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College of Health, Education and Social Transformation

Administrative Training:

A Comprehensive Overview of Fiscal and Human Resources Forms and Procedures Training Manual

Team Contributors: Dr. Aida A. Lopez, Finance Director
Dr. Ashley Graboski-Bauer, Program Specialist Sr.
Stephy Medrano, Accountant Intermediate
Alex Villa, Student Worker   Last Updated: June 2023
Melanie Smoak, Program Specialist, Sr.

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Preface

This document is provided by the College of Health, Education, and Social Transformation (HEST) Finance & Budgeting Office (FBO) and is intended as an internal reference only. NMSU guidelines, processes, and rules may change and will always supersede the information here. For the most up-to-date business operations, check with the Aggie Service Center (ASC).

HEST uses several internal forms mentioned throughout this document. All HEST internal forms can be obtained via the Administrative SharePoint or upon request.

SharePoint

What Is SharePoint and How Is It Used?

FBO uses Microsoft SharePoint to receive, process, and return administrative items.

- SharePoint is a free Office 365 application that all NMSU students, faculty, and staff can access.
- SharePoint replaces email for staff for sending most documents back and forth for review and approval.
- When FBO approves and returns an item to its initiator, **the initiator is responsible for any next steps that need to be taken**. This often means submitting something to ASC, HR, Payroll, etc.
    1. Once an initiator has downloaded an item from FBO SharePoint for their records and next steps, they should clear out their folder.
    2. FBO SharePoint uses shared storage and so people should clear out their folders regularly. Those with numerous older items will be contacted and asked to remove them.

Accessing SharePoint

Individuals who will initiate administrative workflow will be given access to the HEST FBO SharePoint:

- This is where items should be uploaded for RBC review and approval, and where they will be returned to initiators for next steps thereafter.

- This is where the latest internal RBC forms can be found, as well as helpful NMSU links.

To access SharePoint in part or in whole, first make sure you have received and accepted an invite to the page you wish to visit or email the group's administrator to request access. If you've been given access to a specific SharePoint folder, save and use the link provided to access those materials.

To access an entire SharePoint, follow these easy instructions to do so via your Microsoft 365 suite.

- Open your NMSU email online, e.g., my.nmsu.edu; then click the grid pattern in the top left.
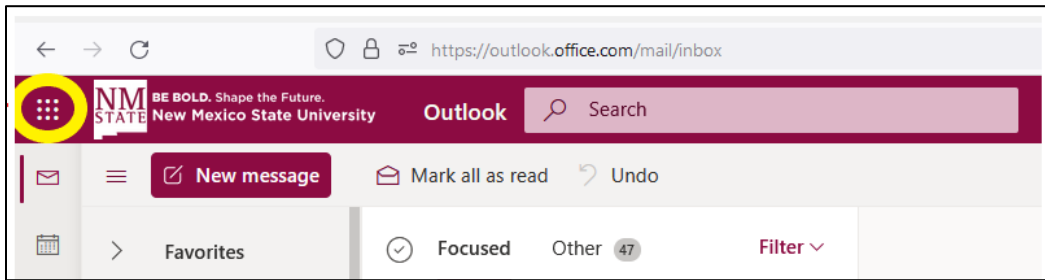
- From the list of options that appears, select "SharePoint." if it isn't immediately visible, click "All Apps" to see it.

- You will arrive at your SharePoint homepage, where you can select the specific SharePoint you wish to visit:
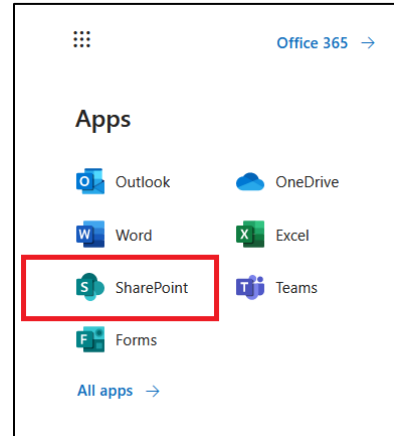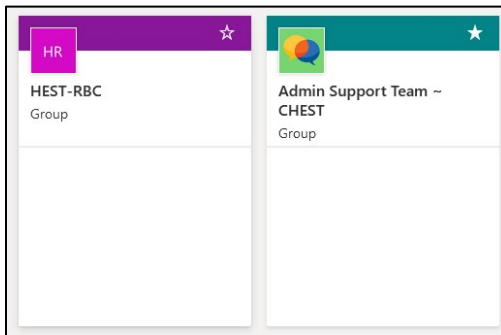
- Next, you'll arrive at the SharePoint landing page (see below). At a landing page, additional navigation options will appear to the left.
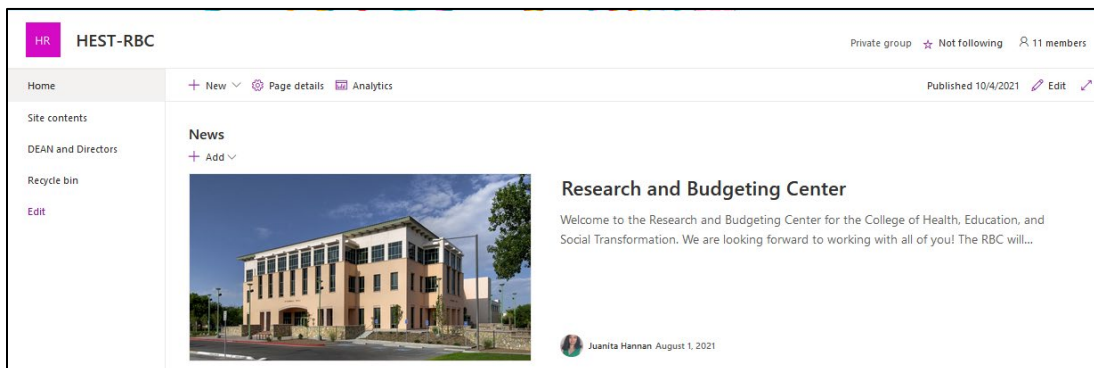
After you have accessed SharePoint, you can add more direct shortcuts to your computer if online email is not your preferred mechanism.

File-Naming Conventions for FBO SharePoint

- To enable workflow via SharePoint, certain file-naming conventions must be used. Failure to use these standardized conventions may result in lost or unprocessed items. **Please name files in this order; see examples below:**

1. **File type abbreviation**
   - Please use standard abbreviations; for questions, check with FBO.
     - E.g., a "Preliminary EPAF" should be a "PEF" and a "Journal Voucher" should be a "JV."
2. **Department abbreviation**
   - Abbreviations must be clearly distinguishable from one another, i.e., Sociology must be abbreviated as SOC and Social Work as SW.
3. **Initials or name of the form initiator**
   - This is the person to whom the form will be returned after FBO processes it.
4. **Name of the person the form is about, if applicable, or other subject keywords, if not**
5. **Value or date of the form (as applicable)**

- **Example 1**: A "Payment Request" for $100.00 to Ada Lovelace, initiated by Marcus Aurelius in Sociology, would be named as follows:
  1. **PR, SOC, MA, A.Lovelace, $100.00**
- **Example 2:** A "Labor Personnel Action Form" effective 12/1/2021, initiated by Genghis Khan in Social Work for Winston Churchill, would be named:
  1. **LPAF, SW, GK, W.Churchill, effective_12.1.2**

Financial Documents & Processes

NMSU's most current business operations and guidelines should always be followed. Information on these can be found at https://inside.nmsu.edu/asc/ or by contacting ASC.

A summary of key processes current at time of press follows, but please check with ASC for questions on the most current practices and requirements.

Payment-Related Signatures

- Payment-related requests must include a payee digital adobe or original ink signature, or be accompanied by an email stating that the expenses are accurate to the payee's knowledge, and have not been reimbursed from any other source.

Reimbursement Pre-Approval Processes

According to NMSU policy, PCard and Aggie Mart should be used for purchases whenever allowable.

- The Payment Guidelines for purchase method should be carefully followed.
- ASC requires pre-approval prior to seeking reimbursement for PCard- or Aggie Mart-allowable purchases that were not made with these methods.
- Pre-approval must be obtained via an ASC ticket, and included in the expense packet sent to FBO.

Employee Travel

Employees Eligible for Travel Reimbursement

- Faculty (including those on sabbatical and emeritus faculty)
- Staff
- Student Employees

Before Making Travel Plans

- Obtain department approval by filling out the **Travel Funding Request Authorization Form** Provide the proposed travel destination and dates, business purpose of travel and estimate of all costs.
- International travel requires prior approval from International & Border Programs. Complete the **International Travel Faculty/Staff authorization form**
- A travel advance may be requested using the **Employee Travel Advance Form** for up to 90% of the anticipated cost of lodging and meals
- Communicate with your PCard personnel to make payment of associated expenses, like conference registration and airfare, through preferred NMSU payment mechanisms.

Meals and Lodging

- "Per diem" is a fixed daily allowance for meals and/or lodging. Lodging and meal receipts are not required when claiming per diem reimbursement.
- To be reimbursed for per diem, employees must travel at least 50 miles from their primary official place of work.

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- Meal and lodging expenses must be paid out of pocket by an employee and then reimbursed on a Travel Expense Report.
- For the first and the last day of travel, meal per diem is limited to 75% of the destination meal per diem.
- Choosing Meal Per Diem when preparing the Travel Expense Report (TER) will display a table with the calculated per diem amounts (based on the destination) for the trip. Enter the numbers of meals (Breakfast, Lunch, Dinner) provided at the event that should be reduced from the reimbursement; the form will not allow the entry of more meals than the number of travel days. All remaining Meal Per Diem fields are computed and no entry is required or permitted.
- Choosing Meal Reimbursement allows the entry of a total amount claimed for meals; receipts are expected to be submitted with the completed form. Reimbursement is limited to the applicable amount of per diem.
- Lodging may be reimbursed using per diem rates for lodging plus applicable taxes or at actual costs for conference or meeting hotels, at hotels with established NMSU rates, or with dean/VP/CC president approval.
- Lodging receipts must show a zero balance due, or be accompanied by payment method documentation showing the transaction.
- Unallowable expenses charged to lodging receipts need to be deducted when preparing a TER.

Transportation

- Airfare can and should be purchased with PCard
- Personal vehicle: Mileage may be reimbursed at the IRS business mileage rate using the **Frequently Used Round Trip Mileage Table**
- Travelers may also claim fuel only (receipts are required)

Travel Funding Request Authorization

- This is a departmental form used to obtain approval to travel **(see next page)**
- The form must include employee name, destination, departments, date of departure and return, and purpose of the trip
- This form allows the department to determine the allowance per diem, lodging, meals, private vehicle, airfare, rental car, shuttle/taxi, registration and other expenses
- Index and fund number must be included in order to determine the funding source
- The form must be signed by the Department Head
- Include this form as backup documentation when preparing the travel expense report

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College of Health, Education & Social Transformation
PO Box 30001, Las Cruces, NM 88003-8001

Travel Funding Request Authorization

Employee Name: _____   Department: Dean's Office ▼

Destination: _____   Date of Departure: _____

Purpose of Trip: _____   Date of Return: _____

Source of Support			
Per Diem:	Department	College	Self/Outside
Number of Days:			
Per Diem Rate:			
Total Per Diem:			
Actual Lodging:			
Number of Days:			
Rate per Day:			
Total Lodging Cost:			
Airfare:			
Departure Time:			
Arrival Time:			
Total Airfare Cost:			
Private Vehicle:			
Miles:			
Rate:	$0.585		
Total:	$		
Rental Car:			
Shuttle/Taxi:			
Registration:			
Other:			
Total:			
Index Name:			
Index Number:			
Fund Number:			

Approvals:

_____   _____
Employee Signature   Date   Finance   Date

_____   _____
Department Head/Supervisor Date   Dean   Date

International Travel Faculty /Staff Authorization

International and Border Programs (IBP) has implemented an improved way for supervisors and administrators across campus to manage international travel for NMSU employees and students. IBP is incorporating a web-based step that should further streamline and expedite the process while giving international travelers information to keep them safe while they carry out their NMSU work.

This is a three-step process:

1. Download the **Employee International Travel Authorization Form** and the **Supplemental Information for Travel to a Country under a U.S. Department of State Travel Warning or Alert**
2. Forms are fillable online in Adobe. Print the forms and obtain the required signatures. Once required signatures have been obtained, send the hardcopy to Cindy Garrett in Hadley Hall 133. You can hand carry the original forms, or you can send them via intercampus mail to MSC 3445. DO NOT try to upload the travel forms into the account you will be creating on the OEA website.
3. Create an account. Fill out the required fields and your travel itinerary.

Once information is verified and the travel form(s) have been approved, you will get a follow-up email with instructions on how to download and print out the approved form.

More information can be found in the following link:

- https://provost.nmsu.edu/international-travel-procedures/index.html

Contact Information

- International and Border Programs
- Cindy Garrett, Executive Administrative Assistant
  - o Phone: (575)-646-2594
  - o Email: clgarret@nmsu.edu

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Employee International Travel Authorization Form

Faculty/Staff University-Related International Travel Authorization   NM STATE — Office of the Provost — BE BOLD. Shape the Future.

Please submit this form *at least 20 days prior to date of international travel*.

TRAVELER INFORMATION:

Name		Banner ID	Date of Birth	Citizenship	Gender

Cell Phone Number	Home Phone Number	Office Phone Number	Email address	

Emergency Contact Name	Emergency Contact Phone	Emergency Contact Email	Relationship to traveler

Destination	Advisory?	Travel Begins	Travel Ends	Flight# or Car info	Point of Contact at destination

PURPOSE (*please check all that apply*)

	Academic/Study		Research		Conference/meeting		Competition/performance		Volunteer/Service
	Study Abroad		Recruitment		Partner Development		Visiting Scholar		Internship

Purpose of Travel:

FUNDING:

Estimated Cost of Travel: $ _____   Who will be paying for this travel? ☐ College ☐ Department ☐ Grant ☐ Other

If travel costs paid through NMSU, please provide the index, fund, account number, and amount to be covered.

Index (FOPAL)	Fund	Account	Amount($)

INTERNATIONAL HEALTH INSURANCE:

NMSU requires that faculty and staff purchase supplemental international insurance (see https://af.nmsu.edu/bpm/bpm-5c/). Please visit this web page (https://provost.nmsu.edu/international-travel-procedures/supplemental-international-travel-insurance.html) for additional information. Choose Coverage & payment method below:

☐ GeoBlue   ☐ Beta (*personal credit card only*)   ☐ Pay for GeoBlue with **Unrestricted** Departmental Index   ☐ Pay for GeoBlue with personal credit card

SIGNATURES: ****EMERGENCY CONTACT NUMBER****
Should an emergency arise, please call (575) 646-3311 for emergency assistance

☐ I acknowledge I have read the information on the web page https://provost.nmsu.edu/international-travel-procedures/index.html
☐ Check here to confirm that traveler has read and attached U.S. Department of State Travel Alert or Warning if applicable to destination.
☐ A copy of the traveler's passport is attached. ☐ A copy of the passport has been previously shared.

Approved   Not Approved

Traveler (Same as stated above)	Traveler Signature	Date	☐ ☐
Supervisor	Signature	Date	☐ ☐
Dean's Signature (print name)	Signature	Date	☐ ☐
Provost Office	Signature	Date	

✓ Please refer to https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html for travel advisories.
✓ Please forward completed forms to the Office of the Provost (Hadley Hall North Suites, Rm 124).
✓ Please direct your inquiries to (575) 646-2594 or clgarret@nmsu.edu
✓ Please refer to the NMSU Administrative Rules and Procedures, Rules 14.69, 16.69 and 16.70 manual.nmsu.edu/policies-and-procedures/ and the International Travel Procedures web page https://provost.nmsu.edu/international-travel-procedures/index.html for more information.

v.08/25/2020

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Supplemental Information for Travel Form

SUPPLEMENTAL INFORMATION
FOR EMPLOYEES AND STUDENTS
PROPOSING UNIVERSITY RELATED INTERNATIONAL TRAVEL TO A COUNTRY
UNDER A U.S. DEPARTMENT OF STATE TRAVEL ALERT OR WARNING

This form is mandatory for NMSU Faculty, Staff and Students traveling on university related international travel to countries under a U.S. Department of State Travel Alert or Warning. See NMSU Administrative Rules and Procedures, Rules 14.69, 16.69 and 16.70 (https://manual.nmsu.edu/policies-and-procedures/) and the IBP International Travel Procedures web page (https://ibp.nmsu.edu/international-travel-procedures/) for full details.

Name of Traveler: _____

Destination Country/ies: _____

On a separate, typewritten document, please attach each of the following:

☐ **Completed Travel Authorization Form(s):**
  Employee Accompanying Forms:
    ☐ Employee International Travel Authorization form
  Student Accompanying Forms:
    ☐ *Student Request for an Exception to a U.S. Dept. of State Travel Alert or Warning* form
    ☐ *Student International Travel Authorization Form*
    ☐ *Student International Travel Waiver, Release and Hold Harmless* form

☐ **Travel Alert or Warning Notice:** Visit the U.S State Department web page (https://travel.state.gov/content/passports/en/alertswarnings.html) to see the latest information on the country or countries you are traveling to. Relevant warnings and/or alerts should be printed and attached to this completed form. If applicable, also attach Centers for Disease Control (CDC) Travel Health Warnings, or other relevant information for each country

☐ **Purpose of Travel:** *A thorough description of the nature and purpose of the proposed travel.*

☐ **Detailed travel itinerary:** *A detailed itinerary, flight details, travel agent (if applicable), exact travel dates to and from the country, exact dates in each country/city/region, modes of transportation in-country, times of travel, general purpose of time spent in each area, etc.*

☐ **Risk Mitigation Plans:** *A thorough description of your mitigation plans for specific risks related to the travel warning(s). Thisshould include information such as transport carriers, areas to be avoided, (especially areas specifically mentioned in the travel alert or warning), reassuring background information on contacts in-country, etc.*

☐ **Contact Information:** *A thorough listing of both U.S. and international contact information while travelling. Address how to best contact the traveler while in-country.*

_____   _____
Signature of Traveler   Date

NMSU ID #:_____

Information may be submitted via email, or by hard copy, to:

  Ms. Cynthia Garrett
  Administrative Assistant to the Associate Provost
  Office of International and Border Programs
  New Mexico State University
  Breland Hall 152
  P.O. Box 30001 - MSC 3567
  Las Cruces, NM 88003-8001
  ibp@nmsu.edu   (575) 646 7041, (575) 646-1517 – fax

US Department of State Travel Warning Supplemental Info, v Apr 2018

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Employee Travel Advance

An employee travel advance is available to **regular faculty, regular staff, and graduate assistants.** Advances for student and temporary employees will be considered on a case-by-case basis with appropriate business justification.

- Use this form to request an advance before traveling **(see next page)**

- An employee travel advance is issued to the traveler/payee.

- Travel advances can be issued for trips up to 30 days long
- For extended trips, an advance may be requested every 30 days and the prior advance must be cleared.
- Minimum amount that can be advanced is $100
- Advance may not exceed 90% of estimated per diem or lodging plus meal allowance
    - Use federal per diem rates for the place/dates of travel. Attach a PDF of the rates to the form to indicate that they are used in the calculations.
- Payment may not be earlier than 45 days before departure date

- A traveler on an extended trip may request an advance every 30 days and must clear the prior advance at the end of each 30 days.

- When an advance is requested based on actual lodging costs, documentation showing the daily lodging rate and total estimated lodging expense is required.

- An employee may only have one travel advance issued and outstanding.

- Lost or stolen advances are considered a personal loss and must be repaid by the employee to whom it was distributed.

- Complete all the information on the form
- Obtain appropriate signatures
- Submit a ticket in Aggie Service Desk in order to be processed

The request for an employee travel advance can be prepared and submitted at any time prior to the departure date; however, the check will not be issued earlier than five (5) days before the departure date, and must be cleared within ten (10) working days upon return from travel. If circumstances require additional time to clear an advance, the Travel Office should be notified.

Upon completion of the trip, the advance amount must be included on the **Travel Expense Report** and deducted from the total amount to be reimbursed to the employee. Advances not repaid within ninety (90) days after completion of a trip, either by submitting a Travel Expense Report with the advance deducted from the travel reimbursement or by repaying the advance with personal fund, will be deducted from an employee's NMSU pay. Travel expense reimbursements submitted after 90 days (from return of travel) are considered taxable and will be reported to the Payroll office for tax collection.

NM STATE UNIVERSITY

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Accounts Payable
Employee Travel Advance

INSTRUCTIONS: (1) Advance is available to regular faculty, regular staff, and graduate assistants.(2) Travel advances can be issued for trips up to 30 days long. For extended trips an advance may be requested every 30 days and the prior advance must be cleared. (3) Minimum amount that can be advanced is $100. (4) Advance may not exceed 90% of estimated per diem or lodging plus meal allowance. (5) Payment may not be earlier than 45 days before departure date. (6) Complete all information on travel Advance Request. (7) Obtain authority signature. (8) Submit a ticket in Aggie Service Desk and attach form and supporting documentation if required.

SECTION 1: REQUESTOR INFORMATION

Date (mm/dd/yyyy): _____ Traveler Name: _____ Aggie ID: _____ Phone: _____

Prepared By: _____ Department: _____ E-mail Address: _____

SECTION 2: REQUEST DETAILS

Starting Point:		Destination:	
Departure Date & Time:		Return Date & Time:	
Estimated Per Diem:	**OR**	Meal Allowance:	**+**
		Estimated Lodging:	
Total Estimated Cost:	X 90%	Maximum Advance:	

I _____, employee of New Mexico State University have requested $_____, for the purpose of conducting approved business travel. I understand that within ten (10) working days after completion of the above trip, a Travel Expense Report must be prepared and submitted to clear the advance. The entire travel advance amount must be deducted from the total trip reimbursement claimed on the Travel Expense Report. If the travel advance received exceeds the reimbursable expenses, I must contact the travel office for instructions on reimbursing NMSU. If I do not submit a Travel Expense Report within ninety (90) days after completion of the trip or immediately upon termination from NMSU, I authorize the amount of the advance to be deducted from my next available paycheck or any other payment I may receive from NMSU.

Traveler's Signature: _____ Date: _____

Index (FOPAL)	Fund	Account	Travel Encumbrance Number	Amount $	P/F

SECTION 3: OFFICIAL APPROVAL

Printed Name: _____ Signature: _____ Date: _____

☐ Principal Investigator ☐ Dean / VP / CC President ☐ Designee **OR** **For Aggie Service Center Units** ☐ Dept Head/Dir ☐ Principal Investigator (PI)

Note: If payee is PI, Dept Head/Dir or above, payee's supervisor's signature is required

SECTION 4: REVIEW AND APPROVAL

Printed Name: _____ Signature: _____ Date: _____

SECTION 5: INTERNAL DEPARTMENT USE ONLY   Processed by: _____ Date: _____

AP-Employee-Travel-Advance.pdf, 4/2020

Reset

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Student Team Advance

It is strongly encouraged, for the benefit of the travelers and sponsors, that a Team Travel Authorization be submitted to the Travel Office prior to departure for all student team travel. Travel authorization forms are required when a travel advance is being requested. The authorization number should be referenced on all subsequent documents. If a trip is cancelled, notify the Travel Office so the encumbrance can be released.

Team sponsors or other NMSU employees traveling with a team may elect to include their lodging and other expenses in the team authorization request; those who elect to do so will be subject to all team travel procedures and will not be eligible for per diem reimbursement. If not included with the student team's authorization, employees should follow normal reimbursement procedures.

