



State Personnel Office Employee Service Center

Submit requests, questions, and documents to:

Service.Center@state.nm.us

State Personnel Office InfoLink:

<http://www.spo.state.nm.us/infolink/>

Contact Us:

Katrina Martinez
Manager
505-476-7756

The Employee Service Center resides within the Human Resources Solutions Center of Excellence of the State Personnel Office.

We provide first and second level technical expertise in addressing human resource questions related to state employment.

The Employee Service Center offers the following:

- Verifies employee dates of employment
- Answers human resource policy questions
- Assists with timesheet entries and corrections
- Arranges for agencies to review personnel files as part of employee transfers
- Researches job history information for employees
- Ensures personnel files are complete and can be retrieved timely
- Assists with copies of W2's
- Assists with copies of 1095-C
- Manages personnel records

Please contact us with any questions you might have at:
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