Officers ([UNM Parking Regulations](#), 8-1). Failure to properly display a valid parking pass **may result in a hefty fine and possible loss of department parking.**
- **Do not edit nor make copies of Subject/Patient parking passes** [UNM Parking Regulations, 8-3.03](#)). This is a violation of [UNM Parking Regulations](#).
- Per [UNM Parking Regulations](#) department parking spaces are not to be used by any paid staff, faculty, vendor, student, or contractor for personal parking. Violation of this rule **may result in a hefty fine and possible loss of department parking.**
- On occasion, we may issue **emergency/short-term** passes, however, **Please note the following:**
 - Parking in a subject space is at your **own risk**; even with a subject parking pass, you may be subject to parking citations at the discretion of UNM Parking rules and regulations which we do not have control over.
 - Emergency/short-term passes should never be used the entire day, and, you may be asked to move your car if space is needed.
- **Department Rover Parking permit:**
 - A Department Rover permit is sometimes available for check-out if you will be conducting official, short-term, University business on North Campus or HR business Center. Again, per policy, personal use (i.e. parking closer to your workplace) is prohibited.
 - E-mail psych@unm.edu or visit the main office to reserve the permit or more information.

- **Copy/Printing/Scanning:**
 - We have two copy/printer machines in Logan Hall:
 - The large capacity copy/print/scan machine in the AV/Copy room (Logan 167). This machine is for faculty, staff and graduate students teaching a course (TA). Student Employees are available to process copy jobs for you.
 - To request a Copy Job, please submit the [copy/scan job work order form](#) online, via email at psych@unm.edu, or directly in the main office.
 - A small printer/copy machine is located in Logan B-15 (Computer-Grice Electronic Library). This printer is for graduate students and is self-service.
 - User codes are used on both machines for tracking and billing purposes.
 - Please contact our main office staff if you need your user code or have special needs/requests for copying/printing/scanning at psych@unm.edu.
 - To defray department operating costs:
 - We strongly encourage that you share teaching materials (syllabus, articles...) with your class electronically to the greatest extent possible.
 - Research Copy jobs will be charged to your grant or research account when available.
- **AV Equipment:** AV equipment is available for use in Logan Hall. Each classroom is equipped with an LCD projector, screen and speakers. Additional equipment may be issued for use in Logan Hall on a limited basis. Please E-mail psych@unm.edu to discuss your AV equipment needs (adaptors) or to reserve equipment.
 - Portable zoom Camera and telecom speaker
 - Department laptop(s)
 - Projector remote controls for 110 & 156
 - Laptop & MAC adapters
 - Laser pointer
- **Packages/Mail:**
 - The main office staff manage department mailboxes, mailbox keys, incoming and outgoing mail processing, and can assist you with mail services.
 - UNM Mailing System process all incoming, outgoing, bulk, and inter-campus mail in accordance with the rules and regulations set forth by the United States Postal Service and the University of New Mexico (excluding UNMH).
 - Postal deliveries and pick-up occur twice daily in Logan Hall (morning and afternoon). See the main office staff for a current schedule.
 - Incoming mail and packages will be placed in your department mailbox (see locations below).
 - Large packages must be picked up promptly or plan to have them placed in your office/lab.

- Chemical & Research Laboratory Supplier (CRLS): If you are ordering from CRLS, please be available on your deliver day to properly store these items. They cannot be left in the main office as staff are not trained nor certified to handle many of these materials.
- Mailboxes are provided for Faculty, Staff, Graduate Students, and psychology centers:
 - Faculty and Staff mailboxes are located in the main office
 - AGORA, CASAA, Psychology Clinic and PCNC mailboxes are located in the main office
 - Graduate Student mailboxes are located in the grad lounge, Logan 132
 - Temporary part-time faculty mailboxes are located in the shared PTI office in Logan B72E

Incoming Mail:

- To ensure proper delivery to the department, be sure to use the correct mailing address as follows:

Incoming USPS mail use this address:
 [your name]
 Psychology Department
 MSC03 2220
 1 University of New Mexico
 Albuquerque, NM 87131-0001

Incoming by carrier such as UPS or FedEx packages use this address:
 [your name]
 Psychology Department at UNM
 Logan Hall, room 180
 2001 Redondo Dr. NE
 Albuquerque, NM 87131-0001

Outgoing Mail:

There are various methods for outgoing mail/deliveries:

- **USPS:** pick-up and delivery is handled by the UNM Mailing Systems. **USPS outgoing mail** for official departmental business will require a barcode sticker. Please see main office staff for assistance. Personal mail must have a proper USPS stamp if using UNM Mailing systems.
- **Campus Mail:** can be used for items going to another department on campus, branch campus, business Center, or North campus.
- **Errands-**If you prefer documents hand delivered to another department on campus, our student employees run errands as needed. See main office staff.
- **FedEx services** are limited due to cost. The department will only pay for FedEx services approved by the department chair. If you have research funding to pay for the service, please see our Fiscal staff to set up an account to charge directly to your grant index.