Student Team Reimbursement Procedures

All student team Travel Expense Reports must be complete and comply with the following:

Team lodging must be reimbursed at actual cost supported by itemized lodging receipts. Student teams may elect to claim reimbursement of meals in one of the following three ways:

1. *Actual meal costs*, as long as the actual meal costs are less than the allowable per meal per diem for the destination, and receipts for actual meal costs are submitted.
2. *Meal /per diem*, as long as form signed by the student or staff receiving meal per diem evidencing receipt of the meal per diem amount is submitted. Team members must sign each day for receipt of a meal allowance.
3. *A combination of actual meal costs and per diem reimbursement*. The total allowable reimbursement for meals (whether receipted, reimbursed through per diem, or a combination of receipted and per diem) is based on destination and cannot exceed in total the per diem rate allowed per destination. If the city or county destination is not listed, the standard (CONUS) meal rate must be used. For partial-day travel, see section 5C.50.10.

The method of transportation must be indicated on the Travel Expense Report. Mileage may be reimbursed for use of a private vehicle supported by odometer readings, NMSU standard mileage, or mapquest.com. No reimbursement can be claimed for use of an official University vehicle.

All expenses for team travel must be receipted. Tips and/or gratuities related to travel such as bellhop, laundry, bus drivers and maid service will require a receipt, which must be signed and dated by the recipient and witnessed by a member of the travel party. Meal tips must be receipted and cannot exceed 25% of the meal cost.

If a travel advance was issued, submit all required receipts and signature sheets. Cash remaining after the trip should be deposited at Accounts Receivable; contact the Travel Office for the index number. The cashier's receipt should indicate the sponsor's name and authorization number. Attach all receipts, advance deposit receipt and signature sheets to the Travel Expense Report. All cash advances should be cleared within ten (10) working days upon return from travel. If circumstances require additional time to clear advances, contact the Travel Office for alternative arrangements. Team travel advances not repaid

within ninety (90) days after completion of a trip, either by submitting a Travel Expense Report to clear the advance or by repaying with personal funds, will be charged to the departmental index indicated on the advance request; sponsor remains responsible for clearing the advance by completing a Travel Expense Report.

Team Travel Advance

Team travel advances are only issued to an NMSU employee who is considered the team sponsor for the travel event.

Team Travel Advance requirements:

- An approved Team Travel Authorization is required.
- A list of all team members/attendees is required.
- A sponsor may only have one travel advance issued and outstanding.
- Lost or stolen advances are considered a personal loss and must be repaid by the sponsor to whom it was distributed.
- In calculating the advance amount, lodging, meal expenses, and baggage fees for team members and related staff are allowed.
- Travel advances cannot exceed estimated lodging, meal expenses, and baggage fees. All requests must be supported by documentation estimating lodging and meal expenses. Meals and lodging expenses prepaid by any method/source or included in the event must be documented in the estimate and deducted from the advance amount being requested.
- Per Diem for sponsor/employee electing not to be included as part of the team may not be commingled with the team expenses in calculating the advance.
- Itemized meal receipts and lodging receipts by room number and occupant should be retained by the sponsor receiving the advanced funds.
- Meals do not require receipts if team members are issued and sign for a meal allowance, not to exceed the daily meal rate per day per person for the city or county of destination. All required receipts and signature lists should be submitted with the Travel Expense Report.
- Meal tips (including automatic gratuities) must be receipted and cannot exceed 25% of the meal cost.
- Travel advances will not be issued earlier than five (5) working days before the departure date and must be cleared within ten (10) working days upon return from travel.
- Advances not cleared within ninety (90) days after completion of a trip will be charged to the department index provided on the advance request; sponsor remains responsible to clear the advance. If circumstances require additional time to clear advances, contact the Travel Office for alternate arrangements.
- Upon completion of a trip, the team sponsor must prepare and submit a **Travel Expense Report**. When processing the Travel Expense Report, the Travel Office will be responsible for charging the department and clearing the team travel advance.

New Mexico State University
Accounts Payable
Student Group Travel Authorization & Advance Request

INSTRUCTIONS: USE THIS FORM FOR AUTHORIZING THE REIMBURSEMENT OF ACTUAL TRAVEL EXPENSES FOR A STUDENT GROUP OR TEAM AND REQUESTING AN ADVANCE. (1) Advance is available to regular faculty, regular staff, and graduate assistants. (2) Obtain authorized signature. (3) If a travel advance is required, payee is employee to receive advance. (4) If you need assistance in processing this form, see sections 5C.20 of the Business Office Procedures Manual or call the Travel Office at 646-1189.

SECTION 1: REQUESTOR INFORMATION

Date (mm/dd/yyyy): _____   Prepared By: _____   Preparer Phone: _____

Preparer Department: _____   Preparer E-mail Address: _____

SECTION 2: REQUEST DETAILS

Sponsor Aggie ID: _____   Sponsor Name: _____   Sponsor Title: _____

Starting Point:	Destination:
Departure Date & Time:	Return Date & Time:
Purpose of Trip:	
Names of Travelers:	

Estimated Cost of Trip - TRAVEL EXPENSE REPORT & RECEIPTS REQUIRED FOR REIMBURSEMENT	Amount	
	Advance Eligible	Other
Estimated Lodging:	$	
Estimated Cost of Meals:	$	
Estimated Baggage fees:	$	
Total Advance Eligible	$	
Other Expenses to be Encumbered:		$
		$
		$
Total Other		$
Total Encumbrance		$

Encumbrance Funding Detail (if encumbrance is required)			
Index (FOPAL)	Fund	Account	Amount $
Total Encumbrance			

Department Default Index: _____
(This index will be charged if a Travel Expense Report to clear the advance is not processed.)

Travel Advance Certification (advance payment will be made based on amount listed below)
I _____, employee of New Mexico State University have requested $_____ (total advance), for the purpose of conducting approved business travel. I understand that within **ten (10)** working days after completion of the above trip, a Travel Expense Report must be prepared and submitted to clear the advance. The entire travel advance amount must be deducted from the total trip reimbursement claimed on the Travel Expense Report. If the travel advance received exceeds the reimbursable expenses, contact the Travel office for instructions on reimbursing NMSU. If I do not submit a Travel Expense Report within ninety (90) days after completion of the trip or immediately upon termination from NMSU, I authorize the amount of the advance to be deducted from my next available paycheck or any other payment I may receive from NMSU.
Payee Signature: _____   Date: _____

See Page 2 for Approvals

AP-Student-Group-Travel-Authorization-and-Advance-Request.pdf, 8/2019   Page 1 of 2   Reset

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Accounts Payable

Student Group Travel Authorization & Advance Request (continued)

SECTION 2: REQUEST APPROVAL

Printed Name: _____ Signature: _____ Date: _____

☐ Principal Investigator   ☐ Dean / VP / CC President   ☐ Designee   **OR** | **For Aggie Service Center Units**   ☐ Dept Head/Dir   ☐ Principal Investgator (PI)
Note: If payee is PI, Dept Head/Dir or above, payee's supervisor's signature is required

SECTION 3: REVIEW AND APPROVAL

Printed Name: _____ Signature: _____ Date: _____

SECTION 4: INTERNAL DEPARTMENT USE ONLY   Processed by: _____ Date: _____

[Reset]

Contributors: Dr. Aida Lopez, Dr. Ashley Graboski-Bauer, Stephy Medrano, Alex Villa, Melanie Smoak 6/2023

Group Activities Insurance Application

This is a pay by event Group Activities Insurance Policy that provides primary, no-deductible coverage for students and non-employees participating in NMSU officially sanctioned/supervised activities, field trips and on-campus events or camps. The rate for coverage is $0.19 per person, per day.

- A Group Activities Insurance Application must be completed and submitted for fiscal monitor review at least two days prior to the start date of the activity.
- Complete all the information on application
- Include the signature of a Department Head or Activity Leader
- Submit a ticker in Aggie Service Desk and attach form and supporting documentation if required

New Mexico State University
Procurement Services
Group Activities Insurance Application

The policy provides **PRIMARY, NO-DEDUCTIBLE COVERAGE** for students and non-employees participating in NMSU officially sanctioned/supervised activities, field trips, and on-campus events or camps. The rate for coverage is $.19 per person, per day.

A Group Activities Insurance Application must be completed and submitted at least two days prior to the start date of the activity for approval and processing.

Coverage limits include:

Table of Benefits	Maximum Benefits
For expenses incurred within 52 weeks of the date of Accident for Medical and Surgical Treatment, X-Ray Charges, Hospital Confinement, Ambulance Expense and Prescriptions up to….	$5000.00
For Dental Expenses incurred within 52 weeks of Accident, involving sound, natural teeth…	$600.00
For Medical and Hospital Expense for illness which manifests itself on the day or days this policy is in force up to…	None
For Medical Expenses from these specified diseases: Poliomyelitis, Diphtheria, Scarlet Fever, Smallpox, Tetanus, Cerebrospinal Meningitis, Typhoid Fever, Leukemia or Primary Encephalitis…	None
For losses within 100 days of Accident which result in the loss of life…	$5000.00
For losses within 100 days of Accident which cause loss of both hands or both feet, or one hand and one foot, or the total and irrecoverable loss of sight of both eyes…	$15,000.00
For losses within 100 days of Accident which cause the loss of one hand or one foot or the loss of sight of one eye…	$7500.00

The policy does not cover:

1. Eyeglass replacement of prescriptions
2. Hernia in any form
3. Suicide, self-destruction or any attempt thereat
4. Pregnancy
5. Pre-existing conditions
6. Loss covered by Worker's Comp
7. Treatment by self, family members, or person employed by the policyholder
8. Participation in snow tubing, tobogganing, or bobsledding
9. Dental treatment other than injury to sound, natural teeth
10. Illness or accident while under the influence of alcohol, drugs or any other intoxicant

New Mexico State University
Procurement Services

Group Activities Insurance Application

Instructions: Use this application to apply for Group Activity Insurance. 1) Complete all information on application. 2) Include the signature of a Department Head or Activity Leader. 3) Submit a ticket in Aggie Service Desk and attach form and supporting documentation if required. 4) The application must be submitted at least two days prior to the start date of the activity to be considered for coverage.

SECTION 1: REQUESTOR INFORMATION

Date: _____ Requestor Name: _____ Email: _____

Phone: _____ Department: _____

SECTION 2: ACTIVITY DETAILS

Index Number to Charge: _____ Activity Begin Date: _____ Activity End Date: _____

Organization Sponsor (Club, Class, Department/Unit): _____

Designated Activity Leader: _____ Email: _____ Phone: _____

Activity Destination: _____

Activity Description (Include mode of transportation and detail of activities):

Total Number of Individuals: _____ X Total Number of Days: _____ X $.19/day = $_____

List all participants (students/associated non-employees). ☐ More participants - Complete Attached Participant List

No.	First Name	Last Name	No.	First Name	Last Name
1			16		
2			17		
3			18		
4			19		
5			20		
6			21		
7			22		
8			23		
9			24		
10			25		
11			26		
12			27		
13			28		
14			29		
15			30		

SECTION 3: REVIEW AND APPROVAL

Department Head or Activity Leader

Printed Name: _____ Signature: _____ Date: _____

Title: _____

Reviewed and Approved by

Printed Name: _____ Signature: _____ Date: _____

PSRM-Group-Activities-Insurance-Application.pdf, 4/2019   Page 2 of 3   [Reset]

Contributors: Dr. Aida Lopez, Dr. Ashley Graboski-Bauer, Stephy Medrano, Alex Villa, Melanie Smoak 6/2023

New Mexico State University
Procurement Services

Group Activities Insurance Application - Participant List

No.	First Name	Last Name	No.	First Name	Last Name
31			71		
32			72		
33			73		
34			74		
35			75		
36			76		
37			77		
38			78		
39			79		
40			80		
41			81		
42			82		
43			83		
44			84		
45			85		
46			86		
47			87		
48			88		
49			89		
50			90		
51			91		
52			92		
53			93		
54			94		
55			95		
56			96		
57			97		
58			98		
59			99		
60			100		
61			101		
62			102		
63			103		
64			104		
65			105		
66			106		
67			107		
68			108		
69			109		
70			110		

Reset

Contributors: Dr. Aida Lopez, Dr. Ashley Graboski-Bauer, Stephy Medrano, Alex Villa, Melanie Smoak 6/2023

Travel Expense Report Instructions (TER)

Before preparing a travel expense report, make sure that:

- You provide all the receipts.
- Attach the receipts the TER packet separately from the generated forms below (only for those that apply).
- Attach all other backup documentation such as conference agenda, conference flyer, flight itinerary, travel funding request authorization form, international travel faculty/staff authorization form (if applicable), and employee travel advance form (if it was received for the trip).

More detailed instructions can be found in the following link:
https://travelreport.nmsu.edu/instructions.html

Please see the following steps to prepare the travel expense report:

1. Do not use Internet Explorer.
2. Start filling out the traveler and department information.
3. Enter advance information if it applies.

Contributors: Dr. Aida Lopez, Dr. Ashley Graboski-Bauer, Stephy Medrano, Alex Villa, Melanie Smoak 6/2023

Travel Expense Report

* Required

INTERNET EXPLORER IS NOT A SUPPORTED BROWSER WITH THIS FORM

Note: You can click on the ℹ icons below to open instructions for completing each section of the form.

Traveler & Department Information ℹ

* Aggie ID:	ID	* Preparer Name:	Stephy Medrano
* Name:	Enter the traveler name here	* Preparer Email:	example@nmsu.edu
* Department:	CHSS	* Preparer Phone:	6-4644

* Business Purpose and Benefit:

Please enter the trip description details in this box. Add as much information as you can such as traveler's name, purpose, dates, name and place of the conference or meeting, etc.

☐ Personal Travel Time (if applicable):   (enter dates)

Trip Info ℹ

* Departure Date	→	* Departure Time	→	* Search Destination By	→	* Search Term	→	* Destination Per Diem	→	# of Nights
4/1/2019		12 ▼ 00 ▼ ⦿ AM ○ PM		○ Domestic Zip Code ⦿ Domestic City ○ Foreign Country		albuquerque [Go]		Albuquerque, NM (Oct - Sep) ▼		4 ➕

* Return Date	* Return Time	Total Trip Duration
4/5/2019	5 ▼ 00 ▼ ○ AM ⦿ PM	5

* Advance ℹ
⦿ Yes ○ No

Source	Index	Amount
Choose ▼		

Contributors: Dr. Aida Lopez, Dr. Ashley Graboski-Bauer, Stephy Medrano, Alex Villa, Melanie Smoak 6/2023

4. Under travel expenses, select meal per diem and it will be automatically calculated. You can also

Meals
◉ Meal Per Diem ℹ️

Destination	Meal Per Diem	Calculated Allowance	Less: Meals Provided						Total
Albuquerque, NM - First Day	$55.00	$41.25	Breakfast# [ ] x Rate $8.25 Amount [ ]		Lunch# [ ] x Rate $12.38 Amount [ ]		Dinner# [ ] x Rate $20.63 Amount [ ]		$41.25
Albuquerque, NM	$55.00	$165.00	Breakfast# [ ] x Rate $11.00 Amount [ ]		Lunch# [ ] x Rate $16.50 Amount [ ]		Dinner# [ ] x Rate $27.50 Amount [ ]		$165.00
Albuquerque, NM - Last Day	$55.00	$41.25	Breakfast# [ ] x Rate $8.25 Amount [ ]		Lunch# [ ] x Rate $12.38 Amount [ ]		Dinner# [ ] x Rate $20.63 Amount [ ]		$41.25
							Meal Per Diem Total		$247.50

○ Meal Reimbursement (if less than Meal Per Diem)
○ Reset Meals

select meal reimbursement if that is less than meal per diem (receipts will need to be attached as backup documentation in a blank sheet of paper).

5. Lodging can be claimed per diem or actuals. Select the option that best applies for you. In case of claiming lodging reimbursement actuals, you will need to attach the receipt as backup documentation.

Lodging
◉ Lodging Per Diem

Destination	Per Night Destination Rate	# of Nights	Calculated Per Diem	Less: Amount Not Claiming	Total
Albuquerque, NM	$94.00	4	$376.00	[ ]	$376.00

○ Lodging Reimbursement (actuals) ℹ️
○ Reset Lodging

6. Enter transportation information according to the options that appear on this section. For mileage reimbursement, use the **NMSU frequently used round-trip mileage figures** if it applies. In case you are not using these figures, attach a Google map that shows the miles traveled and multiply the miles by the current mileage rate.

- Mileage rates are updated each January 1.

Transportation

	University Paid	Reimbursement Amount	Total
☐ Airfare			
☐ Rental Vehicle			
☑ Personal Vehicle			
◉ Mileage			
Miles Traveled: [ ] Mileage Rate: 0.575 ☑ Default			
For travel prior to Jan 1, 2020, uncheck the Default box and change the rate to 0.580			
○ Claiming Fuel Only		$0.00	$0.00
☐ University Owned Vehicle			
☐ Courtesy Cars (Athletics Only)			
☐ Taxi/Shuttle/Other			
Transportation Totals	[ ]	[ ]	[ ]

Registration/Conference Fees

	University Paid	Reimbursement Amount	Total
Amount of fees: [ ] Paid by: ○ University ○ Traveler (Has reimbursement for fees been previously submitted?)			
Registration/Conference Totals	[ ]	[ ]	[ ]

7. After filling out everything, click calculate travel expenses.

	University Paid	Reimbursement Amount	Total Trip Cost
Trip Totals ⓘ		$623.50	
☐ Maximum Reimbursement?			
Less: Advance			
Total Reimbursement			

Calculate Travel Expenses

8. Finally, add the funding (index, fund and account number), and add comments if necessary.

Frequently used round trip mileage table

Illustration No. 2-1: Frequently Used Round-Trip Mileage Figures

(Round Trip)

IN-STATE HIGHWAY MILEAGE		OUT-OF-STATE HIGHWAY MILEAGE	
Location	**Mileage**	**Arizona**	**Mileage**
Alamogordo	134	Benson	456
Albuquerque	456	Douglas	464
Artesia	356	Duncan	310
Aztec	812	Flagstaff	900
Belen	392	Gila Bend	726
Bernalillo	490	Globe	562
Carlsbad	418	Grand Canyon	1116
Chama	790	Holbrook	720
Cimarron	802	Kingman	1126
Clayton	826	Nogales	620
Cloudcroft	172	Phoenix	744
Clovis	588	Safford	388
Deming	118	Springerville	536
El Paso Airport	100	Tombstone	500
Espanola	626	Tucson	550
Estancia	440	Wickenburg	846
Farmington	822	Yuma	1032
Ft. Sumner	524		
Gallup	698	**California**	
Grants	574		
Hagerman	394	Blythe	1078
Hatch	74	El Centro	1148
Hobbs	530	Fresno	1968
Hurley	194	Indio	1262
Las Vegas	618	Los Angeles	1526
Lordsburg	238	Needles	1264
Los Alamos	644	Riverside	1412
Los Lunas	414	San Diego	1388
Lovington	486	San Francisco	2328
Magdalena	358		
Mora	680	**Texas**	
Mountainair	436		
Portales	550	Abilene	982
Raton	832	Alpine	526
Red River	788	Amarillo	810
Reserve	424	Austin	1276
Roswell	368	Dallas	1350
Roy	774	Ft. Worth	1298
Ruidoso	232	Houston	1602
Santa Fe	576	Lubbock	716
Santa Rosa	488	Midland	690
Silver City	224	San Antonio	1228
Socorro	306	Van Horn	328
Springer	752		
Taos	714	**U.S.A.**	
Tierra Amarilla	760		
T or C	152	Chicago	3018
Tucumcari	606	Denver	1276
Tularosa	160	Las Vegas, Nev.	1390
Vaughn	412	New Orleans	2324
White Sands		New York	4354
Missile Range	52	Washington D.C.	4062

Mexico

Chihuahua	560	Juarez	100
Durango	1424	Mexico City	2604

Funding Request Form (FRF)

- This form is to be used by the departments only when requesting funds from the dean **(see next image)**
- Provide a quote or estimate the costs as close as possible
- Describe the purpose of the funding needed
- Include the index that would be used (if known)
- Send the request to the FBO team to get the approval.
- The FBO team will review. If approved, they will return the document to the requestor.

NM STATE
BE BOLD. Shape the Future.®
College of Health, Education and Social Transformation

Funding Request Form (FRF)

Prepared By: [   ]   Date Requested: [   ]

Amount Requested: [   ]   Vendor(s): [   ]

Purpose & Description:

[   ]

One-Time: [ ]   Ongoing: [ ]

[   ]   [   ]   [   ]   [   ]
Requester   Date   Director/Dept Head   Date

───

FBO Use Only

Commitment #   FY 24   -   [   ]

When processing the approved transaction, please refer to the commitment number in comments section or where appropriate.

[   ]   [   ]
Dean   Date

Approved:

Index Name [   ]   FBO Representative   Date

Index # [   ]   [   ]   [   ]

Fund # [   ]   FBO Director   Date

Direct Pay (DP) for Vendor Payments

- Use this form for **vendor payments** that do not require a purchase order.
- In section 1, fill out the requestor information such as name, department, phone, and e-mail address
- In section 2, specify the vendor information such as the vendor's name and ID. If the vendor does not have an ID, submit a **new vendor request form**
- In section 3, specify the payment type:
  - Enterprise/National Car Rental
  - Fees
  - Legal Services
  - Library books and periodicals
  - Memberships
  - Postage/Shipping (outgoing)
  - Sodexo/Catering
  - Utilities
  - Wright Express (WEX)
  - Other (specify)
- In section 4, specify the business purposes and the payment details. Enter the appropriate index, fund, account code and the total amount.
- Attach backup documentation
- Obtain appropriate approvals from the Principal Investigator/Dean or Designee and send to the FBO team for approval.
- The FBO team will return the approved document to the initiator.
- The initiator is responsible for submitting a ticket in Aggie Service Desk

New Mexico State University
Accounts Payable
Direct Pay For Vendor Payments

Instructions: Use this form for vendor payments that do not require a purchase order. 1) Complete all information on request. If the vendor is not found, submit a new Vendor Request form. 2) Submit a ticket in Aggie Service Desk and attach form with invoice or bill.

SECTION 1: REQUESTOR INFORMATION

Requestor Name: _____ Department: _____

Phone: _____ E-mail Address: _____

SECTION 2: VENDOR INFORMATION- DO NOT USE TO PAY NMSU STUDENT OR EMPLOYEE

Vendor Aggie ID (required): _____ Vendor Name: _____

SECTION 3: PAYMENT TYPE (CHECK ONE)

☐ Enterprise/National Car Rental ☐ Library Books and Periodicals ☐ Utilities
☐ Fees ☐ Memberships ☐ Wright Express (WEX)
☐ International Insurance ☐ Postage/Shipping (Outgoing) ☐ Other: _____
☐ Legal Services ☐ Sodexo/Catering

SECTION 4: PAYMENT DETAILS

Business Purposes:

Index	Fund	Account	Amount
		Total From Continuation Page	
		Total	

SECTION 5: OFFICIAL APPROVAL

Printed Name: _____ Signature: _____ Date: _____

☐ Principal Investigator ☐ Dean/VP/CC President ☐ Designee

SECTION 6: REVIEW AND APPROVAL

Printed Name: _____ Signature: _____ Date: _____

AP-Direct-Pay.pdf, 6/2019 Page 1 of 2 [Reset]

Contributors: Dr. Aida Lopez, Dr. Ashley Graboski-Bauer, Stephy Medrano, Alex Villa, Melanie Smoak 6/2023

New Mexico State University
Accounts Payable

Direct Pay - Continuation Page

Date (mm/dd/yyyy): _____   Payee: _____

Index	Fund	Account	Amount
		Total	

AP-Direct-Pay.pdf, 6/2019   Page 2 of 2   Reset

Contributors: Dr. Aida Lopez, Dr. Ashley Graboski-Bauer, Stephy Medrano, Alex Villa, Melanie Smoak 6/2023

Payment Request Form (PR)

Note that ASC requires the Payee sign this form using a wet (real ink) or certified (time-stamped) digital signature, or the PR must be accompanied by an email from the Payee stating that the charges are arcuate to their knowledge, and they have not already been reimbursed for them from another source.

- Use this form for all payments in which vendor pre-registration is not required.
  - Note that new vendor registration is now initiated through Aggie Mart (AM), not a form.
- In section 1, fill out the requestor information such as the requestor name, department, phone and e-mail address
- In section 2, fill out the payee information such as the payee ID, name, address, state, e-mail, phone, city and zip code
- In section 3, fill out the payment type. Check the one that applies:
  - Employment Related Payment (Include Student Employment)
  - Student (Non-Employment Related)
  - Other Payee (Not paid to NMSU Student or Employee)
- In section 4, indicate the funding source such as the index, fund and account number along with the total amount to be paid
- Attach backup documentation
- Obtain appropriate approvals from the Principal Investigator/Dean or Designee and send to the FBO for approval
- The FBO team will return the approved document to the initiator
- The initiator is responsible for submitting a ticket in Aggie Service Desk

New Mexico State University
Accounts Payable

Payment Request ([Payment Guidelines](#))

Instructions: Use this form for all payments in which vendor registration is not required. 1) Complete all information on request. 2) Obtain appropriate signature. 3) Submit a ticket in Aggie Service Desk and attach form and supporting documentation as applicable.

SECTION 1: REQUESTOR INFORMATION

Requestor Name: _____ Department: _____

Phone: _____ E-mail Address: _____

SECTION 2: PAYEE INFORMATION (ALL INFORMATION REQUIRED)

For taxable payments, attach W-9 or other required tax forms as a separate file.

Payee Aggie ID: _____ If no Aggie ID, enter NONE.

Payee Name: _____

Payee Email: _____ Payee Phone: _____

Payee Mailing Address (for receipt of payment): _____

Address   City   State   Zip

SECTION 3: PAYMENT TYPE (CHECK ONE)

*TAXABLE - SEE GUIDELINES

Employment Related Payment (Include Student Employment)
- ☐ Business Meals Reimbursement
- ☐ Mileage Reimbursement
- ☐ Other: _____

Student (Non-Employment Related)
- ☐ Allowance/Participant Pmt./Stipend* - Taxable (If for services, process through payroll)
- ☐ Consignment Sales* - Taxable
- ☐ Other: _____
- ☐ Award/Prizes* - Taxable
- ☐ Travel Reimbursement/Mileage-Attach Worksheet

Other Payee (Not Paid to NMSU Student or Employee)
- ☐ Allowance/Participant Pmt./Stipend* - Taxable
- ☐ Refund
- ☐ Centrally Initiated
- ☐ Award/Prizes* - Taxable
- ☐ Travel Reimbursement -Attach Worksheet (candidate or non-vendor payment)
- ☐ Subcontracts EQ#: _____
- ☐ Honorarium/Guest Payment* - Taxable
- ☐ Other: _____
- ☐ Livestock or Feed* - Taxable

I certify that charges herein are correct and that payment has not been received from any source.

Payee Signature, if required: _____

SECTION 4: PAYMENT DETAILS

Business Purpose:

Index	Fund	Account	Amount
Total From Continuation Page			
Total			

SECTION 5: APPROVAL

Printed Name: _____ Signature: _____ Date: _____

☐ Principal Investigator   ☐ Dean/VP/CC President   ☐ Designee   **OR**

For Aggie Service Center Units	☐ Dept Head/Dir	☐ Principal Investigator (PI)

Note: If payee is PI, Dept Head/Dir or above, payee's supervisor's signature is required

SECTION 6: REVIEW AND APPROVAL

Printed Name: _____ Signature: _____ Date: _____

AP-Payment-Request.pdf, 02/2020   Page 1 of 2

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Contributors: Dr. Aida Lopez, Dr. Ashley Graboski-Bauer, Stephy Medrano, Alex Villa, Melanie Smoak 6/2023

New Mexico State University
Accounts Payable

Payment Request- Continuation Page

Date (mm/dd/yyyy): _____   Payee: _____

Index	Fund	Account	Amount
		Total	

Reset

Foundation Voucher (FV)

- Use this form when requesting reimbursement from **foundation funds**
- This form requires approval from the department head and the dean
- Once appropriate signatures have been obtained, route to FBO for review and approval
- Document will be returned to department
- Department will submit to NMSU foundation for processing
- Dove Hall, Room 212

NMSU Foundation, Inc.
Voucher-Financial Services
P.O. Box 3590 Las Cruces, NM 88003

Approval Routing: ☐ Program Funds route to NMSU Dept. Head/VP.
☒ Operation Funds route to Foundation Dept. Head/AVP.

Payee: _____

_____

_____

_____   _____
Date   Contact Person

CHSS
_____
Department

_____
Phone Number

Description and Purpose Purpose Must Demonstrate Benefit To NMSU	Invoice Number	Net Amount
Total		$ 0.00

I certify that the charges are correct and appropriate and that payment has not been previously received.

Payee Name (Print Clearly):	Payee Signature:	Date:
I certify that the amounts claimed are just and reasonable.	Payee NMSU Aggie I.D.:	

APPROVAL SIGNATURES:

Department Head/Director (Print Name):	Signature:	Date:
Dean/Vice President: (Print Name):	Signature:	Date:
Foundation Controller (Print Name):	Signature:	Date:
Foundation President (Print Name):	Signature:	Date:

Foundation Gift Accounting Office Use Only:

Reimbursement of expenses incurred in the discharge of official duty? Yes ☐	Audited By:
Within Spending Policy Limits? Yes _____ / No _____ (If "no" provide approval)	Date Audited:
Account Balance at Foundation: $ Debit / <Credit>	Vendor #:

	Department Must List Fund # and Dept. Code:			**Foundation Gift Accounting Office Use Only:**		
Line #	Fund #	Fund Description	Dept. Code	Account #	Account Description	Amount
1						
2						
3					Total from Continuation Page	
					GRAND TOTAL	$ 0.00

NMSU Foundation, Inc.
Voucher-Financial Services
P.O. Box 3590 Las Cruces, NM 88003

NMSU Foundation, Inc. Voucher Continuation Sheet-Attach behind original voucher

Date: _____   Payee: _____

Continuation Description and Purpose Purpose Must Demonstrate Benefit To NMSU	Invoice Number	Net Amount
Total		$ 0.00

	Department Must List Fund # and Dept. Code:			Foundation Gift Accounting Office Use Only:		
Line #	Fund #	Fund Description	Dept. Code	Account #	Account Description	Amount
4						
5						
6						
7						
8						
9					**Continuation Sheet Total**	$ 0.00

Software Purchases & ICT Pre-Approval Form (ICTPA)

Currently, the preferred mechanism for software purchases is via an NMSU funding mechanism, e.g., **PCard. Reimbursement for software purchases made through non-preferred methods may require ASC pre-approval.**

Before making a purchase of any information technology, **there should be a pre-approval from ICT.**

- Fill out the **Procurement of Information Technology (Pre-Approval Request)**

- This form is required prior to the acquisition by purchase of any information technology, including software. It is te intent of NMSU to manage tack information technology purchases in order to take advantage of cost-effective purchase options to support the majority of campus computing needs.

- Complete the form and route to FBO for Dean-level approvals.

- When approved, send via email to itacquisition@nmsu.edu Once ICT returns the form approved, the purchase can be made.

- This approved form should also be submitted as backup documentation if paid with PCard or if it is being reimbursed through a payment request.

- This form is available in the Administration and Finance website: https://inside.nmsu.edu/fbs/forms/

Procurement of Information Technology Pre-Approval Form (ICTPA)

New Mexico State University
Information & Communication Technology
Procurement of Information Technology (Pre-Approval Request)

ROUTING | ICT
itacquisition@nmsu.edu

Instructions: This form is required prior to the acquisition by purchase of any information technology. It is the intent of NMSU to manage track information technology purchases in order take advantage of cost-effective purchase options to support the majority of campus computing needs. Complete this form and route via email to itacquisition@nmsu.edu.

SECTION 1: REQUESTOR INFORMATION

Name: _____ Date (mm/dd/yyy): _____

Phone: _____ Email: _____

Department: _____ College/Division: _____

SECTION 2: VENDOR INFORMATION

Vendor Name: _____

Is this a new contract? ☐ Yes ☐ No

Estimated total cost of contract (Quote must be attached): _____

☐ One-time purchase ☐ Multi-year/ongoing purchases

Company point of contact: _____ _____ _____
                              Name   Email   Phone

SECTION 3: REQUEST DETAILS

☐ Software ☐ Hardware ☐ Service ☐ Cloud Service ☐ Research ☐ Other
☐ New ☐ Replacement ☐ Maintenance Renewal ☐ Individual ☐ Departmental ☐ University Wide

SECTION 4: REQUEST DESCRIPTION

Description of Business Need:

1. Expected Benefit
   ☐ Increased Productivity ☐ Business Process Improvement ☐ Reduce Costs ☐ Improved Customer Service
   ☐ Compliance & Security ☐ Policy ☐ Instructional Research ☐ Other: _____

2. Which of the Vision 2020 Goals are aligned with your request?
   ☐ Academics and Graduation – Provide stellar programs, instruction, and services to achieve timely graduation
   ☐ Diversity and Internationalization – Provide a diverse academic environment supportive of a global society
   ☐ Research and Creative Activity – Promote discovery, encourage innovation, and inspire creative achievement
   ☐ Economic Development and Community Engagement – Drive economic, social, educational, & community development
   ☐ Resource Stewardship – Optimize resources to effectively support teaching, research, and service

ICT-Procurement-of-Information-Technology-Pre-Approval-Request.pdf, 05/2018   Page 1 of 2

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Contributors: Dr. Aida Lopez, Dr. Ashley Graboski-Bauer, Stephy Medrano, Alex Villa, Melanie Smoak 6/2023

New Mexico State University
Information & Communication Technology
Procurement of Information Technology (Pre-Approval Request)

3. ☐ Annual funding required?

4. ☐ Ongoing funding required?

5. ☐ One Time Funding Available – Account Index: _____

   ☐ Ongoing Funding Available – Account Index: _____

6. Type of NMSU Data Stored or Accessed or Processes:

   ☐ Student (FERPA)   ☐ Medical (HIPAA)   ☐ Nonpublic/Sensitive Data (i.e. SSN, DOB)

   ☐ Credit Card (PCI)   ☐ Federal (FISMA)   ☐ Other _____

7. ☐ Central IT Support Required?

SECTION 5: OFFICIAL APPROVAL (required of all requests)

College Dean / Vice President:

Printed Name: _____ Signature: _____ Date: _____

Information & Communication Technology:

Printed Name: _____ Signature: _____ Date: _____

From the date of central approval, this request will be effective for 60 days.

Reset

Contributors: Dr. Aida Lopez, Dr. Ashley Graboski-Bauer, Stephy Medrano, Alex Villa, Melanie Smoak 6/2023

NMSU Contract Clauses Vendor Questionnaire
Externally Hosted "cloud" Services Checklist

The following contract clauses may apply to "cloud" services or external vendors offered to NMSU. Please identify where the contract clauses are located in your contract/agreement and note on column titled "Vendor Contract/Agreement". Please Note: This list is not an all inclusive list and other contract clauses may be required and/or reviewed.

	Contract Clauses	Vendor Contract/Agreement
	FERPA (and privacy and confidentiality in general) "Vendor shall comply with all federal, state, and local privacy laws or regualtions applicable to the covered Data and Infromation (Cor) provided by NMSU and its Constituents, including but not limited to: the Family Educational Rights and Privacy Act (FERPA) (Pub. L. No. 93-380 (1974), codified at 20 U.S.C. § 1232g); the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (Pub. L. No. 104-191, § 264 (1996), codified at 42 U.S.C. § 1320d; Standards for Privacy of Individually Identifiable Health Information, 45 C.F.R. § 160 (2002), 45 C.F.R. § 164 subparts A, E (2002)." "Vendor agrees to hold cor in strict confidence. Vendor shall not use or disclose cor received from or on behalf ofNMSU or its Constituents except as permitted or required by the Agreement, as required by law, or as otherwise authorized in writing by NMSU. Vendor agrees that it will protect the CDI it receives from or on behalf ofNMSU or its Constituents according to commercially acceptable standards and no less rigorously than it protects its own confidential information."	
	Data Security "Vendor shall develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all electronically maintained or transmitted cor received from or on behalf ofNMSU or its Constituents. These measures will be extended by contract to all subcontractors used by Vendor." "Vendor shall provide NMSU with access to its latest SAS 70 (SOC2) Type II audit results, Shared Assessments™ security questionnaire(s), or similar independent security assessment findings, or permit NMSU to conduct its own assessment upon request once every two years." A SOC2 report is an essential requirement especially when placing sensitive/regulated data on the cloud. The SOC 2 report focuses on a business's non-financial reporting controls as they relate to security, availability, processing integrity, confidentiality, and privacy of a system, as opposed to SOC 1/ SSAE 16 which is focused on the financial reporting controls. Vendor policies, terms of service, or similar provisions by NMSU's Constituents."	
	Suspension of end user accounts "Vendor shall not normally suspend or otherwise disrupt the use of Vendor's services by one or more Constituents without prior notice to NMSU and affected Constituents. Vendor may suspend or disrupt a Constituent use of Vendor services without notice if such use constitutes a material and significant threat to the confidentiality, integrity, performance, or availabilty of the Vendor's systems or services."	

	Service level agreements The amount of guaranteed "uptime," the process and timeline for dealing with "downtime," and the consequences for any failures to meet those requirements should be spelled out clearly.	
	Incorporation of URL terms "Vendor expressly affirms that all applicable terms, conditions, and policies are contained within this Agreement and that the Agreement does not incorporate by reference any terms, conditions, or policies residing on Vendor's website or in any form external to this Agreement."	

Aggie Mart

In 2022, HEST was been onboarded to the Aggie Mart (AM) system. **AM is intended to be used for purchases and purchase orders (POs) whenever possible.**

New employees need to be assigned a role within AM in order to have access to the system. Forms for access and training tutorials can be found here:
https://inside.nmsu.edu/asc/aggiemart/

After access to AM has been processed, the launchpad link at https://portal.nmsu.edu/group/mycampus/home can be used to log into the system.
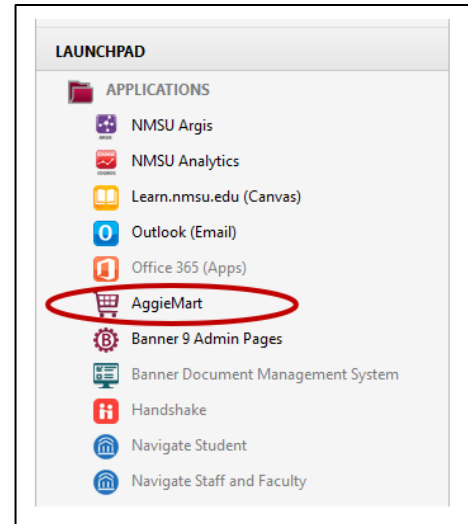
For further information on any process below, please check with FBO, an AM point of contact from their website, or ASC.

Purchases in Aggie Mart

If a vendor has a catalog in AM, purchases should first be attempted through Aggie Mart, rather than PCard. However, PCard (procurement card) can be used without pre-authorization if:

- An item is not available via the vendor's AM catalog.
- The purchase amount does not meet the vendor's shipping minimums within AM.

ASC will review PCard purchases and documentation for compliance with applicable policies, including these exceptions. To use PCard in other situations, place a PCard use request with ASC and wait for further information.

If a vendor has a catalog in AM, they will have an icon under the Catalog section of the Shopping homepage, as shown below. New vendors and product availability within catalogs may be added at any time, so make sure to check this section before proceeding with PCard purchases.
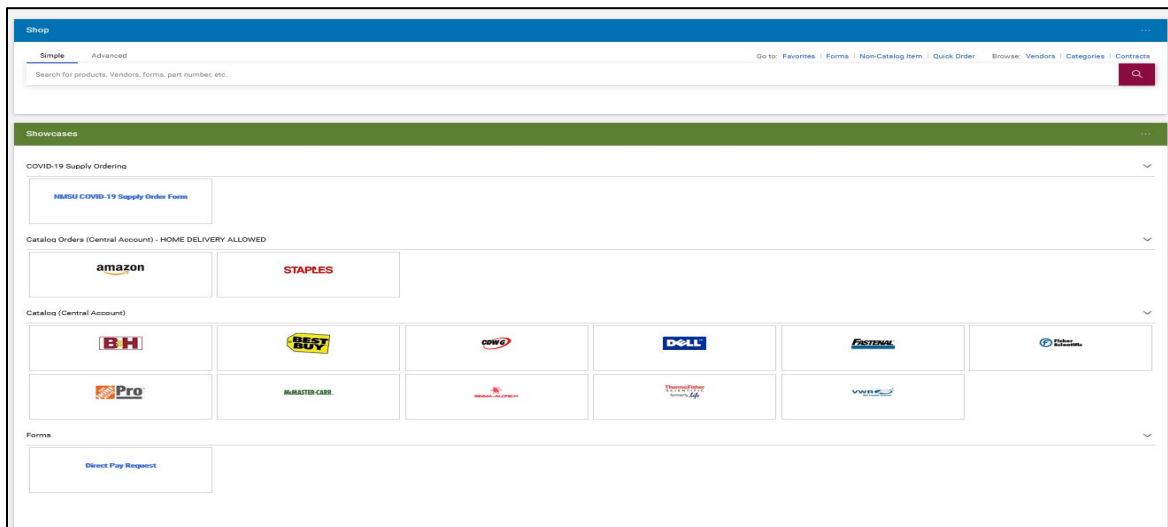
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Search a vendor's catalog and add desired items to one's cart. When finished, complete the vendor's website process until you return to AM. Then, click the "Proceed to Checkout" button to assign account code, funding, and other details for the purchase(s).

- Purchases will require a business purpose description, a funding index, and may need other information.
  - Some components, like account code, may automatically populate based on purchase or preceding information.
  - Make sure to verify that account codes are specific and correct. For grants, make sure the expense is allowable. Check with FBO before purchase if there are any questions.
- Expenses can be split across multiple indices based on % of quantity or % of price.
  - Be prepared with the relevant information if intending to split transactions.

Once this information has been entered, the cart needs to be "assigned" to an FBO staffer for review and approval.
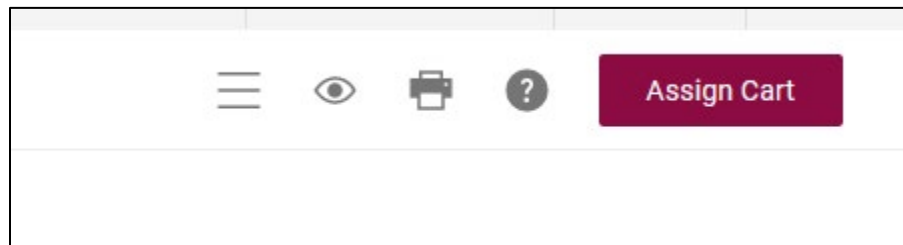
Specific FBO staff members handle different carts, at time of press, as follows:

- Mandy Rivera: carts for SOC, NURS, CD, KINES, and TPAL units
- Melanie Smoak: carts for Dean's Office, SW, CEP, BEST, and PHS units

Check with FBO for updates to this workflow. FBO will review the purchases and approve or return the cart for further information. After FBO processing, the cart will go to ASC for next steps. Shoppers will receive automated processing notifications from AM, and are responsible for following up on their purchases for delivery, returns, etc.

Purchase Orders Through Aggie Mart

AM should be used to initiate purchase orders (POs) whenever possible. This process can be started by clicking the "Non-Catalog Item" link, which is available via Quick Links or at the top of the "Shop" page, as shown below.

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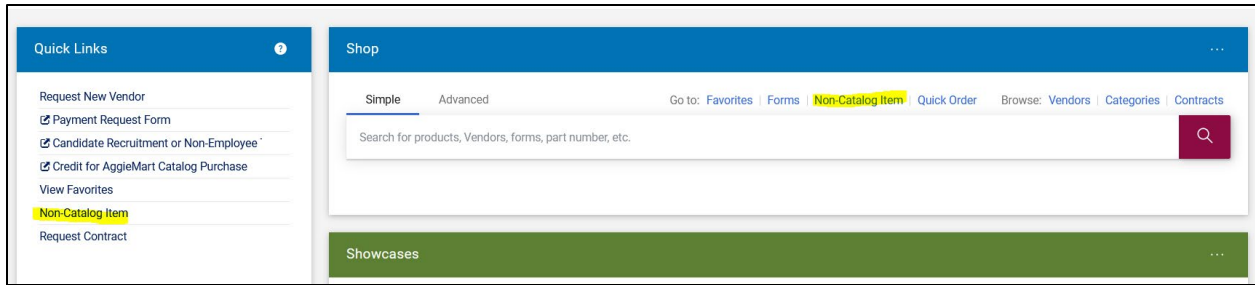
This will start the vendor look-up process. Vendor IDs can also be verified in Banner or through an Excel-format list available in Analytics.

- If a vendor is not listed under the criteria entered in AM, the option to "Request New Vendor" will appear above the search bar. This can be used to initiate the vendor registration process.
- If a vendor is verified as having an NMSU ID but does not appear in the AM vendor system, please notify your FBO AM contact, and then you may initiate a PO via Banner.
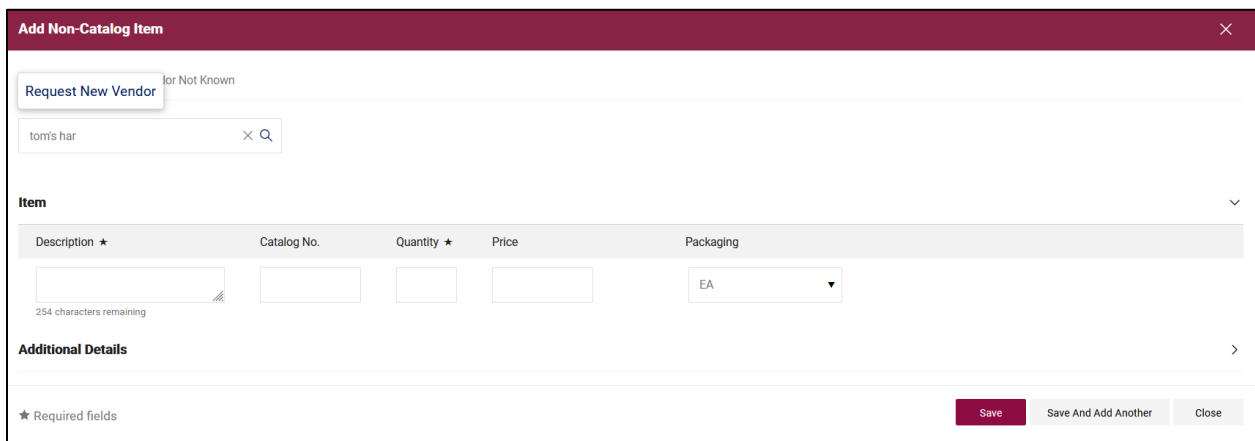
After selecting an existing vendor ID and entering basic item information for the PO (see below), click "save." This assigns a requisition number and adds the requisition to your cart.

- Include only one vendor per cart.