- **Building Facility Management:**
 - Safety issues or requests for work orders (lights out, heating or cooling...) should be sent to main office staff at psych@unm.edu. Gloria Ortiz is in charge of managing work orders.
 - Custodial Service request should also be sent to main office staff at psych@unm.edu.
 - **After hour emergencies: Call 911** from campus for dispatch (flooding, unauthorized people in building, electrical problems, fire...). Please send an email to psych@unm.edu (cc: Sean, Derek, & Trish) explaining the emergency reported so we can record and follow up on the issue.
- **Building Keys/Prox Cards:**
 - Faculty, staff, and graduate students are eligible for department keys. **Volunteers and undergraduate student employees are not eligible and cannot be issued keys.**
 - Supervisors/Faculty Mentors should determine whether department keys are necessary for their employees or graduate students and notify our main office staff of which keys are needed via email psych@unm.edu.
 - Logan Hall access is via UNM Lobo ID badge (prox cards), your ID badge must be used to gain entry to Logan Hall (and many other buildings on UNM campus). All UNM employees and students are eligible for a UNM Lobo ID badge. If additional access points are necessary, speak to your supervisor or faculty mentor.
 - Supervisors/Faculty Mentors should also determine whether their employees or graduate students will require additional prox access and must notify the main office staff via psych@unm.edu so they can process authorization. Certain access points will require additional training.
 - The Department Key/Prox Authorization form is routed via Adobe Sign for approvals.
- **Recycle/Trash Pick-up/Surplus:**
 - **Trash:** Custodial staff will empty trash cans in the main office, Logan Hall classrooms, lobbies, breakrooms, bathrooms, and large lab spaces daily. Individual office trash will only be emptied when placed outside your door, or via request. To request a special trash pickup, or report missed trash pickup, contact our main office staff at psych@unm.edu.
 - **Recycling:** There is a [Recycle](#) room located on the first floor (near the elevator) in Logan Hall for paper and cardboard boxes (MUST BE BROKEN DOWN). There are also cardboard receptacles for plastic bottles and aluminum cans in the lobbies. Unfortunately, UNM Recycling will not pick up recyclable materials in any other locations (not on the 2nd floor, the basement, break rooms, nor

personal offices). You will need to bring your personal recycle items to the bins aforementioned on the first floor.

- **If** you have questions, or need special trash or recycle pick up, please contact our main office staff at psych@unm.edu.
- **Surplus:** If you need to get rid of large items (i.e. furniture, files/papers...) Please do not place them in the hallways as they may pose a safety or health issue. Please contact our main office staff at psych@unm.edu to assist you with large item disposal/surplus.
- **Freebee Table:** Items in good shape can be placed in the “freebee” table located near the elevator on the bottom level of Logan Hall. Often we have furniture and/or computer equipment available that we cannot keep on or near the freebee table. It doesn’t hurt to ask for items you need.
- **Equipment**
 - We are responsible for quarterly reporting of UNM Equipment. If you have equipment assigned to you, the office staff will contact you to verify where you have the equipment, so, please keep track of your equipment. IF equipment is obsolete, please contact main office staff to surplus your items.
 - UNM equipment over \$1000, purchased by the university (whether I&G or grant-unless otherwise noted on grant), must be tagged and reported on quarterly.
 - Please be sure to notify the main office staff if you move equipment to another room or department/unit.
 - Any tagged UNM equipment taken **off campus must be documented** by submitting a check-out form (**Therefore Check-out Forms** will be processed for all portable equipment (laptops, tablets...)).
- **IT Services**

Per UNM policy, only UNM property (tagged equipment) is eligible for IT support. You have the following choices for IT support and services within our department and at UNM:

 - **Arts & Sciences IT Support:** The College of Arts & Science provides Desktop/IT support to Psychology (programs and research projects). Submit a request: <https://ait.unm.edu/>
 - **UNM IT CSS Service Desk:** UNM’s central support organization of IT services and computer-related issues. Visit their webpage for a list of services and support offered: <http://it.unm.edu/support/>
 - **PCNC** – Help requests related to research computing and the research network storage system in the PCNC (Helmholtz) and all of its related user accounts, home directories, and research labs storage shares, in addition to access to the Science DMZ and any network other issues are handled by CARC.

- Your main point of contact for PCNC computing services is Hussein Al-Azzawi. To submit a help request, please email azzawi@unm.edu.
 - Network planning and troubleshooting is done by the UNM Center for Advanced Research Computing (CARC) in collaboration with the UNM Central IT Network Group.
 - Tickets will remain open until resolved
- **Fiscal Support Team:**

Please note that our psychology fiscal team is currently short staffed. We are working hard to fill positions to improve our finance workflow and we ask for your cooperation and patience during this time. It is critical that you communicate your fiscal needs and allow time to fulfill your orders.