Once in your cart, you may click "proceed to checkout" to add further details to the PO. At this step:

- Invoices can be attached.
- Requisitions will require a business purpose description, a funding index, and may need other information.
  - Some components, like Org #, may automatically populate based on preceding info like funding index.
  - Be sure to change the account code from the default "miscellaneous" option.
  - Expenses can be split across multiple indices based on % of quantity or % of price.
    - Be prepared with the relevant information if intending to split transactions.

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- Requisitions will require a business purpose description, a funding index, and may need other information.

Administrative Assistants are responsible for initiating and submitting purchase orders according to the department needs.

- It is important to note that the FBO team do not initiate POs.
- If POs are using dean's funds, a Funding Request Form (FRF) should be approved prior submission.
  - Certain units may also request the FRF for information to precede other purchase situations. Check with your unit for details.
- The FBO team will review account codes, funding source, balance availability, and backup documentation.
- Once approved by the FBO team, the PO will be routed for further processing, according to college workflows.

Procurement Card (PCard)

Cardholder Responsibilities

PCard purchases should be made in accordance with the following procedures, unless an exception has been granted, in writing, by the PCard Office. Exceptions are requested and granted through ASC.

https://inside.nmsu.edu/asc/

PCard Limits

- $3,000 per transaction
- $10,000 per month
- Purchases of equipment (exceeding $1,000 per item) are not allowed

Request for Monthly Credit Limit and Per Transaction Increases

Temporary increases may be approved by the PCard Administrator on a case-by-case basis. If a Department requires an increase, an email should be sent to **PCard@nmsu.edu** detailing the circumstances for the temporary increase.

Exceptions

Temporary exceptions may be approved by the PCard Administrator on a case-by-case basis. If a Department requires an exception, an email should be sent to **PCard@nmsu.edu** detailing the circumstances for the temporary exception request.

Taxes

NMSU is tax exempt on purchases of goods; however, the University does pay tax on services and rentals. It is the Cardholder's responsibility to notify the vendor of tax-exempt status and obtain a refund if tax is incorrectly charged.

Disputes/Credits/Fraud

- It is the Cardholder's responsibility to contact issuing bank immediately to report fraud or disputed transactions.

- The Cardholder should ensure credits received from the issuing bank are applied to the correct Index and account code

Lost/Stolen Cards

- Cardholders must call the issuing bank immediately and notify Procurement Card Coordinator in the event of a lost, misplaced or stolen card.

Failure to make timely notifications could result in the department being responsible for unauthorized transactions.**Returned Merchandise**

- Cardholders are responsible for ensuring a credit is received and applied to correct index and account code.

Maintenance and Retention of Procurement Card Records

- Receipts are required for all PCard transactions and must be maintained by the department per cardholder. Cardholders shall follow RMR retention guidelines for PCard receipt imaging.

- Retention guidelines can be found on https://inside.nmsu.edu/rmr/

- In the event that a receipt cannot be obtained, a missing receipt form

PCard Transaction Processing

- Cardholders have 6 calendar days from the date of PCard system notification to reconcile a statement in the PCard system. If the statement is not processed within the allotted timeframe, the statement will be forwarded to the designated approver and the cardholder will receive a delinquency notice.

Receipt Attachment

- Cardholders shall submit into PCard system a receipt imaging packet that includes issuing bank's coversheet, cardholder statement and vendor receipts for every statement cycle with activity.

Employment Status Change

- Upon termination of employment, change to temporary status or transfer to another department, the PCard must immediately terminated. This can be done by completing the Procurement Card Maintenance form and submitting it electronically to PCard@nmsu.edu.

Declining Transactions

- Only decline transactions in the PCard system that are unallowable purchases

- Enter a description of the reason for the decline for each declined transaction.

Approvers and Backup Approvers Responsibilities

A PCard Approver/Backup Approver has responsibilities for reviewing and approving cardholder statements in the PCard system. In addition to the previous procedures, the following apply to Approvers/Backup Approvers.

Deadline Transactions

If a statement is forwarded to the Approver, for which a cardholder missed the deadline, it is the approver's responsibility to enter a purpose, account, index, and description into the PCard system.

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Additionally, the Approver/Backup Approver should submit the receipt imaging packet into the PCard system.

PCard Transaction Processing

An Approver has 7 calendar days from the date of PCard system notification to review and approve a statement.

A subordinate should not be officially assigned as the approver of the transactions of their direct supervisor.

An approver should be an individual with sufficient knowledge of the type of business that the cardholder conducts, in order to add value to the approval process and ensure purchases are appropriate.

An individual may not be the final departmental approver of his or her own PCard transaction.

Receipt Attachment

Approvers/Backup Approvers should ensure the receipt-imaging packet submitted into the PCard system includes issuing bank's coversheet, cardholder statement and vendor receipts and is legible and properly attached.

Fiscal Responsibilities

If a transaction is declined as unallowable in the PCard system, an email must be sent to the PCard Administration by the decliner to notify of unallowable transaction and a receivable will be set up in the Cardholder's name. The Cardholder will be notified of the unallowable transaction and balance of the amount due. It is the Cardholder's responsibility to remit payment for the unallowable charge.

If a vendor applies tax to a purchase, the amount of the tax must be split from the remaining transactions. The Cardholder is responsible for receiving a credit for the tax and ensuring it is applied to the correct index and account code.

If a purchase needs to be applied to multiple index numbers or account codes, the transaction can be split in the PCard system by amount or percentage during the reconciliation period.

PCard Restrictions

The following information comes from the PCard manual; however, the most up-to-date business operations and procedures can be obtained from ASC and may differ.

Unallowable Purchases

The following are examples of unallowable and restricted purchases on any University account. The list should not be considered all-inclusive but merely a guide for purchases that are not allowed.

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- Purchases of any product or service from a vendor that would violate an exclusive or semi-exclusive supply and price relationship established by Central Purchasing Office (http://purchasing.nmsu.edu/pricing_agreements/)
- Retirement gifts – restricted to commemorative items with a maximum value of $100.00
- Annual fees on credit cards
- Donations
- Holiday decorations
- Alcoholic beverages (except for resale)
- Tickets for athletic or entertainment events
- Personal care products
- Occasion cards, flowers, and gifts (condolence, birthdays, going away parties) for personal or business occasion/events
- Compensation for personal service
- Fines, Penalties
- Items for personal gain or use

PCard Restricted Purchases

- Expenses associated with lobbying efforts, unless specifically approved for an individual cardholder
- Travel-related expenses, other than airfare (example: hotel, car rental, gas, meals, train fare, bus fare, and internet connections).
- Registration fees paid to another NMSU unit (example: Las Cruces Campus to Alamogordo Campus)
- Cash advances
- Employee awards directly related to employment (example: plaques, gift certificates).
- Internal purchases to NMSU other than the approved food vendors
- Multi-year service agreements or formal contracts
- Rental and lease agreements for facilities or equipment (example: hotel or meeting rooms
- Professional services with terms and conditions and/or agreement
- Prepayments and deposits
- Reimbursement for loss or damage to personal items
- NM gross receipts taxes on goods
- Agency fund purchases
- Employee uniforms and clothing
- Furniture or equipment equal to or greater than $1,000
- Gasoline
- Gift cards*
- Under no circumstances should a PCard be used for materials or services used in building, altering, repairing, installing, demolishing or similar work on buildings, facilities or structures. https://PCard.nmsu.edu/restrictions/

*PCard policies surrounding gift card purchases have changed. Gift cards can be purchased with PCard with pre-approval from ASC and compliance with other applicable rules and regulations. See the "Gift Cards" section of this manual for more information.

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PCard Cycle Times

NMSU Procurement Card Cycle Times

Statement Date From	Statement Date To	Cardholder / Reconciler Period From	Cardholder / Reconciler Period To	Approver Period From	Approver Period To	Transactions Posted To Banner
10/28/2022	11/10/2022	11/11/2022	11/16/2022	11/17/2022	11/23/2022	11/28/2022
11/11/2022	11/24/2022	11/26/2022	12/01/2022	12/02/2022	12/08/2022	12/12/2022
11/25/2022	12/08/2022	12/09/2022	12/14/2022	12/15/2022	12/21/2022	01/03/2023
12/09/2022	01/05/2023	01/06/2023	01/11/2023	01/12/2023	01/18/2023	01/19/2023
01/06/2023	01/19/2023	01/20/2023	01/25/2023	01/26/2023	02/01/2023	02/02/2023
01/20/2023	02/02/2023	02/03/2023	02/08/2023	02/09/2023	02/15/2023	02/16/2023
02/03/2023	02/16/2023	02/17/2023	02/22/2023	02/23/2023	03/01/2023	03/02/2023
02/17/2023	03/02/2023	03/03/2023	03/08/2023	03/09/2023	03/15/2023	03/16/2023
03/03/2023	03/16/2023	03/17/2023	03/22/2023	03/23/2023	03/29/2023	03/30/2023
03/17/2023	03/30/2023	03/31/2023	04/05/2023	04/06/2023	04/12/2023	04/13/2023
03/31/2023	04/13/2023	04/14/2023	04/19/2023	04/20/2023	04/26/2023	04/27/2023
04/14/2023	04/27/2023	04/28/2023	05/03/2023	05/04/2023	05/10/2023	05/11/2023
04/28/2023	05/11/2023	05/12/2023	05/17/2023	05/18/2023	05/24/2023	05/25/2023
05/12/2023	05/25/2023	05/26/2023	05/31/2023	06/01/2023	06/07/2023	06/08/2023
05/26/2023	06/08/2023	06/09/2023	06/14/2023	06/15/2023	06/21/2023	06/22/2023
06/09/2023	06/22/2023	06/23/2023	06/28/2023	06/29/2023	07/05/2023	07/06/2023
06/23/2023	07/06/2023	07/07/2023	07/12/2023	07/13/2023	07/19/2023	07/20/2023
07/07/2023	07/20/2023	07/21/2023	07/26/2023	07/27/2023	08/02/2023	08/03/2023
07/21/2023	08/03/2023	08/04/2023	08/09/2023	08/10/2023	08/16/2023	08/17/2023
08/04/2023	08/17/2023	08/18/2023	08/23/2023	08/24/2023	08/30/2023	08/31/2023
08/18/2023	08/31/2023	09/01/2023	09/06/2023	09/07/2023	09/13/2023	09/14/2023
09/01/2023	09/14/2023	09/15/2023	09/20/2023	09/21/2023	09/27/2023	09/28/2023
09/15/2023	09/28/2023	09/29/2023	10/04/2023	10/05/2023	10/11/2023	10/12/2023
09/29/2023	10/12/2023	10/13/2023	10/18/2023	10/19/2023	10/25/2023	10/26/2023
10/13/2023	10/26/2023	10/27/2023	11/01/2023	11/02/2023	11/08/2023	11/09/2023

December statement dates have been extended to accommodate for Winter Break.

If you have any questions about the dates listed above or any PCard questions, contact the Aggie Service Center at ASC@nmsu.edu or 575-646-2000

Gift Card Purchases

Gift cards must be acquired through an NMSU funding mechanism and are to be used for participation incentives, prizes, and awards only**.** Currently, **PCard is the usual method for purchasing gift cards,** regardless of whether they are physical or digital, but Aggie Mart may be an option if gift cards are included in a vendor catalog. Detailed NMSU rules and regulations regarding gift cards can be found in the Business Procedures Manual (BPM) and from ASC. Some of these key guidelines include:

Gift card or gift certificate reimbursements are not allowed. Gift card or gift certificate items are not to be awarded to employees or Nonresident Aliens and cannot be used for the payment of services or other tax reportable transactions. Examples of appropriate gift purchases include an incentive for students to complete a survey or sell the largest number of tickets to an event.

The IRS considers gift cards and gift certificates to be cash equivalents, therefore control measures must be in place by the issuance area to ensure proper use and departmental accountability. Issuing areas should review and ensure the following:

1. Participants are not frequent gift card recipients, minimizing the risk of non-compliance with IRS tax reporting regulations. Multiple gift cards should not be given to the same individual during a calendar year.
2. The individual making the gift card purchase is accountable for the safekeeping and appropriate documentation of the cards, including the distribution to the recipients.
3. Gift card purchases are restricted to the purchasing card single transaction limit in amounts of $25.00 or less per individual gift card.
4. Unused gift cards will be accounted for.
5. Academic-based gift cards impact a student's financial aid, therefore cards purchased are not to be distributed for academic gifts or awards.

 A recipient log must be used to document the card issued, dollar amount, name and contact information of each recipient. The recipient log is to be maintained at the department and submitted to Accounts Payable, **accountspayable@nmsu.edu**, once all cards are distributed.

Digital/E-Gift Cards

For e-gift cards, it is best to check with FBO well in advance of when they will be needed. We are always acquiring new information on general and vendor-specific processes and will be able to offer the best help if we are consulted early on.

Some general tips:

- To purchase e-gift cards, an initial delivery email will be needed be listed.
- E-cards arrive in a format that can be emailed to participants. Specifics will vary but keep this info in mind for distribution planning.
- All NMSU and agency rules regarding gift cards apply whether they are physical or e-cards.
    - NMSU limits gift cards to ≤$25 per card, per person, per event.
    - NMSU requires a receipt and tracking of each gift card as it is distributed.
    - Gift cards are treated like cash and any leftover gift cards must be paid back.

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o   See the NMSU Business Procedures Manual (BPM) for rules and regulations.

Requesting a PCard Exception to Purchase Gift Cards

All purchases of gift cards require PCard pre-approval. Under no circumstances can gift cards be purchased with a PCard without special advanced permission in writing. The process is the same for physical or digital gift cards, though for the latter, explanation should be sure to address distribution and accountability practices on par with those applicable to physical gift cards. Administrative personnel should help as applicable with making the PCard use request to purchase gift cards.

Please use the **'PCard Limit or Use Request' template** in ASC to submit requests related to purchasing gift cards with PCard.

- Please check with FBO before placing the request if it is for restricted funds, the first time you are placing the request, for a new vendor, or if you have any questions. This will let us guide you through the process for the smoothest outcomes.
- It is strongly recommended that gift card requests be prepared with "reusability" in mind—i.e., language indicating that cards will be purchased in batches up to a maximum amount.
  - o   This is because it is advisable to distribute all cards before more buying more, and language about batches will reduce the need to make a new PCard use request ahead of each purchase.
- When completing the template, make sure to describe:
- How many cards may be purchased at a time and in what denomination(s) each.
- How many cards may be purchased in total, and their total value.
- The business purpose of the cards.
- How the cards will be distributed and documented, including the purpose and the maximum an individual might receive.
  - o   For e-gift cards, make sure to describe processes comparable to those required for physical gift cards.

Provide cardholder full name _____

Please answer the following questions as applicable:

1. Reason for request?

2. What is being purchased?

3. What is the business purpose of purchase?

4. If request is for a limit increase, is request:

    a. for a single transaction purchase? _____ Amount? $_____

    b. for a monthly limit increase? _____ Amount of increase? $_____

    c. estimated purchase date _____

5. Why can't a purchase order be issued?

6. Does the purchase require a contract or agreement? _____

> If so, please attach all supporting documentation including quote.

If granted, the full PCard request must be provided to the PCard reconciler, to be submitted as documentation with the purchase statement.

Failure to follow these steps completely and in the correct order (i.e., exception granted before purchase) will result in a **PCard violation.**

If you have any questions concerning the 'PCard Limit or Use Request' template or submission process, please check with RBC or email asc@nmsu.edu or call the Aggie Service Center (ASC) 575-646-2000.Journal Vouchers (JVs)

A journal voucher is used to correct errors on Banner FOPAL index and account code or to transfer revenue or non-payroll expenses from one index or account code to another.

- If departments detect an error in an index or account code, they must communicate with the FBO team in order to correct the error with a JV.
- Departments should prepare the JV and upload the Excel file and a PDF printed from it to the FBO Share Point for approval.
  - Departments should **use a JED form unless otherwise instructed** by FBO.
    - This form does not require fund number information.
  - Backup documentation, such as Banner screenshots or E-print reports, should be included in the PDF.
  - JVs submitted via ASC must utilize the Banner ID of someone with JV Banner access. FBO will work with initiators on this during the JV process and advise as needed.
- Once the JV is reviewed and approved by the FBO team, both files will be returned to the initiator/department. They are responsible for submitting a ticket in Aggie Service Desk.
- The FBO team will also communicate with the departments in case they find errors in the indices or account codes so the department can initiate a JV to correct it.
- Aggie Service Center will not process any JV without FBO Director approval.

The Journal Voucher Form with instructions can be found in the Administration and Finance Forms website: https://inside.nmsu.edu/fbs/forms/

Journal Voucher Electronic Processing (Excel File)

Clear Work Tab Data		Check Actual Total		Validate Data		Copy To JV Tab						
(Index, Account, Amount and Description are COPY areas for the JV tab page. Header 1, Header 2, Header 3, Header 4 and Header 5 are working areas.)												
ABS_Amount		Index	Account	Description				Amount	Header 1	Header 2	Header 3	Header 4	Header 5

Tabs: JV | **Work_Tab_For_Copy** | Blank_Sheet | JV Instructions | UPLOAD | (+)

				Electronic Journal Voucher - Departmental				

Page ___1___ of ___1___

Document # _____

Clear All Data | **Validate**

Banner Username _____

Transaction Date

Fiscal Year _____

Sequence	JV Code	Index (FOAPAL)	Account	Description (35 Spaces)	Amount	D/C	Reference
1	JED						
2	JED						
3	JED						
4	JED						
5	JED						
6	JED						
7	JED						
8	JED						
9	JED						
10	JED						
11	JED						
12	JED						
13	JED						
14	JED						
15	JED						
16	JED						
17	JED						
18	JED						
19	JED						
20	JED						
21	JED						
22	JED						

Document Total $0.00
Actual Total $0.00

Complete Explanation 1 (50 spaces) _____
Complete Explanation 2 (50 spaces) _____
Complete Explanation 3 (50 spaces) _____
Complete Explanation 4 (50 spaces) _____

Journal Voucher Example

Page 1 **of** 1					**Banner Username**		**Transaction Date**
Document # _____				Electronic Journal Voucher - Departmental	Enter your Banner Username here (i.e. jdoe2010.)		**Fiscal Year**

Sequence	JV Code	Index (FOAPAL)	Account	Description (35 Spaces)	Amount	D/C	Reference
1	JED	131759	732990	WM SUPERCENTER #806	$200.00	D	
2	JED	127395	732990	WM SUPERCENTER #806	($200.00)	C	
3	JED						
4	JED						
5	JED						
6	JED						
7	JED						
8	JED						
9	JED						
10	JED						
11	JED						
12	JED						
13	JED						
14	JED						
15	JED						
16	JED						
17	JED						
18	JED						
19	JED						
20	JED						
21	JED						
22	JED						

Clear All Data   Validate

Document Total	$400.00
Actual Total	$0.00

Complete Explanation 1 (50 spaces) _____
Complete Explanation 2 (50 spaces) _____
Complete Explanation 3 (50 spaces) _____
Complete Explanation 4 (50 spaces) _____

Contributors: Dr. Aida Lopez, Dr. Ashley Graboski-Bauer, Stephy Medrano, Alex Villa, Melanie Smoak 6/2023

Journal Voucher Backup Documentation Example

INDEX 131759

INDEX 127395 TRANSACTION DETAIL

Contributors: Dr. Aida Lopez, Dr. Ashley Graboski-Bauer, Stephy Medrano, Alex Villa, Melanie Smoak 6/2023

Aggie Service Desk Quick Reference Guide

Accessing the Aggie Service Desk (ASD) system

1. Go to https://aschelp.nmsu.edu.

ManageEngine
ServiceDesk Plus

👤 Username — **2**

🔒 Password

🌐 ACN.AD.NMSU.EDU ▾ — **3**

☐ Keep me signed in

Log in — **4**

2. Enter the same **Username** and **Password** that you normally use to access **myNMSU**.
3. Click **ACN.AD.NMSU.EDU** from the **Log on to** drop-down menu.
4. Click on the **Login** button.

Features

ServiceDesk Plus | 🏠 | Requests | Solutions | My Details | ⊙

Request Catalog ▾ | 🔍 ▾ here to rch... | — **3** **4**

My Requests — **2**

Pending
1

How can we help you ?

Search Templates ... 🔍

Popular Solutions [More]

🔍 Search Solution

📢 Announcements — **1**

1. View any important **Announcements**.
2. Select a Template by clicking on the **Request Catalog** drop-down menu.
   Note: you must always use a template for submitting requests.
3. **Home** tab.
4. **Requests** tab – view requests that you have submitted or have been shared with you.

Using Templates

Templates are an easy way to make sure that all necessary information is provided for common requests, and to ensure that the correct service team is notified of the request as soon as it is submitted.

1. Click the **Request Catalog** drop-down on the home screen.
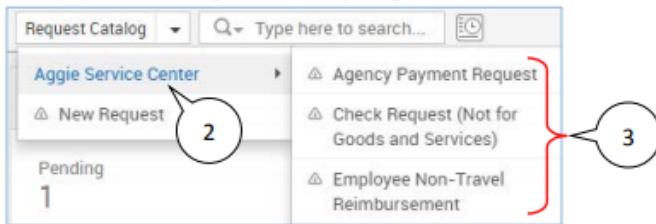
2. Click **Aggie Service Center**.
3. Click on the template for your request (not all templates are shown in the image above).

Note: if there is not a specific template available for your request, select the ***Other-General Questions*** template.

Identify Point of Contact (POC)

This is entered the **Description** box where it states **Provide Point of Contact (POC) Name:_____**

On Behalf of *(Optional)*

Use On Behalf if you want to note who the request is for.

E-mail Id(s) To Notify *(Optional)*

Use E-mail Id(s) To Notify for informing others of ticket submission. (FYI only; will not be able to access ticket).

Funding Source

Select an option from the **Funding Source** drop-down menu.

Attaching Files

Click on the **Attach file** button to include a screen shot or supporting documentation for the request.

Add Request

Add request

Click the **Add Request** button to finalize and submit the request.

Tracking your Ticket Status

1. Click the '**Pending**' link under **My Requests Summary**.

My Request Summary displays the status of your ticket (Open, On Hold, Closed) and current processing group assigned. Customize your view by clicking on the ⊡ icon to add/remove columns.

2. Click on the ticket subject to view request details.

Request | **Resolution** | **History**

3. If Closed ticket status: Click the **Resolution** tab to find associated Banner document number, if applicable.

Requirements for scanning files

Scanner Settings: Black and White mode, Letter page size, 300 dpi, Skip blank page.

Refer to the scanning guidelines at https://rmr.nmsu.edu/bdms-scanning/

Contacting the Aggie Service Center (ASC) about an existing Ticket

You may have questions regarding a ticket or may have been asked by the ASC to submit additional information. Please log in to the Aggie Service Desk to reply to an email or provide additional information.

Requesters receive automated emails from 'Aggie Service Center' similar to this:

Request ID # 14917 has been assigned to your request for:

General Questions: Please enter your queston below in the Description box.

Your question/request is in the queue and a response will be forthcoming.

Thank you,
Aggie Service Center

Note: This is an automated email; please do not reply.
Log in below to respond to this email:

https://aschelp.nmsu.edu/WorkOrder.do?woMode=viewWO&woID=14917

1. Click the link in the message to access your ticket (you will be prompted to logon to the system).
   Note: please **do not** reply directly to the email; all replies are rejected by the system.

2. Click on the **Reply** drop-down menu.
3. Click the **Reply** option. A system email window will be displayed.

4. Type your message at the beginning of the body.
5. Attach files by clicking on the **Attach file** button.
6. Click the **Add** button.

Earnings Report Reconciliation

The earnings reconciliation is very important for projects and departments in order to keep track of the active employees, the salary and operating expenses, the year to day activity and the budget available. Reconciling helps departments to determine if they have available budget or if they would need additional funds.

- The FBO team is in charge of reconciling earnings on a monthly basis.
- Every month, the RBC team will send an email to the departments with the earnings reconciliation for their perusal.

Reconciliation Instructions

Analytics/COGNOS

1. Log into Analytics/Cognos.

2. Using the "Portal Navigation" option, go to "Administration and Finance Sub Tabs," then to "Administration."
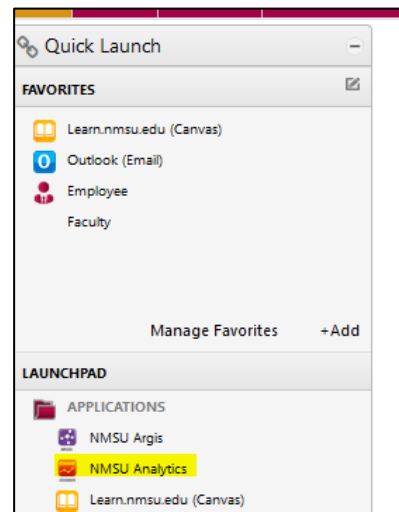
Analytics can be accessed via my.nmsu.edu or other links.
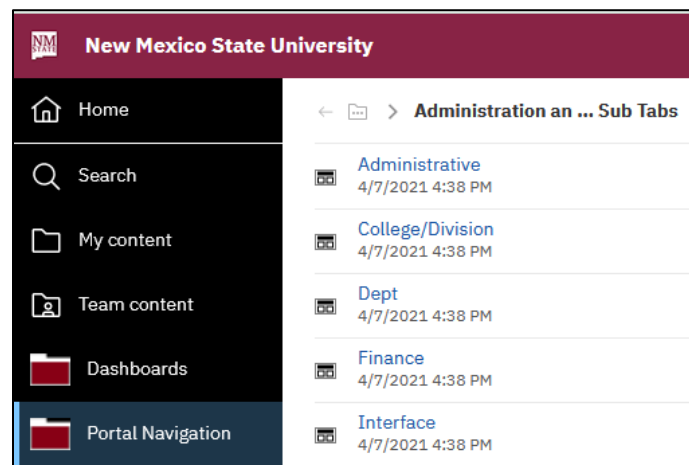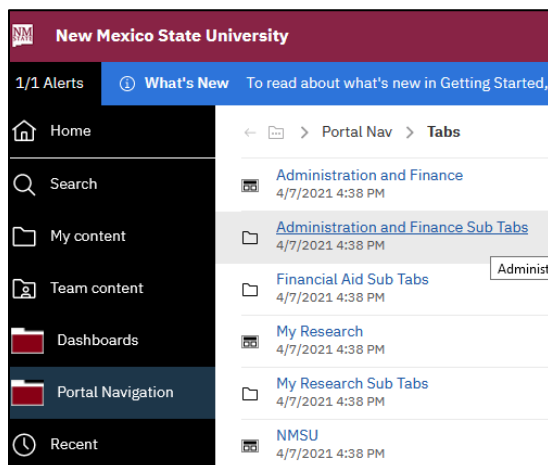
To pull the labor report for reconciliation, start from Portal Navigation, and go to Administrative and Finance Sub Tabs >>> Administrative.

3. Find the **HR-LD-287B Labor Expense Detail (Admin) report.**

4. Select the dates according to the month you are reconciling & enter the account indexes or the organization code.

5. Click finish and the report will look like the image below.

6. Click on the HTML icon, then select view in excel options and view in excel 2007 Data/Format
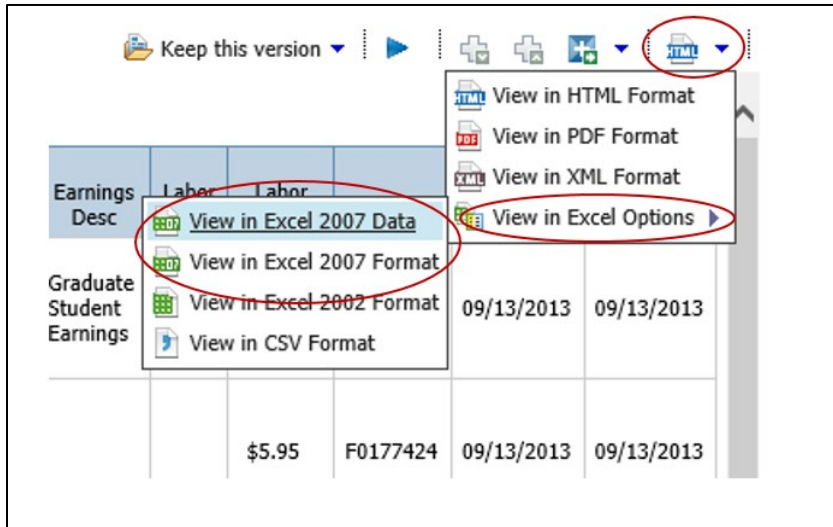
7. Once you have the excel spreadsheet, keep the following columns:

a. Name

b. ID

c. ECLS

d. Position/Suff

e. FY

f. Cal. Yr.

g. PICT

h. Pay No

i. Account Index

j. Account

k. Labor Amount

l. Document Date

m. Transaction Date

8. Go to Data and click Sort.
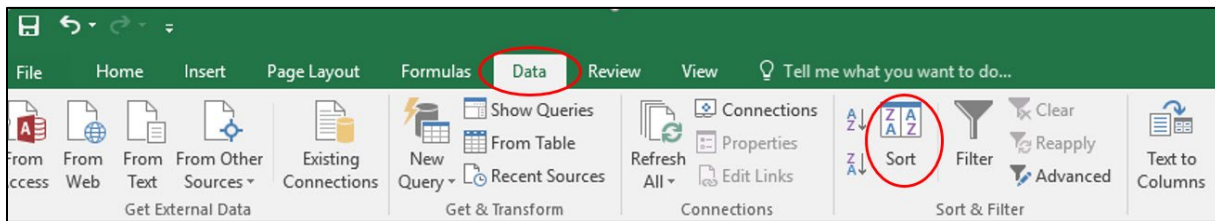
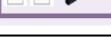**9.** Sort by account index, account, and name (use this order).
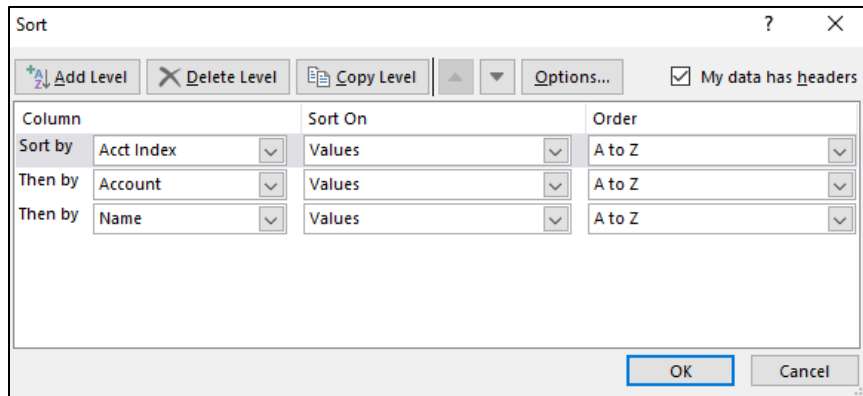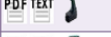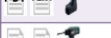
10. Add Subtotals of the same parameters (account index, account, and name). This should result in a report as shown below.
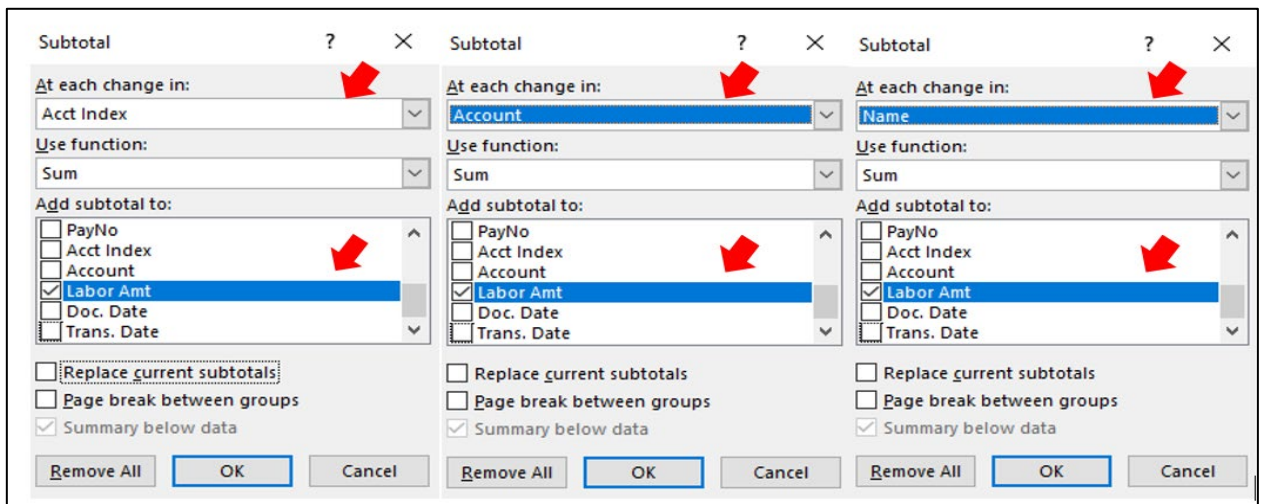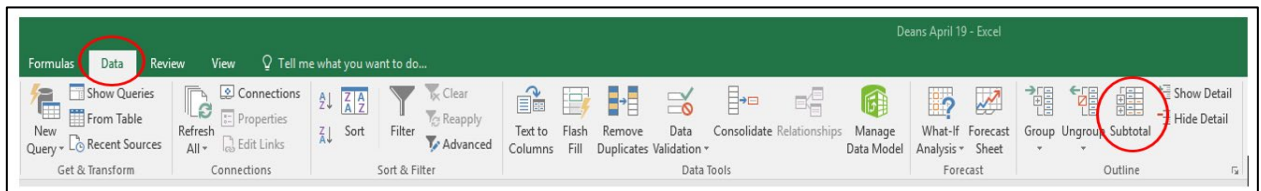
"DEPARTMENT" APRIL 2019

Name	ID	ECLS	Position/Suff	FY	Cal. Yr.	PICT	PayNo	Acct Index	Account	Labor Amt	Doc. Date	Trans. Date
XXX	XXXXXXXX	SG	917555 - 01	2019	2019	SC	7	XXXXX	618600	485.11	4/15/2019	4/15/2019
XXX	XXXXXXXX	SG	917555 - 01	2019	2019	SC	8	XXXXX	618600	485.11	4/30/2019	4/30/2019
XXX Total										970.22		
									618600 Total	970.22		
XXX	XXXXXXXX	SG	917555 - 01	2019	2019	SC	7	XXXXX	621970	5.38	4/15/2019	4/15/2019
XXX	XXXXXXXX	SG	917555 - 01	2019	2019	SC	8	XXXXX	621970	5.38	4/30/2019	4/30/2019
XXX Total										10.76		
									621970 Total	10.76		
								XXXXX Total		980.98		

Contributors: Dr. Aida Lopez, Dr. Ashley Graboski-Bauer, Stephy Medrano, Alex Villa, Melanie Smoak 6/2023

E-PRINT

1. Go to https://eprint.nmsu.edu/cgi-bin/eprint.cgi

2. Select the ZAFGRBD report

	Report	Description	Latest Date
PDF TEXT DATA	ZAFGRBD	Budget Status (Current Period) AT FOPA	Thu Jan 31, 2019 5:12pm
PDF TEXT	ZAFGRBD61S	Budget Status (Current Period)	Thu Jan 31, 2019 5:12pm
PDF TEXT	ZAFGRPD	Program Detail Activity at ACTIVITY LEVEL	Thu Jan 31, 2019 7:36pm
PDF TEXT	ZAFGRPDYTD	Program Detail Activity at ACTIVITY LEVEL-YTD	Thu Jan 31, 2019 7:48pm
PDF TEXT	ZEMPDIST	Employee Distribution by ORG/account	Thu Jan 31, 2019 09:28am
PDF TEXT	ZFARIREC	Invoices Awaiting Receiver Report	Mon Jul 10, 2006 2:01pm
PDF TEXT	ZFGRIDOC	incomplete documents by user	Fri Mar 01, 2019 04:01am
PDF TEXT	ZFGROPNE	Open Encumbrances Report by FUND	Tue Feb 05, 2019 06:01am

3. Select the month you are reconciling and click on the magnifying glass

	Title	Date
PDF TEXT DATA	Budget Status (Current Period)	Thu Jan 31, 2019 5:12pm

4. Search by Index, Org or fund number. Type this number in the search section and click Go

Page Key: Index ▾

Pick Values Manually

Go

Search: [ ]

Go

Range: [ ] to [ ]

Go

5. Download the document as PDF file

6. The E-Print report will look like the images below. Verify that E-Print and Cognos/ Analytics match with Banner


```
REPORT ZAFGRBD                          New Mexico State University              RUN DATE: 05/01/2019
FISCAL YEAR: 19                          Budget Status (Current Period)            TIME: 05:34 PM
                                              AS OF 30-APR-2019                    PAGE: 1531


COAS:          N      New Mexico State University
FUND:
PRED ORG:
ORG:
PROGRAM:
ACTIVITY:
LOCATION:
INDEX:

                                ADJUSTED      CURRENT PERIOD    YEAR TO DATE      BUDGET         AVAILABLE      CMT
ACCOUNT    ACCOUNT TITLE          BUDGET         ACTIVITY         ACTIVITY      COMMITMENT        BALANCE       TYP

618000  STUDENT GRADUATE ASSISTANT POOL   1,634.00          .00              .00           .00       1,634.00   U
618100  STUDENT REGULAR                        .00       435.00           435.00           .00        -435.00   U
618200  STU WORK STUDY FED                      .00       254.25           630.75           .00        -630.75   U
621970  FRINGE RATE STUDENTS                   5.26         7.30            11.29           .00          -6.03   U

TOTAL   Operating Expense - Labor       1,639.26       696.55         1,077.04           .00         562.22

722180  AIRFARE - DOMESTIC                     .00          .00         2,593.47           .00      -2,593.47   U
722200  DOMESTIC TRAVEL - NON-TEAM             .00     1,782.31        10,908.58           .00     -10,908.58   U
722230  DOMESTIC TRAVEL - FEDERALLY EXCLUDE    .00          .00           130.83           .00        -130.83   U
724200  FOREIGN TRAVEL - NON-TEAM              .00     1,838.50         1,838.50           .00      -1,838.50   U
731000  OFFICE SUPPLIES                        .00        45.78         1,332.07           .00      -1,332.07   U
732001  OTHER SUPPLIES                         .00       163.86         2,092.68           .00      -2,092.68   U
732050  AWARDS                                 .00          .00            99.00           .00         -99.00   U
732100  COMPUTER AND ELECTRONIC SUPPLIES       .00          .00         1,405.07           .00      -1,405.07   U
732990  OTHER SUPPLIES FEDERAL EXCLUDED        .00          .00         1,958.28           .00      -1,958.28   U
733001  PRINT AND PHOTO SUPPLIES               .00        59.87           125.87           .00        -125.87   U
737100  BUSINESS MEALS/FOOD PRODUCTS           .00       108.06         1,720.73        208.00      -1,928.73   U
740100  FURNITURE AND EQUIPMENT LT 5000        .00          .00           571.01           .00        -571.01   U
744500  ELECTRICAL R M PARTS                   .00          .00             7.95           .00          -7.95   U
750051  SEMINARS AND TRAINING                  .00          .00         1,890.00           .00      -1,890.00   U
750101  COMMUNICATIONS                         .00        34.00            34.00           .00         -34.00   U
750201  POSTAGE                                .00          .00           406.52           .00        -406.52   U
750310  EQUIPMENT CHARGES                      .00        75.90           761.68           .00        -761.68   U
750320  DDD CALLS ICI LINES                    .00         9.36           210.05           .00        -210.05   U
750530  IT INSTALLATION                        .00        35.50           248.50           .00        -248.50   U
750701  ADVERTISING                            .00          .00           471.91           .00        -471.91   U
752001  PRINTING REPRODUCTION                  .00          .00           406.10           .00        -406.10   U
753001  RENTAL-OTHER NON BUILDING              .00       360.00           620.00           .00        -620.00   U
753200  HARDWARE AND EQUIPMENT RENTAL          .00       384.51         4,696.27        743.09      -5,439.36   U
753990  RENTAL FEDERALLY EXCLUDED              .00          .90            11.77           .00         -11.77   U
758500  OFS SERVICES                           .00        36.23           593.92           .00        -593.92   U
760010  DUES, FEES, AND TAXES                  .00          .00           660.00           .00        -660.00   U
760610  MEMBERSHIP                             .00     1,047.00         1,367.00           .00      -1,367.00   U
760900  SALES TAX                              .00         -.90              .00           .00            .00   U
760905  NMGRT - GOODS                          .00          .00            20.72           .00         -20.72   U
761001  PROFESSIONAL CONTRACTED SERVICES       .00          .00            40.00           .00         -40.00   U
```

```
REPORT ZAFGRBD                         New Mexico State University              RUN DATE: 05/01/2019
FISCAL YEAR: 19                        Budget Status (Current Period)           TIME: 05:34 PM
                                       AS OF 30-APR-2019                        PAGE: 1532


COAS:       N      New Mexico State University
FUND:              OPERATING ACCOUNTS MAIN
PRED ORG:
ORG:
PROGRAM:
ACTIVITY:
LOCATION:
INDEX:

                                ADJUSTED      CURRENT PERIOD   YEAR TO DATE      BUDGET       AVAILABLE     CMT
ACCOUNT      ACCOUNT TITLE       BUDGET         ACTIVITY        ACTIVITY       COMMITMENT      BALANCE      TYP
762320  CCSU EVENT EXPENSE          .00            .00            66.00            .00          -66.00   U
765990  FREIGHT FEDERAL EXCLUDED    .00            .00           242.00            .00         -242.00   U
766010  COMPUTER SERVICES           .00            .00            90.00            .00          -90.00   U
766100  SOFTWARE LT 5000 OR SUBSCRIPTION .00       .00        10,068.81            .00      -10,068.81   U
766200  ICT SERVICES                .00         297.14         2,179.17            .00       -2,179.17   U
768001  NONEMPL TRAVEL DOMESTIC     .00            .00           114.68            .00         -114.68   U
799800  LARGE BUDGET POOL     107,449.45            .00             .00            .00      107,449.45   U

TOTAL    Operating Expense - Non Labor  107,449.45   6,278.02    49,983.14        951.09      56,515.22


TOTAL FOPA
REVENUES                          .00            .00             .00            .00             .00
EXPENSES                   109,088.71       6,974.57       51,060.18         951.09       57,077.44
APPLIED CHARGES                   .00            .00             .00            .00             .00
TRANSFER                          .00            .00             .00            .00             .00
NET                       -109,088.71      -6,974.57      -51,060.18        -951.09      -57,077.44
```

BANNER

1. For unrestricted and Foundation indices, go to **FGIBDST** in Banner. For grants, go to **FRIGITD.**
2. Enter the index number and unclick "include revenue."
3. You will get the following screen where you will be able to see the budget, YTD activity, commitments, and the available balance.

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
618000	L	STUDENT GRADUATE ASSISTANT POOL	1,634.00	0.00	0.00	1,634.00
618100	L	STUDENT REGULAR	0.00	795.00	0.00	-795.00
618200	L	STU WORK STUDY FED	0.00	737.25	0.00	-737.25
621970	L	FRINGE RATE STUDENTS	16.24	16.24	0.00	0.00
722120	E	DOMESTIC RECRUITING TRAVEL	0.00	42.92	0.00	-42.92
722180	E	AIRFARE - DOMESTIC	0.00	2,593.47	0.00	-2,593.47
722200	E	DOMESTIC TRAVEL - NON-TEAM	0.00	11,408.58	0.00	-11,408.58
722230	E	DOMESTIC TRAVEL - FEDERALLY EXCLUDE	0.00	636.94	0.00	-636.94
724200	E	FOREIGN TRAVEL - NON-TEAM	0.00	3,297.80	0.00	-3,297.80
731000	E	OFFICE SUPPLIES	0.00	1,332.07	0.00	-1,332.07
732001	E	OTHER SUPPLIES	0.00	2,092.68	0.00	-2,092.68
732050	E	AWARDS	0.00	99.00	0.00	-99.00
732100	E	COMPUTER AND ELECTRONIC SUPPLIES	0.00	1,405.07	0.00	-1,405.07
732990	E	OTHER SUPPLIES FEDERAL EXCLUDED	0.00	1,958.28	0.00	-1,958.28
733001	E	PRINT AND PHOTO SUPPLIES	0.00	204.64	0.00	-204.64
737100	E	BUSINESS MEALS/FOOD PRODUCTS	0.00	1,809.80	195.00	-2,004.80
740100	E	FURNITURE AND EQUIPMENT LT 5000	0.00	571.01	0.00	-571.01
744500	E	ELECTRICAL R M PARTS	0.00	7.95	0.00	-7.95
750051	E	SEMINARS AND TRAINING	0.00	1,890.00	0.00	-1,890.00
750101	E	COMMUNICATIONS	0.00	34.00	0.00	-34.00
		Net Total	109,099.69	54,592.31	553.58	53,953.80

Contributors: Dr. Aida Lopez, Dr. Ashley Graboski-Bauer, Stephy Medrano, Alex Villa, Melanie Smoak 6/2023

4. Make sure that Cognos/ Analytics, E-print and Banner match for your reconciliation. The YTD activity amount for each account code should match with your earnings report

Human Resources Documents

HEST utilizes both internal and external processes for Human Resources documents and procedures.

Electronic Labor Redistribution (ELR)

HEST uses an internal ELR Table form as part of its processes for Electronic Labor Redistributions (ELRs). ELR tables must be completed and routed to FBO via Share Point as part of the ELR entry and approval process.

Labor Distribution pertains to funds (Indices/FOAPALs) that pay for an employee salary. If the original funds (Indices/FOAPALs) to which an employee's pay was charged needs to be changed after-the-fact, a Labor Redistribution Form using Banner Employee Self-Service will need to be processed within 90 days of the pay date.

HEST ELR Table & Process

To initiate an ELR, complete an ELR table to outline the intended changes. The ELR table template can be found on the HEST FBO SharePoint or requested from FBO.

- A table should be completed for each position and series of changes to be made. If the exact same "from-to" changes will be applied across more than one pay period, those pay periods can be listed in the same table.
- All suffixes to be impacted must be outlined in the ELR table, so that it is clear what to review for in the computer system.
- The initiator should complete the ELR table and route it for impacted PI, supervisor, and employee acknowledgements and approvals.
- When all signatures have been obtained, the initiator should enter ELRs entered into the computer, and then submit the tables to FBO as notification to review the pending changes.
  - Do not wait for FBO to return your tables to enter the ELRs.
- ELRs will be reviewed according to the table information and applicable budget documents on file with FBO, and approved or returned for changes as appropriate.