Please email the fiscal team at psychfiscal@unm.edu to make an appointment to discuss your department accounts and balances. Many fiscal forms can be found on our department resources website (also listed at the end of this document):
<https://psych.unm.edu/departmental-resources.html>

FORMS ON PSYCHOLOGY DEPARTMENT WEBSITE

FORMS FREQUENTLY USED BY FACULTY AND STAFF

<https://psych.unm.edu/departmental-resources.html>

Who Can Help

Research Related Forms:

- [Grant Proposal Submissions](#)
- [Grant Announcement Form](#)
- [Research Recruitment Form](#)

Evaluation Forms:

- [Teaching Evaluation Form](#)
- [Teaching Evaluation Form for On-Line Courses](#)
- [Case Conference Evaluation Form](#)
- [Research Presentation Evaluation Form](#)
- [Supervisor Evaluation Form](#)

Fiscal Support Forms (please email fiscal forms to psychfiscal@unm.edu):

- [Faculty AY Planning](#)--Please communicate your plans for the academic year by completing this form. Return it to Trish Aragon-Mascarenas.
 - Course(s) for the semester
 - Course Buyout and Course RElease
 - Active Grants
 - Summer Research (Requests will be collected in April)
- [Hosting Checklist](#)--Always submit to Psychology fiscal staff a *Hosting Checklist* before guests arrive at UNM.
- [New Computer Process](#)--All UNM computers are required to be tagged by UNM Inventory Control. Complete New Computer Process form and return to the main office in Psychology. Portable devices require an additional form: Check-out Form.
- Purchases: Please work with the Psychology fiscal staff to ensure orders are properly processed according to the [UNM Purchasing department's guidelines](#).
 - [Order Form](#)
 - [Reimbursement Form](#)
- Travel Forms--In accordance with [UNM Travel Policy](#), those traveling on official University business may be eligible for reimbursement. Please ensure funds are

available prior to your travel and request. Costs incurred must be reasonable and allowable.

- [Travel Reimbursement Checklist](#)--review allowable expenses and [UNM Travel policy](#) prior to travel.
- [Travel Approval form](#) is required prior to travel for all international travel, and domestic travels using grant funds.
- [Foreign Source Statement](#) form is required for all international travel.
- [Travel Reimbursement Request](#) form is used after the travel has been completed to request a reimbursement.
- Labor Distribution Forms
 - [PHARED](#) (to move salary that has already posted)
 - [EPAF](#) (to change labor distribution in future payroll)

Hiring Documents

- Hire Forms
 - [Hire Initiation Form](#) (used for new hires)
 - [Changes to Existing Position Form](#) (used to make changes to a current or recently expired employee)
 - [Certification of Non-competitive Hire](#)
 - [Department Employee Demographic Form \(EDF\)](#)
 - [List of Hire Documents](#)
- Volunteer Forms
 - [Volunteers SOP](#)
 - [Assumption of Risk and Consent Form](#)
 - [Department Employee Demographic Form \(EDF\)](#)
 - [Volunteer Information Form](#)

Assistantship Forms:

- [RA Request Form](#)
- [GA/RA/PA Minimum Stipend Rates](#)

Miscellaneous Departmental Forms

- [Copy Job Request form](#)
- [Department Key Card](#)
- [A&S IT Support Ticket](#)
- [Staff Leave Request form](#)

GRADUATE STUDENT FORMS

<https://psych.unm.edu/graduate/student-resources/forms.html>

Proposal Forms

- [Comprehensive Proposal Form](#)
- [Dissertation Proposal Form](#)
- [Thesis Proposal Form](#)

Program Checklists

- [CBB Checklist](#)
- [Clinical Checklist-2017 and earlier](#)
- [Clinical Checklist-2018](#)
- [Developmental Checklist](#)
- [Evolutionary Checklist](#)

Miscellaneous Clinical Forms

- [Notification of Intent to Provide Professional Services](#)
- [Supervisor Evaluation Form](#)
- [Student Practicum Site Evaluation Form](#)

Other Departmental Forms

- [Changing Mentor](#)
- [Graduate Student Space Request Form](#)
- [Key Card Authorization](#)
- [Separation Checklist](#)

RESEARCH PROPOSAL FORMS

<https://psych.unm.edu/research/investigator-resources/submitting-a-research-proposal.html>

Submit a request to the [A&S Research Office staff](#) at least 1 month prior to proposal due date

- [Step By Step Proposal Submission Process](#)
- [Proposal Submission Timeline for the Psychology Department](#)
- [Actions that Require a Cayuse SP Record](#)
- [Using the PIVOT System to Find Funding Opportunities](#)
- [New PI Checklist](#)

- [Graduate Students Checklist for Proposal Submission](#)
- [PI Approval of Cayuse Record](#)
- [NIH F31 Proposal Process and Timeline for UNM 012715](#)
- [NIH F31 Proposal Student Checklist](#)
- [NIH F31 Proposal FAQs](#)

Templates

- [Budget Template](#)
- [Budget Justification Template](#)
- [Person Months Calculator](#)
- [Fringe Benefit Rate Memo](#)
- [F&A Rate Agreement](#)