HEST ELR Table Form

Electronic Labor Redistribution (ELR) Form

Employee	Banner ID	Position/ Suffix	Earn Code(s)	Pay ID	Start	End	Current Distribution		New Distribution		Reason for Reallocation
							Index	%	Index	%	
								0.00%		0.00%	
								0.00%		0.00%	
								0.00%		0.00%	
								0.00%		0.00%	
								0.00%		0.00%	
								0.00%		0.00%	
								0.00%		0.00%	
							Total	0.00%		0.00%	

Originator Name: _____   Date: _____

Employee Signature: _____   Date: _____

Cost Share PI Signature (If Applicable): _____   Date: _____

PI Signature: _____   Date: _____

PI Signature: _____   Date: _____

Supervisor Signature (If Applicable): _____   Date: _____

Developed by Erica Tontodonati, 2018; Revised by Dr. Graboski-Bauer 2.14.22

Labor Redistribution Business Rules

- The Electronic Labor Redistribution process changes applied labor expenses only. Future changes to an employee's job labor redistribution will need to be done via a Labor Personnel Action Form.
- Fringe is automatically changed by the system to coincide with the labor.
- Earn codes that **can be changed** on a Labor Redistribution Form are listed
- Earn codes that **cannot be chan**ged on a Labor Redistribution Form are listed
- Redistribution can only be made to completed transactions with a disposition code of "70, Complete." Disposition codes are listed
- An approver cannot approve an action that they initiated
- Account codes should not be changed through the electronic labor redistribution
- Comments area should be completed with the reason for change. Changes beyond 90 days of the pay date require justification in the comments area.
- Authorized approvers and their designees are determined by the Signature Authority Database.
- Security access to employees in the Electronic Labor Redistribution is based on HR access in Banner.

The electronic labor redistribution form allows changes to labor expense on-line. The redistribution will then route electronically for approval and once approved will feed to Banner Finance. Labor redistributions are initiated and approved within Employee Self-Service Labor Redistribution application. The new process eliminates the payroll department from the routing and input process.

Users in the initiator role, who have attended training and successfully completed an open-book assessment covering the business rules, will be granted access. Authorized approvers and their designees are determined by the Signature Authority Database in accordance with the Signature Policy.

The primary advantage of the electronic process is the ability to track the form in the approval process through the Routing Queue.

Roles and Responsibilities

Initiator: an individual with security access to originate a labor redistribution for employees within their organization.

The requirements to become an initiator are:

- Must be a regular employee, grade 4 or above
- Must complete Electronic : Labor Redistribution Initiator Training course
- Must pass open-book end of assessment with a score of 90 or above
- Must submit a computer security access form to ICT

Approver: an individual with security access to approve labor redistributions; usually a Dean/VP/Community College President or designee. Approvers are assigned at sequence 5. Additional approvers may be added on a transaction-by-transaction basis.

Fiscal Monitors: second level approvers. For restricted funds, transactions route to SPA. For unrestricted funds, transactions route to AFR.

Principal Investigators: Principal Investigators receive FYI copies of labor redistributions and should acknowledge the redistribution within the system within 1 week.

Controller: The University Controller approves all labor redistributions over 90 days old.

Payroll: Payroll is not part of the approval process. Payroll is only responsible for processing the feeds to Banner.

Logging on to Banner Self-Service

Banner Self-Service provides access to the Electronic Labor Redistribution.

1. Type **https://my.nmsu.edu** in the address bar of your web browser and press enter.
   The myNMSU page will appear.

2. Enter **User Name** and **Password**.

The **myNMSU** home webpage will be displayed.
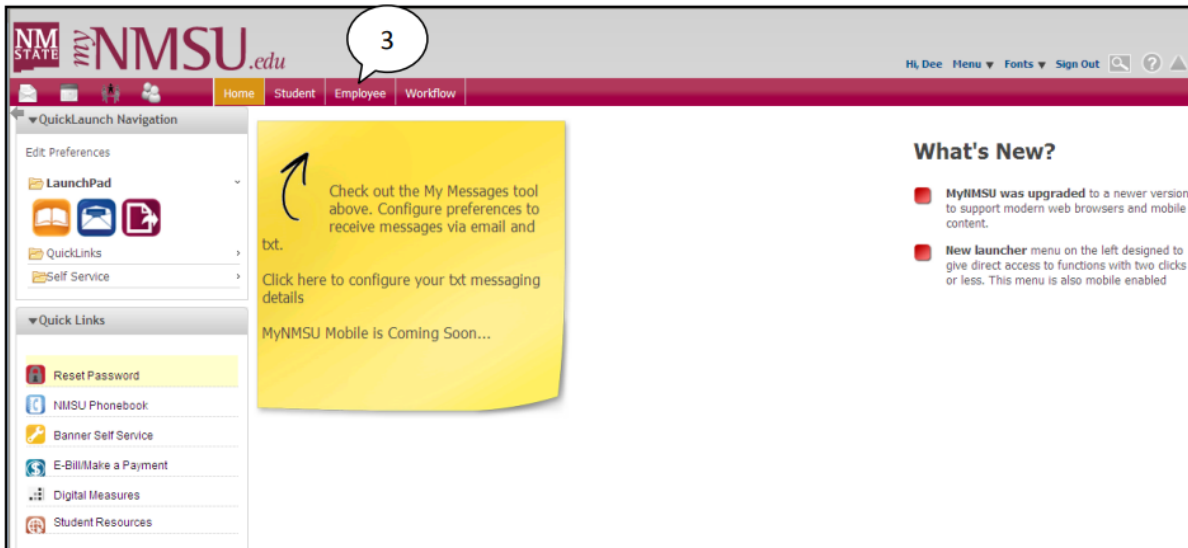
3. Click on the **Employee** Tab.

Employee tab information will be displayed.
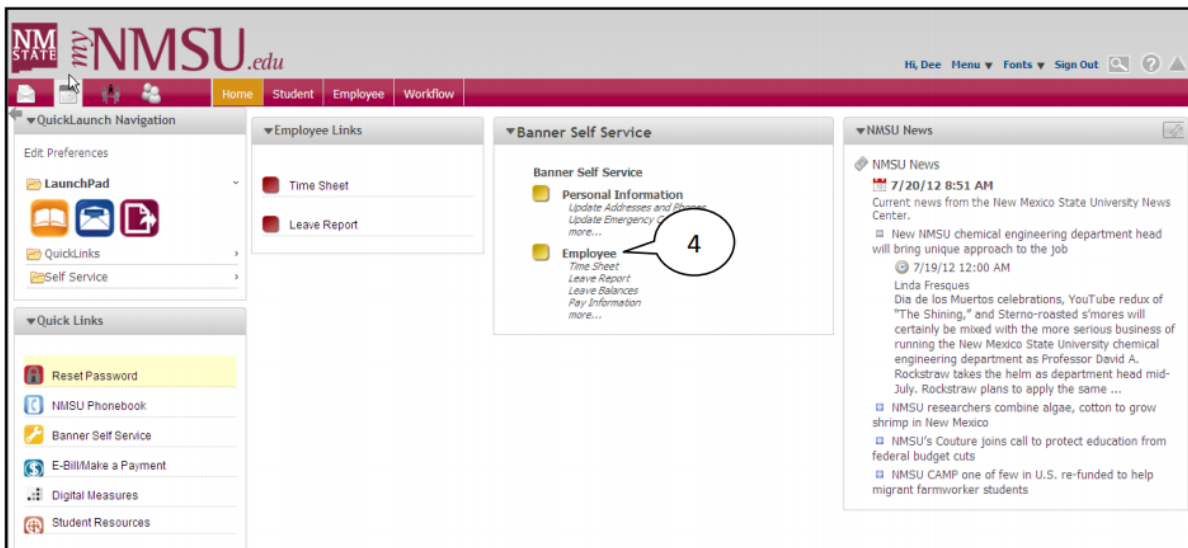
4. Click on the **Employee** link.

The Employee list options will be displayed.
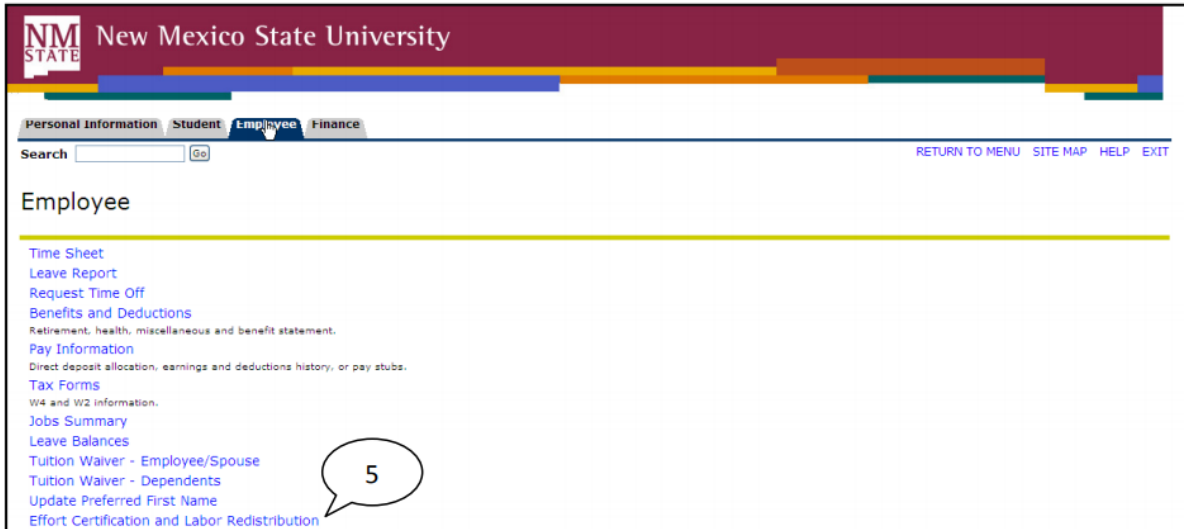
5. Click on the **Effort Certification and Labor Redistribution** link, the following screen will be displayed.
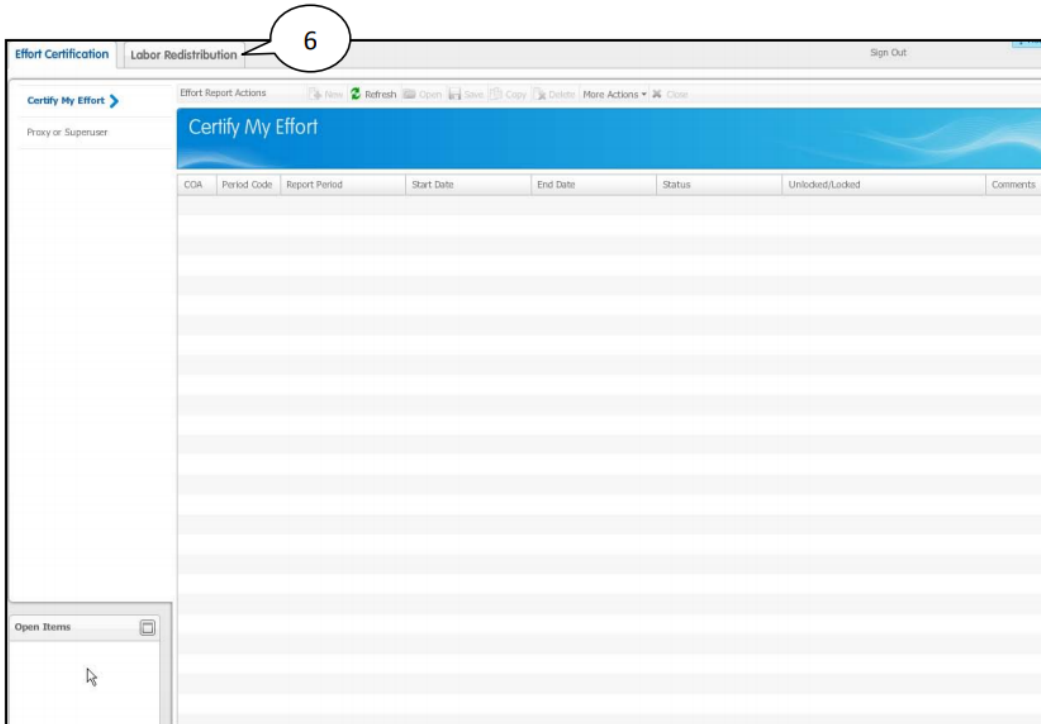
6. Click on **Labor Redistribution** tab.

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Searching for an Employee

Start by utilizing the Labor Redistribution Person Search to select employees to initiate Labor Redistribution transactions.

Employee payroll transactions can be found by entering their Aggie ID (Banner ID) or using additional search parameters to search by:

- Last and first Name: search criteria must include both names or at least the first three characters of each followed by an asterisk (*).
- Pay event, consisting of Pay Year, Pay ID and Pay Number; any combination of the Pay Event can be used as long as range is specified.

Note: Using some advanced search fields may require including other search criteria (i.e. choosing a Pay ID as a search criteria will require the use of Year and either Name or ID to be added as additional search criteria).
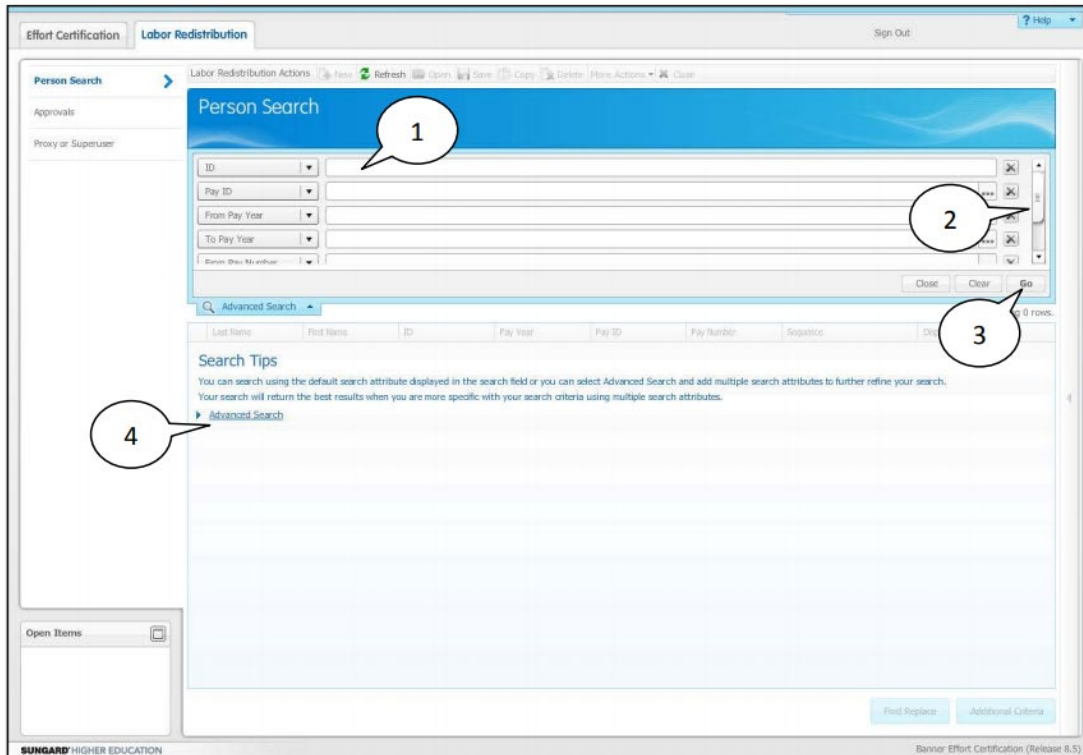
1. Type ID (Aggie ID) in the **ID** field or enter additional parameters in the appropriate fields.
2. Use the **scroll bar** to see additional parameters.
3. Press **Enter** key or click the **Go** button.
4. Payroll transactions for the person selected will be displayed.

Clearing a Search

To begin a new person search, perform the following steps.
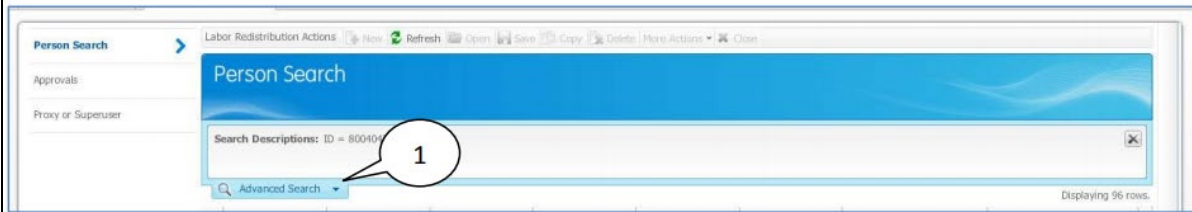
1. Click on the **down arrow** on the **Advanced Search** Tab.
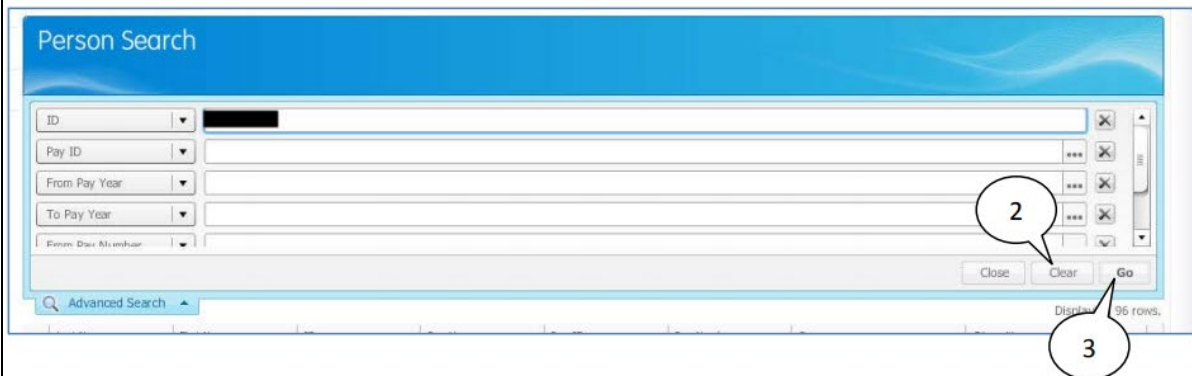
2. Click the **Clear** button.
3. All search parameters will be cleared. Enter new search parameters and click **Go** to view search results.

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Selecting the Labor Distribution

Once the correct person has been located a pay event must be selected for processing the labor redistribution.

1. Select desired transaction with a disposition of "70, Complete".
   a. Note: only transactions with a disposition code of "70, Complete" can be redistributed.
2. Click the **Open** icon or double click the transaction.
3. The selected transaction will be displayed.

Team Tip:

The Find Replace button is **not recommended** for use since it will only replace the index on the selected transaction; it cannot be used to change distribution percentages, hours or amounts and does not change multiple transactions.

Team Tip:

Columns can be sorted in ascending or descending order by clicking on the column headings.

The Labor Redistribution window is divided into three main parts – The navigation pane on the left, the main workspace in the center, and the sidebar on the right.

The numbers on the window below correspond to the descriptions in the following table
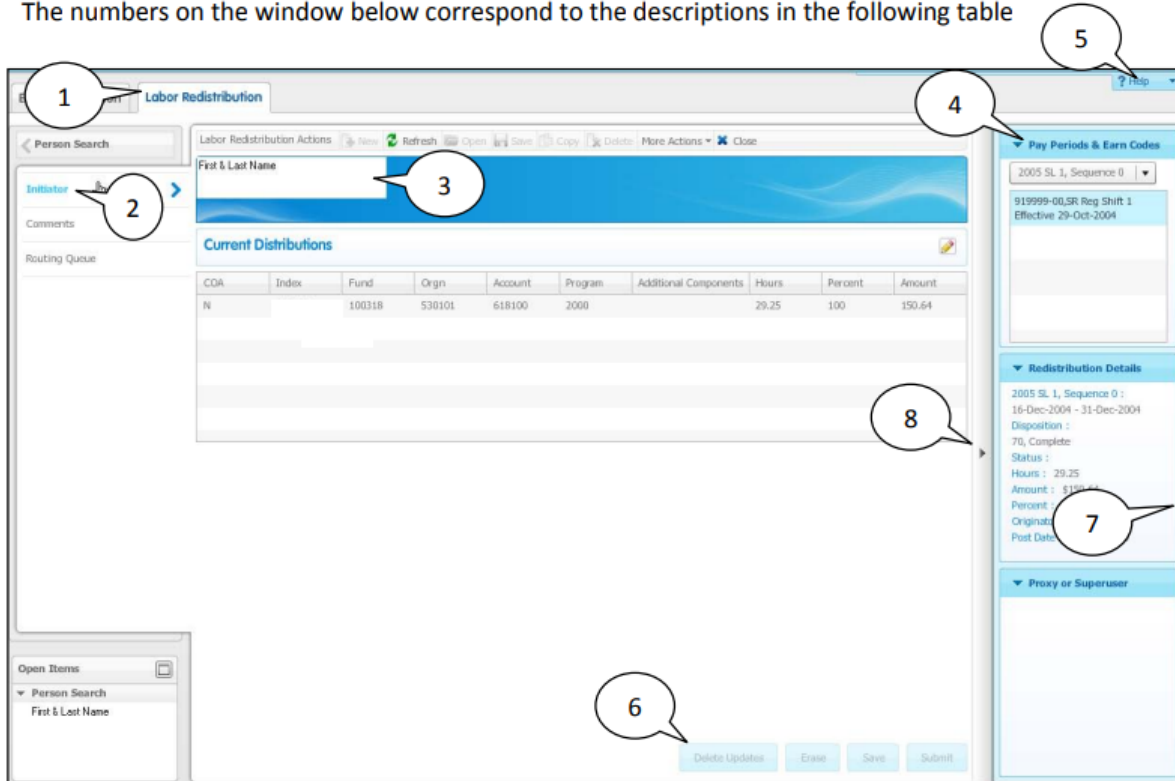
#	Item	Description
1	Tabs (also known as Modules)	The main tabs at the top of the workspace allow you to access different types of information. The **Labor Redistribution** tab allows you to access the Labor Redistribution module.
2	Links	The left navigation pane contains a series of navigational links. .
3	Main Window	This is the main workspace window. Lists and detailed information can be viewed here.
4	Sidebar	Contains context-specific panels such as Pay Period & Earn Codes, Redistribution Details, and Proxy.
5	Help	Contains system help for the current open view.
6	Buttons	Context-specific buttons can appear below the main workspace window if applicable.
7	Scroll bars	If more information is available than can be displayed in the workspace window, horizontal and/or vertical scroll bars are available.
8	Expansion Bar	The arrow on the expansion bar feature allows you to open or close the sidebar when you would like to view the main workspace window in a larger view.

Updating the Labor Distribution

The Pay Period & Earn Codes panel located in the right sidebar displays the different earn codes and shifts for which the employee was paid in the selected pay event. In most cases, each record listed in the Pay period & Earn Codes panel will need to be independently updated. The Pay Period & Earn Code selected in the panel will display in the main workspace window.

The Redistribution Details panel located in the right sidebar displays the details for the redistribution. Some of the details include the total Hours, Amount, and Percent as well as the name of the person that initiated the redistribution and the post date.

1. From the Current Distributions window, click the **Edit** icon.

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Use the Update Distributions view to make required changes to a distribution.

2. The **Posting Date** should default to today's date. If it shows a different date, change the date to today's date.

3. Click the **Add Line** button to add new distributions. By adding a line the current account code remains visible to be reentered in the new distribution. The account code must remain the same as the original labor distribution.

4. Enter the **Index number** for the new distribution. Tab to populate Fund, Organization & Program values.

5. Enter **Account number** from the original labor distribution.

   Note: All labor account codes begin with 61XXXX.

6. Enter a value for any one of the Hours, Percent, or Amount fields.

   Note: The system will calculate the remaining fields based on the field that is populated (i.e.; entering percent will calculate hours and amount).

Team Tip: The Change All checkbox will allow multiple earn codes within the selected pay event to be changed with one entry as long as the distribution index/indices and allocation are identical.

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7. To modify or delete a funding distribution, click the drop down arrow of the distribution.

8. Make the appropriate changes to the distribution or
9. Click the **Delete** icon to remove the distribution.

10. The Hours, Amount, and Percent totals of the Updated distribution must equal the Hours, Amount and Percent totals in the Current Summary.

Note: If the Current Summary does not equal the Updated totals, an Error message will be received when trying to save changes.
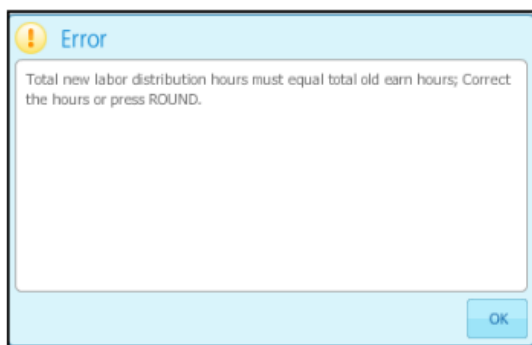
11. Use the **Round** button if one of the fields is slightly off, the system will round one of the records to make the Current and Updated distributions balance.
12. Click the **OK Changes** button to continue.

Team Tip: The OK Changes button will transfer the changes to the Labor Redistribution action window. Exiting the system at this time will lose all changes.
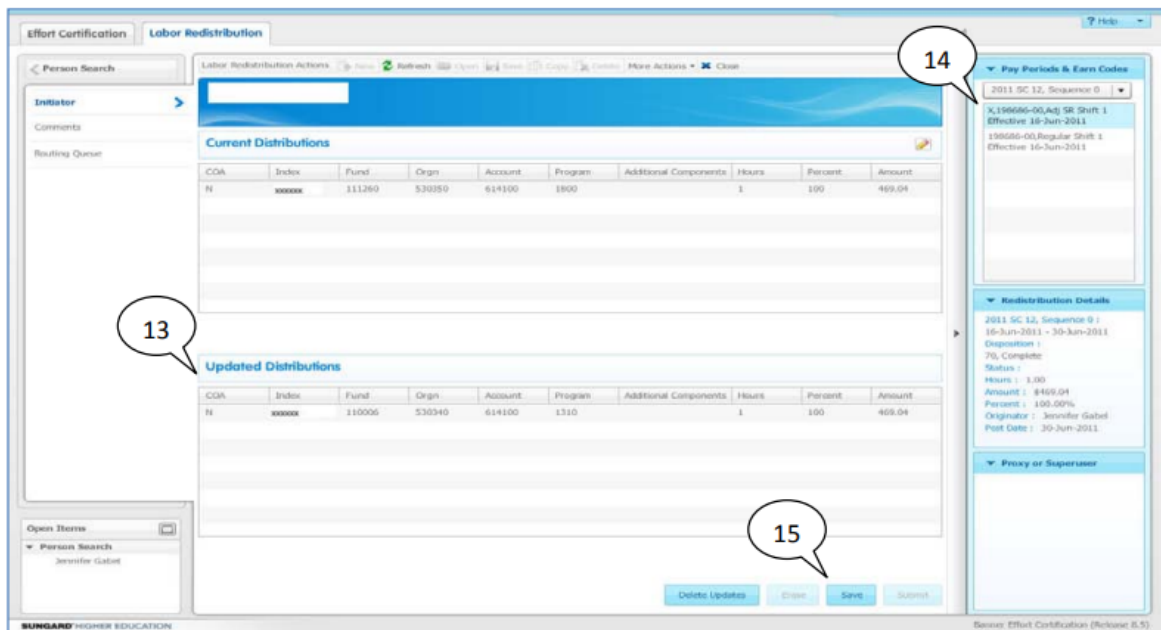
13. Review the Updated distribution to verify the change.
14. Effected earn codes will display an "x" in front of the position. If changes need to be made to additional earn codes, click on the earn code and **follow steps 1 - 13 above for each earn code needing to be changed.**
15. Click **Save** when all changes are made correctly.

Note: You must **Save** your work before you will be able to enter comments.

Team Tip: The Save button will save the changes requested without routing for approval. Data will not be lost by exiting at this time.

Team Tip: The Delete Updates button can be used to delete changes prior to saving. After saving the transaction, the Erase button can be used to reverse the changes and revert back to the original transaction.

Adding Labor Redistribution Comments

For audit purposes comments must be made to document reasons for the labor redistribution change. Any member of the routing queue can add coments for a transaction. Comments cannot be deleted or updated. Comments are required when initiating labor redistributions. Additional justification is required when the redistribution is over 90 days from the original pay date. Commetns are required by the approver when a labor redistribution is returned for correction.

Below are the requirements that must be addressed in the comments section of the electronic labor redistribution depending on the age of the transfer. The justification written will vary depending on the individual situation:

If a transfer is made within 90 days, requirements 1 and 2 apply; if over 90 days, requirements 1 through 3 apply.

1. Explain why the expense was originally charged to the index from which it is now being transferred.
2. Explain why the charge should be transferred to the proposed receiving index.
3. Explain why the cost transfer being requested is more than 90 days after the initial pay date of the original transaction.

2. Click the **Add Comment** button.

   Note: You can also click **More Actions** to select the **Add Comment** window.
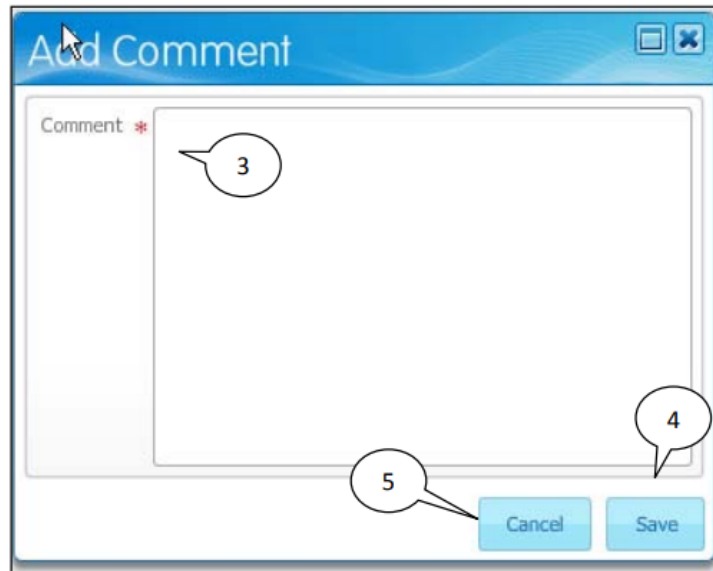
3. Comments are required when initiating labor redistributions. Additional justification is required when the redistribution is over 90 days from the original pay date.
4. Once the comment section is completed, click on the **Save** button.
5. Click the **Cancel** button to return to the Labor Redistribution without saving the comment.
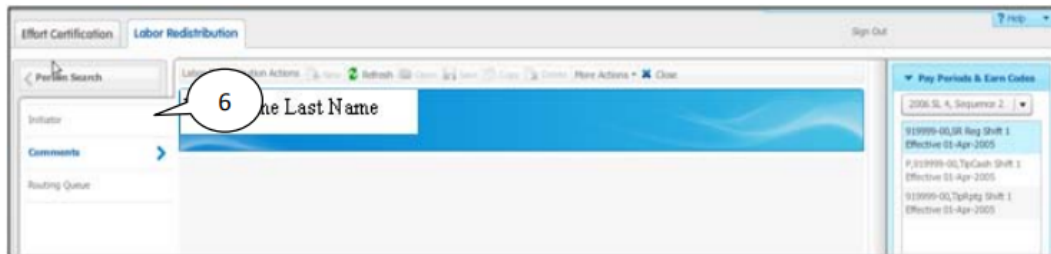
6. Click **Initiator** to return to the transaction page.

Submitting a Labor Redistribution for Approvals

1. Review changes and comments
2. Click the **Submit** button to route the redistribution for approval or
3. To remove all changes without submitting click the **Erase** button

Note: After submitting, the Routing Queue will be accessible to view the approvers. Prior to submitting your work, you will not be able to view or add to the routing queue.
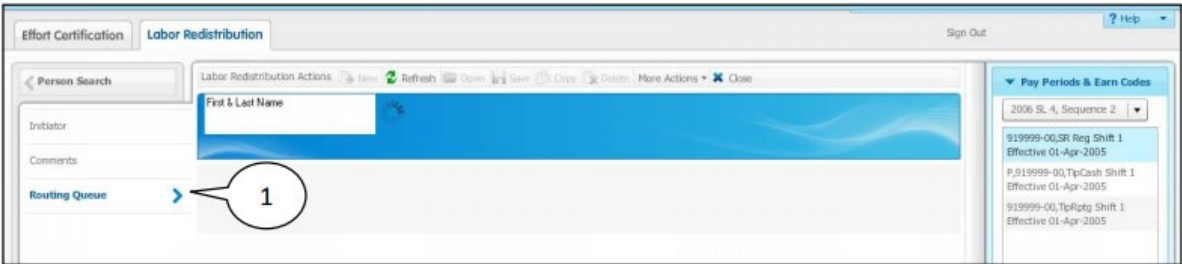
Team Tip: The Routing Queue link can be used to track the approval process. The email link in the Routing Queue can be used to email individual approvers.

Adding Members to the Routing Queue (Optional)

The system allows for additional members to be added to the routing queue. Two routing options are available Approve or FYI. These are over and above the standard approval queues that are required in accordance with the Signature Policy in Chapter 2 of the Business Procedures Manual. This process is only for adding the member as a temporary Approver or sending an FYI for the selected transaction.
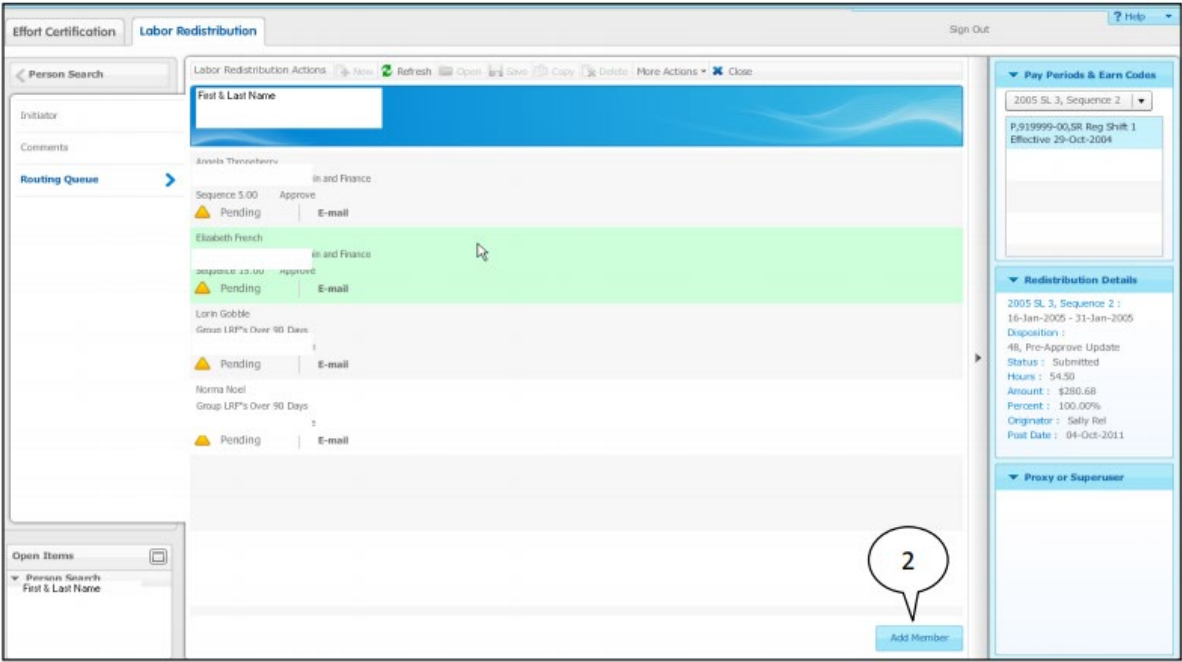
The sequence level 5.00 should be used when setting up a temporary Approver or sending an FYI. This will add an additional level 5.00 sequence to the routing.

To add a member temporarily to a Routing Queue within the transaction follow the steps listed below.

1. Click on the **Routing Queue** button.

2. Click on the **Add Member** button.

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Add New Member

Name ✳ [   ] ··· ③

Sequence ✳ [   ]

Action ✳ [Approve ▼]

[Cancel] [Save]

3. Click on the **drill down** button and a list of available names will appear.

   Note: Additional Approvers or FYI Participants may be found by typing in either the first or last name.

Person Search

Filter [   ] ✕

Name	BannerID
First & Last Name ④	Banner ID

[Cancel] [**Select**] ⑤

4. Select the name of the participant to add to the routing queue.
5. Press the **Select** button.

6. Enter sequence "5.00" in the **Sequence** field.

Sequence numbers indicate the approval level and order of approval. The most commonly used sequences are...

Sequence 5.00	Departmental Approval: Dean/VP/Community College President or designee; Principal Investigators receive FYI copies
Sequence 10.00	Restricted Accounts Fiscal Monitor (SPA)
Sequence 15.00	Unrestricted Accounts Fiscal Monitor (AFR)
Sequence 20.00	Controller (for transactions submitted later than 90 days from payroll date)

Refer to Appendix D for a complete list of approval sequences used.
Note: Always use Sequence 5.00 when adding a member to the routing queue.

7. Click on the drop down arrow and select either **Approve** or **FYI**.
8. Click on the **Save** button.

Note: Selecting the action of Approve will require approval from the new member. If not obtained, the Labor Redistribution will not move forward to next approval sequence. Selecting the action of FYI will not hold up the approval routing. If FYI Participants do not acknowledge within one week the system will automatically acknowledge the transaction.

9. Click the **Close** button.
10. **Sign Out** of system.

Note: Failure to Sign Out of system properly may lock the employee's labor transactions; making them unavailable to others.

Change All

The change function can be used in two ways- to redistribute multiple earn codes on one pay period and to redistribute multiple pay periods. In either case, the distributions (indices and percentages) must be the same on all transactions to be changed.

Changing multiple earn codes on one pay period

When all earn codes on a pay period need to be redistributed, the change all function can be used provided the indices and percentages are identical on all earn codes. If any earn codes are allocated to different indices or the percentages are different, you will need to update each earn code separately prior to submitting the labor redistribution.

1. Review the Index and Percentage for each earn code.
2. To switch between earn codes, click the earn code in the Pay Period & Earn Codes panel.
3. Click the **Edit** icon.

4. Ensure the **posting date** is set to the current date. If it shows a different date, change the date to today's date.
5. Click the **Change All** checkbox.
6. Update the distributions following instructions on pages 11-14.

7. Updated distributions will be indicated by an **X** in front of the earn code in the Pay Period & Earn Codes panel. Any earn codes without an **X** will need to be updated separately prior to completing the labor redistribution.

8. Once all earn codes have been updated as appropriate, click **Save** and follow instructions on pages 15-22 to complete the labor redistribution and route for approval.

Changing multiple pay periods

It is sometimes necessary to make the same change to more than one pay period. This can be accomplished with the **Change All** function. The change all function can only be used on pay periods having the same distributions.

1. Select the pay events to be redistributed. Note that the pay number may not be in sequential order.
    a. To select sequential pay periods, click the first pay period. Hold the **shift** key and click the last pay period to be redistributed.
    b. To select non-sequential pay periods, click the first pay period. Hold the **CTRL** key and click on the remaining pay periods to be redistributed.
2. Click **Open**. The first pay period will be open.

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3. Click the drop-down box in the Pay Period & Earn Codes panel to view open pay periods. Review each pay period and associated earn codes.
4. Click the **Edit** icon.
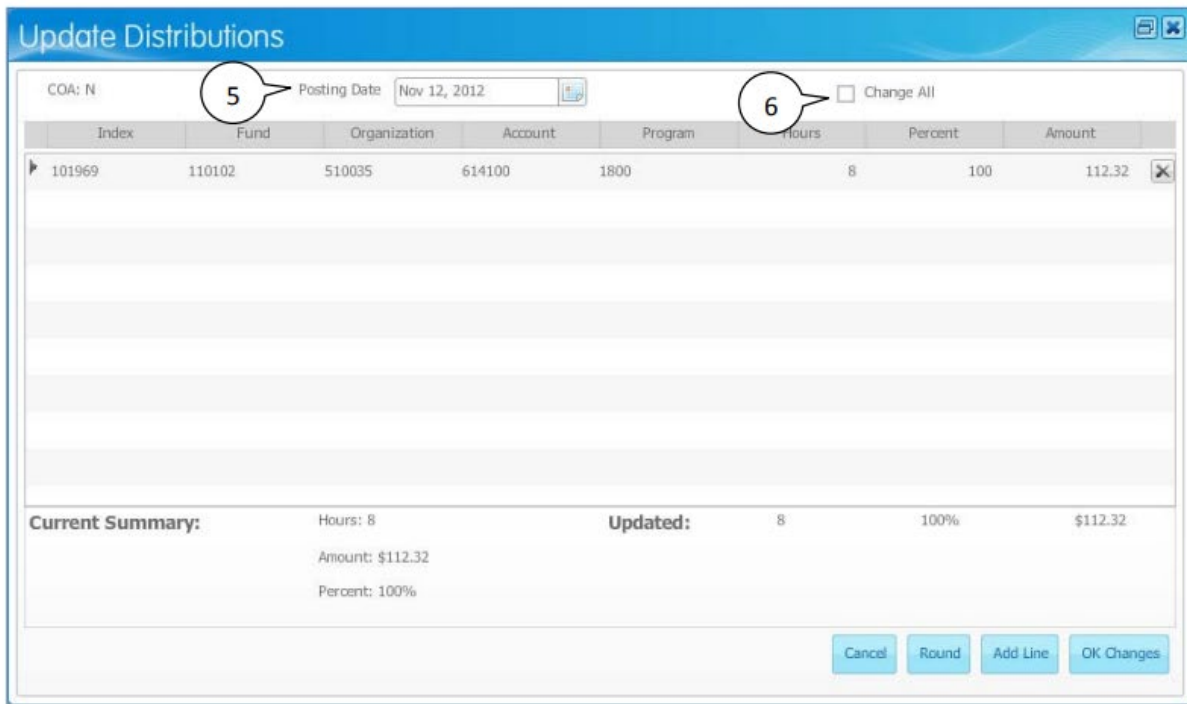
5. Ensure the **posting date** is set to the current date. If it shows a different date, change the date to today's date.
6. Click the **Change All** checkbox.
7. Update the distributions following instructions on pages 11-14.
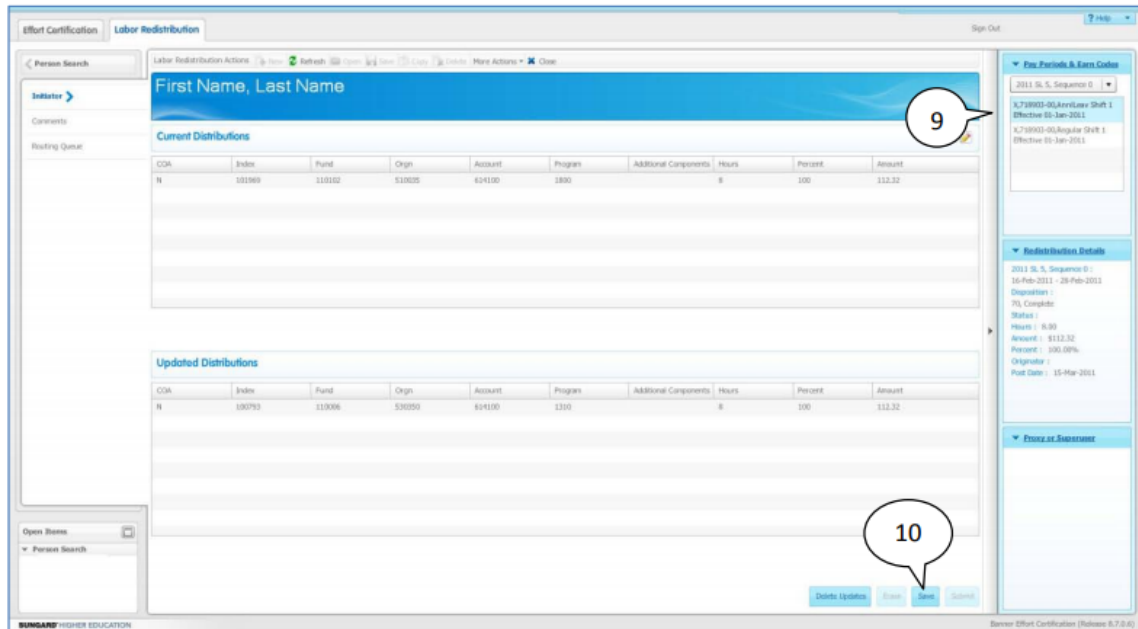
9. Updated distributions will be indicated by an **X** in front of the earn code in the Pay Period & Earn Codes panel. Check each pay period and all associated earn codes by clicking on the drop-down box in the Pay Period & Earn Codes panel.

   Caution: Because the change all function is used to change multiple pay periods <u>and</u> multiple earn codes, it is critical that you check all earn codes to ensure the proper changes were made.

10. Once all pay periods and earn codes have been updated as appropriate, click **Save** and follow instructions on pages 15-22 to complete the labor redistribution and route for approval.

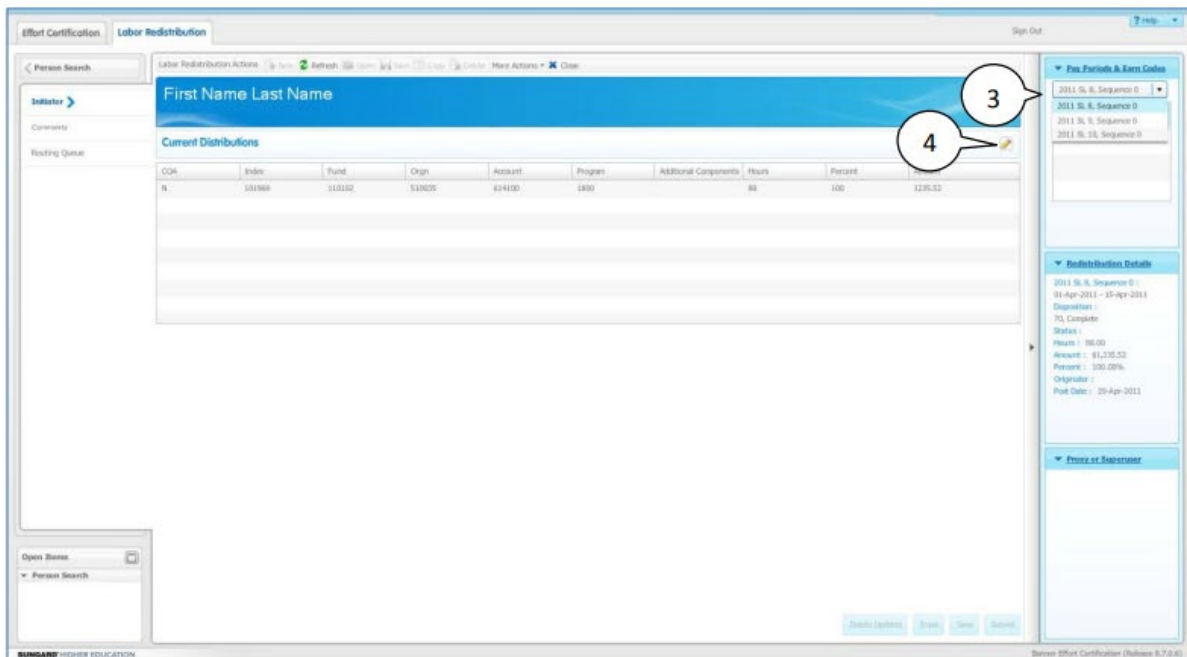11. The **Batch ID** column on the Person Search window will show a batch number next to the pay periods that have been redistributed using the **Change All** function.

12. When all redistributions are completed, be sure to **Sign Out** of the system.

Retrieving a Labor Redistribution to the Original Status of "70 Complete"

It may be necessary to return a Labor Redistribution back to its original disposition of "**70** Complete" prior to processing by payroll (i.e. due to errors or changes in status). This process can be completed as long as the Labor Redistribution is in the status of "**47** Pre-Balance Update or "**48** Pre-Approve update". Locate the Labor Redistribution by using the Person Search option. If the disposition displays "**48** Pre-Approved Update", open the Labor Redistribution and view the Routing Queue to determine the pending approvers. Contact the approver in the level which it resides (i.e. at the departmental approver or fiscal monitor approval) and request that the Labor Redistribution be **Returned for Correction**. Once the disposition displays "47 Pre-Balance Update follow the steps below to cancel the update and revert the transaction to its original state.

First perform a Person Search to locate the desired Labor Redistribution.

1. Select desired transaction disposition of "**47 Pre-Balance Update**" this indicates the transaction is accessible for initiator action.
2. Click the **Open** icon or double click the transaction.

The Labor Redistribution window will be displayed.

3. Click on the **Erase** button to revert back to its original state.

4. Notice the transaction reverts back to Current Distributions and is now in the "70 complete" disposition.
5. Click on the **Close** button to close the transaction.

6. Once the Person Search screen is displayed, **Sign Out** of system.

Payroll Earn Codes for Labor Redistribution

EARN CODE	SHORT DESC.	LONG DESC.	EARN CODE	SHORT DESC.	LONG DESC.
ADP	Addl Pay	Additional Pay - Services	OLT	OthLeave	Other Leave Taken
AJR	Adj JR	Adjustment – Job Rate	OTC	OT Comp	Overtime Compensation
ALL	Allow	Allowance-Taxable Compensation	OTH	Tax Comp	Other Taxable Compensation
ALT	AnnlLeave	Annual Leave Taken	OTP	Overtime	Overtime Pay @ .50
ASR	Adj SR	Adjustment – Special Rate	OTS	Overtime	Student Overtime Compensation
AWD	Award	Award – Taxable Compensation	REG	Regular	Regular Staff Earnings
BON	Bonus	Bonus Taxable Compensation	RGA	Regular	Regular Academic Earnings
CTE	CT Earn	Comp Time Earned	RGG	SG Reg	Graduate Student Earnings
CTT	CT Taken	Comp Time Taken	RGO	Regular	Temporary Staff - Other
*DFA	Def Amt	Deferred Amount	RGS	SR Reg	Student Earnings
DIF	Diff Pay	Differential	RGT	Regular	Temporary Staff Earnings
DL1	DL1	SCA Salary	RGW	WS Reg	Work-study Earnings
DL2	DL2	SCA Holiday	ROY	Royalty	Royalty Pymts – W2 Reportable
DL3	DL3	SCA Leave	RSF	REGULAR	Regular Student Flat Rate
DL4	DL4	SCA H&W (Health and Welfare)	SAB	Sab Pay	Sabbatical ½ Year Full Pay
DL5	DL5	SCA Salary-Student	SAP	Sab60Pay	Sabbatical Full YR 60% Pay
DL6	DL6	SCA Holiday-Student	SH1	10ShfDif	Shift Differential @ .10
DL7	DL7	SCA Leave-Student	SH2	40ShfDif	Shift Differential @ .40
DL8	DL8	SCA H&W-Student (Hlth & Wlfr)	SLT	SckTaken	Sick Leave Taken
FML	FMLA	Family Medical Leave Act	TIP	TipCash	Tips-Taxable Cash
HOL	Holiday	Holiday Leave	TP3	TipCash	Tip-Student Cash
HWK	HidayWK	Holiday Worked	TSF	REGULAR	Taxable Student Flat Earnings
HWP	Holiday	Holiday Worked Premium-PSL	TGR	REGULAR	Taxable Graduate Earnings
HWR	Holiday	Holiday Worked Regular -PSL	UNP	UNIONPAY	NMSU Paid Union Time
LWP	Leavpay	Leave With Pay	UNT	UNIONTIM	Union Negotiating Time
OCP	ON CALL	On-Call Pay	VCB	Veh Call	Vehicle Callback Event

*Note: The DFA earn code cannot be moved by itself. It can only be moved in conjunction with REG earnings.

Earn Codes that cannot be redistributed on a Labor Redistribution

EARN CODE	SHORT DESC.	LONG DESC.	EARN CODE	SHORT DESC.	LONG DESC.
ALP	AL Pay	Annual Leave Pay Out	MV2	MovNoTax	Non-Taxable Moving Reimbursmnt
BSK	Tax BB	Basketball Discount – Taxable	NCA	NCALLOW	Non-Cash Allowance – Taxable
CAR	Vehicle	Univ Furnished Car – Taxable	NPD	Per Diem	Student Per Diem
DFP	Def Pay	Deferred Pay Out	PHC	Tax PHCC	Picacho Hills CC Membership
DOC	Docked	Docked Pay	REC	Pay Rec	Pay Recovery
FTB	Tax FB	Football Discount – Taxable	RGZ	NO PAY	No Pay
GLF	Tax GLF	Golf Membership Disc- Taxable	RST	Pay Rec	Pay Recovery – Student
IND	Tax Ins	Insurance – Dental DP	SLP	Sck Pay	Sick Leave Pay Out
INH	Tax Ins	Insurance – Health DP	TP2	TipRptg	Tips – Taxable Report-Only
LNP	LWOP	Leave Without Pay	TP4	TipRptg	Tips – Students Report only
LWB	LWOP	Leave Without Pay w/Benefits	TPD	Per Diem	Taxable One – Pay Per Diem
MOV	Mov/Table	Moving Reimbursement - Taxable	TUI	Tuition	Tuition Waiver - Taxable

Payroll Dispositions Descriptions

Payroll dispositions represent the status of the Labor Redistribution. This information is listed when viewing a list of Labor Distribution and on the Redistribution Details window pane. Below is a list of the dispositions.

Payroll Dispositions		
Disposition	**Description**	
47	Pre-Balance Update	LRF Pending Action
48	Pre-Approve Update	LRF Pending Approval
50	Awaiting Update	Payroll Update is Pending
60	Finance Extract	Action is Complete and Payroll History is Updated
62	Finance Interface	Action is Complete and Pending Feed to Finance
70	Complete	This event is eligible for redistribution

Labor Personal Action Form (LPAF)

- LPAF is needed to change labor redistribution for future payroll **(see next page)**
- Check **NBAJOBS** to ensure that the position number, suffix, ECLS and Org are correct on the hirer being affected
- **The effective date must be the 1ˢᵗ or the 16ᵗʰ of the month**
- **Ensure all index percentages add up to 100%**
- Reason must state why the change is occurring
- Post the change in the earning reports- proration of salary may be needed to calculate.
- LPAFs involving restricted funding should include the signatures of all impacted PIs and acknowledgment of the employee. If an impacted employee or PI does not need to sign the form for any other reason (e.g., as a supervisor or initiator), they should sign in the white space at the bottom of the form.

Labor Personnel Action Form (LPAF)

New Mexico State University
Payroll Services
Labor Personnel Action Form (LPAF)

Instructions: This form is used to make a change to future job labor distributions. To make a change, indicate the Grant, Index, Fund and Percentage of the new labor distribution. The total percentage of labor distribution listed must be 100%. Labor distribution changes are effective on either the 1st or 16th of the month and must include a full pay period. Only one effective dated action may be made per form. Retroactive changes to labor distribution (actual salary expense) must be submitted using the Electronic Labor Redistribution.

SECTION 1: EMPLOYEE INFORMATION

Employee ID: _____ Last Name: _____ First Name: _____

Position #: _____ Suffix: _____ ECLS: _____ Org: _____

SECTION 2: CHANGE LABOR DISTRIBUTION

Effective Date: _____   Change Code: LABOR - Change Labor Distribution

Grant:	Index:	Fund:	Percent:	%
Grant: _____	Index: _____	Fund: _____	Percent: _____	%
Grant: _____	Index: _____	Fund: _____	Percent: _____	%
Grant: _____	Index: _____	Fund: _____	Percent: _____	%
Grant: _____	Index: _____	Fund: _____	Percent: _____	%
Grant: _____	Index: _____	Fund: _____	Percent: _____	%
Grant: _____	Index: _____	Fund: _____	Percent: _____	%
Grant: _____	Index: _____	Fund: _____	Percent: _____	%
Grant: _____	Index: _____	Fund: _____	Percent: _____	%

Total: _____ %

SECTION 3: REASON FOR CHANGE/COMMENTS

SECTION 4: REQUESTOR INFORMATION (REQUIRED)

Requestor Name: _____ Email: _____ Phone: _____

SECTION 5: APPROVAL (REQUIRED)

Name: _____ Signature: _____ Date: _____

☐ Principal Investigator   ☐ Dean/VP/CC President   ☐ Designee   **OR** | **For Aggie Service Center Units**   ☐ Dept Head/Dir   ☐ Principal Investigator (PI) |

Internal Use Only

Payroll: _____

Reset   Print

PS-Labor-Personnel-Action-Form.pdf 03/2020

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Personnel Action Form (PAF)

- The PAF is used for departments to make changes to employee records or job information
  - It is used for termination,
  - Add differential amount
  - Adjust employee's base hourly rate
  - Adjust job start date or end date
  - Increase pay due to attainment of degree allowed per policy
  - Change department organization#
  - Change an employee's established full-time equivalency (FTE)
  - Increase nonexempt, regular employee pay 5% due to completion of the probationary period
  - Change the position number
  - Change the primary shift of an employee
  - Change a working title of a position
- All transactions require a documented reason for the change. A memo can be used as backup documentation.

Personnel Action Form (PAF) & Instructions

Personnel Action Form (PAF) Instructions

Form Sections	Field Definitions	Requirement	Banner Form
Section 1 - Employee Information			
Employee ID	Employee's Aggie ID Number (8XXXXXXX)	Required	SOAIDEN
Employee Name	Name should be listed Last, First, MI	Required	SOAIDEN
Position #	Six digit number position number. Regular positions begin with numbers 1 - 7. Temporary positions begin with number 9.	Required	NBIJLST
Suffix	Two digit job identifier. Will default to 00. If hiring an individual with the same position number for multiple jobs, the suffix will be numeric - 01, 02 etc. Differentials and allowances appear as separate jobs and have alpha-suffixes of AD, AL, DH, SP, ML, etc.	Required	NBIJLST
ECLS (Employee Class)	Represents the employee class of the job being updated. The employee class defines job type (exempt or nonexempt), job group (faculty, staff, and student) and job status (regular or temporary).	Required	NBIJLST or NBAJOBS for associated Position/Suffix
Org (Department Org#)	Banner assigned five digit organization number for the department that the job belongs.	Required	NBAJOBS: Job Location
Section 2 -Status Change (required only if processing termination or leave of absence)			
Last Day (of Employment)	Enter the last day of employment in the department/position (employee will receive pay for this day).	Required only if processing a termination - Involuntary terminations must be processed by Employee & Management Services in conjunction with the terminating department.	
Term Code	TERME - use to terminate employment with NMSU.		
	TERMJ - use if employee is terminating a job and will continue other employment with the university; new position requisition number should be referenced if known.		
	RETIR - use when an employee is retiring from NMSU with at least 10 years of consecutive service.		
	DEATH - use when an employee has become deceased.		
Term Reason	VT - use if the employee voluntarily resigns; copy of employee resignation letter should be attached.		
	DE - use when employee is deceased; last day of employment should be the date of death for benefit purposes.		
	RE - use when employee has completed retirement paperwork with Benefit Services; copy of employee resignation letter should be attached.		
Leave Status	LWP - use to indicate leave should be paid (accrued leave must be available for use)	Required only if processing a leave action	
	LWOP - use to indicate leave will be used without pay (when accrued leave is not available)		
	Active- use to indicate when the employee will return from leave status.		
Leave Type	EDULV - use when educational leave is approved; LWP and LWOP for faculty must be approved by the Executive Vice President and Provost; LWOP for exempt staff can be approved by the department Vice President through the department Supervisor.		
	FCL - use when family medical leave has been approved by Human Resources for 9 month faculty.		
	FMLA - use when family medical leave has been approved by Human Resources; copy of approval should be attached.		
	NFMLA - use when family medical leave has not been approved and the employee is out for their own personal illness; requires physician release to return to work.		
	MLTLV - use when an employee has been called to active military duty; copy of military orders must be attached and the employee must see Benefit Services prior to effective date to finalize benefit continuation during leave.		
	PERLV - use when an employee is requesting a leave of absence that does not qualify for another leave category; LWOP in excess of 90 days requires prior approval from Human Resources.		
	PROLV - use as LWOP only; per policy- faculty leave must be approved by the appropriate academic Dean; exempt staff leave can be approved by department Vice President through department Supervisor.		
	RLEAV - use to indicate when employee is returning to active status.		
	SABLV - used when a faculty member is approved for sabbatical leave by the appropriate academic Dean.		
Effective Date	Leave Start Date - Enter the date that the leave status will be in effect.		
	Active Status Start Date - Enter the date the employee first reports back to work.		
Expected Return Date	To be used for sabbatical leave and leave without pay - enter the anticipated return from leave date. This date will be used to process the return to active status date for sabbatical leave only. For LWOP, it is informational for benefit payment purposes.		

Contributors: Dr. Aida Lopez, Dr. Ashley Graboski-Bauer, Stephy Medrano, Alex Villa, Melanie Smoak 6/2023

Personnel Action Form (PAF) Instructions

Section 3 - Job Change Information (required for changes other than termination or leave actions)		
Effective Date:	Enter the first day that the job change will be in effect. (Required for all.)	
Change Code:	Options are listed below along with the possible associated fields that must be completed.	
ADIFF	*Field: Differential Amount* - Use to add a differential. For exempt employees, provide the annualized salary; for nonexempt employees, provide the hourly rate. Memo requesting differential amount, reason for it, start/stop date of it and funding source must be attached; request is reviewed by Compensation Services - approval is not guaranteed.	A code is required for all transactions; multiple transactions are allowed on one PAF as long as the effective date is the same for all transactions. The Code to be used should be the primary action being requested. For example: A FTE change for an exempt employee will also result in a base salary change. The change code should be FTE but both the FTE field and the Salary field should have changes.
BASE	*Field: Salary/Hourly Rate* - Use to adjust employee's base hourly rate (nonexempt) or annual salary (exempt). For temporary positions only. Do not include differential amounts here.	
CDIFF	*Field: Differential Amount* - Use to change the amount or end date of an existing differential. For exempt employees, provide the incremental annualized salary; for nonexempt employees, provide the incremental hourly rate. Request is reviewed by Compensation Services - approval is not guaranteed.	
DATE	*Field Options: Job Start Date and/or Job End Date* - Use to adjust job start date or job end date; job start dates can only be changed if the employee has not been paid on that job; extension of job end dates will be reviewed - approval is not guaranteed.	
DEGRE	*Field: N/A* - Use to increase pay due to attainment of a degree allowed per policy; copy of the employee's transcripts showing the degree award date and a copy of the employee's most recent evaluation must be attached.	
DEPT	*Field: Department Org#* - Use to change the department org# when change occurs within the same Summary Organization unit; copy of written notification to the employee must be attached.	
EDIFF	*Field: N/A* - Use to end an existing differential earlier than originally requested.	
EQUIT	*Field: Salary/Hourly Rate* - Please contact your HR Business Partner for assistance in requesting equity adjustments.	
FTE	*Field: FTE and Salary/Hourly Rate* - Use to change an employee's established full time equivalency (FTE). If employee is exempt, a change in FTE will also result in a salary change. Documentation indicating employee was notified in writing and agreed to change must be attached. Employees in regular positions cannot be reduced below .5FTE.	
ORGCH	*Field: Department Org#* - Use to change Summary Organization unit; copy of approvals from appropriate Deans/Vice Presidents must be attached. Changes in department org# outside the summary org# must have a position transfer request form attached.	
PROB	*Field: Salary/Hourly Rate* - Use for completion of the probationary period. Performance evaluation must be attached.	
REPORT	*Field: Reports to Position#* - Use to change the position number a filled position reports to.	
SERV	*Field: Salary/Hourly Rate* - To be used by the Police Department ONLY. All other Service Increases are automatically initiated by Human Resources.	
SHIFT	*Field: Default Shift* - Use to change the primary shift of an employee.	
TIME	*Field: Time Sheet Org* - Use to change the time sheet organization number for an employee.	
TITLE	*Field: Title* - Used to change a working title of a position. All title changes will be reviewed by Compensation Services- approval is not guaranteed.	
Section: 4 Reason for Change/Comments	All transactions require a documented reason for the change. The comment should reflect the reason for change or reference the supporting documentation for the proposed change.	
Section: 5 Requestor Information	Provide requestor contact information in case additional information is needed.	
Section: 6 Approval	Original approval signatures are required in accordance with employee type as indicated on the form for Faculty or Staff and Students.	

New Mexico State University
Human Resource Services
Personnel Action Form (PAF)
Completed form should be submitted to MSC 3HRS or Hadley Hall, Room 17

Section: 1	EMPLOYEE INFORMATION

Employee ID: _____   Employee Name (Last, First, MI): _____

Position#: _____   Suffix: _____   ECLS: _____   Org: Select an Org

Section: 2	STATUS CHANGE (Do not complete Section 3)

Term of Employment

Last Day: _____   Term Code: - _____   Term Reason: - _____

Leave of Absence

Leave Status: - _____   Leave Type: - _____

Effective Date (Actual Start or Return Date): _____   Expected Return Date: _____

Section: 3	JOB CHANGE INFORMATION (Only complete fields to be changed)

Effective Date: _____   **Change Code:** - _____

Job Start Date: _____   Differential Amount: _____
Job Stop Date: _____   Salary/Hourly Rate: _____
Title: _____   Department Org#: _____
FTE: _____   Reports to Position#: _____
Default Shift: ☐Day ☐Swing ☐Graveyard   Time Sheet Org: _____

Section: 4	REASON FOR CHANGE/COMMENTS

Section: 5	REQUESTOR INFORMATION

Requestor Name: _____   Email: _____   Phone: _____

Section: 6 (Must be completed)	APPROVAL

Required for Faculty: Dept Head/Dir, VP/Dean/CC President and HR Services • Required for Staff/Students: VP/Dean/CC President and HR Services

Dept Head/Dir (optional):   ☐Authority ☐Designee   Print _____   Date _____

VP/Dean/CC President: ☐Authority ☐Designee   Print _____   Date _____

HR Services _____   Print _____   Date _____

Internal Use Only

Data	Payroll	Pay Event	Adjustment	Budget

Reset Form   Print Form

Hiring Forms and Salary Calculation

The College of Health, Education, and Social Transformation uses two internal forms, the **PEF** (**Preliminary EPAF**) and the OAF (Overload Approval Form) ahead of the NMSU EPAF (Electronic Personal Action Form). All HEST internal forms, including the OAF and PEF, can be found and should be submitted for FBO review via Share Point.

- A PEF is used to hire positions within HEST.
- For overload hires, complete the OAF and submit for approval before the PEF.
    - Once approved, the OAF must be attached to the corresponding PEF.
- Use the Requested Base Salary Calculators for summer faculty hires and prorated GA employment. These calculators can be found at:
    - https://hr.nmsu.edu/managers/hrcalc/rfps.html
    - https://hr.nmsu.edu/managers/hrcalc/gaps.html
- The most current salary and title information can be found here:
    - https://hr.nmsu.edu/general-resources/employment1/salary.html
- The PEF and OAF (and all internal forms mentioned in this document) can be found in the FBO SharePoint under "Common Forms & Documents/HR".

Important notes:

- Departments and program initiators fill out the PEF with the following information:
    - Employee information such as Aggie ID, position, and name
    - Hire dates, job title, FTE, annual salary/hourly rate
    - Funding source such as the index name, index, fund, and account number
- Special collaboration and signatures are needed for hires involving cost share and restricted/project funding.
    - If cost share is involved, the Cost Share PI should review and sign in the cost share section of the PEF.
    - For other project/restricted funding hires, the PI should sign on the Principal Investigator (PI) line.
        - PIs cannot be the only signee for their own PEFs.
    - For PI or non-grant hires, the department chair must sign where indicated.
- All course details requested in the PEF are required, if applicable.
    - For buyout-related PEFs, see the manual section specifically about this.
- The preparer must specify the duties, rate calculation, funding source and supervisor in the space provided, if not a course-based hire.
- Preparer must indicate that any required offer letters and transcripts are being prepared.
- If a salary calculator was used, a PDF of the printout should be attached to the PEF.
- PEFs are reviewed and approved according to the grant or department master list in order to ensure that the courses and funding amount have been approved.
    - Please make sure an updated, approved master list is submitted along with corresponding PEFs. Update and submit the master list for approval first, if necessary.

- PEFs must utilize NMSU conventions and rules for position titles, account codes, and salary brackets. See: https://hr.nmsu.edu/general-resources/employment1/salary.html
- Once a PEF has all been approved & signed by RBC, it will be returned to the initiator for entry as an EPAF. EPAFs use a central NMSU computer process.
  - Once an EPAF has been entered, notify RBC so it can be reviewed against the approved PEF. EPAFs are covered in more detail in another section of this manual.
- PEFs are posted in the earnings report for the appropriate department and index

Overload/Supplemental Request

Complete One Per Individual

To: _____

Requested by: _____

Home Dept.: _____

Date: _____

Course: _____

Credit hours: _____

F2F—Online: _____

Instructor Name: _____

Funding Source: _____

Amount Requested: _____

Rationale for Request:

Additional Remarks:

Approvals: _____   _____
              Department Head/Director   **Dean**

Cc approval form to chest-rbc-directors@nmsu.edu for processing

Contributors: Dr. Aida Lopez, Dr. Ashley Graboski-Bauer, Stephy Medrano, Alex Villa, Melanie Smoak 6/2023

HEST PEF (Preliminary EPAF Form)

College of Health, Education and Social Transformation
MSC 3AC
New Mexico State University
P.O. Box 30001
Las Cruces, NM 88003-8001
575-646-5838
hest.nmsu.edu

PEF: Preliminary EPAF for Hires

Prepared By [ ] Contact Number [ ]

Section 1: Employee and Job Information

Aggie ID [ ] Name [ ]

Position [▼] Job Type: Primary [ ] Secondary [ ] Overload [ ]

Section 2: Activate Hire/Rehire

Contract Type [▼]		Position or GA Level [▼]	
Job Start/Personnel Date [ ]		Job End/Personnel Date [ ]	
Job Title [▼]		Job/Timesheet Org Hire [▼]	
Employee Class Code [▼]		Hire Term [▼]	
Annual Salary or Rate [ ]		Hire FTE [ ]	

Section 3: Labor Distribution (for course buyouts, only list the information as it pertains to the buyout funding source)

GR# or Index Name	Index#	Fund#	Account	%
GR# or Index Name [ ]	Index# [ ]	Fund# [ ]	Account [▼]	% 0.00%
GR# or Index Name [ ]	Index # [ ]	Fund # [ ]	Account [▼]	% 0.00%
GR# or Index Name [ ]	Index # [ ]	Fund # [ ]	Account [▼]	% 0.00%
			Total	0.00%

Section 4: Cost Share & Job Information

Will position be cost shared (CS)? [Yes, Provide Details ▼]

				%
Grant Name [ ]	CS# [ ]	Charge Back [ ]		% 0.00%
Grant Name [ ]	CS# [ ]	Charge Back [ ]		% 0.00%

Cost Share PI Signature (Required if Applicable): [ ] Total % [0.00%]

Section 5: Course Assignment

Course Name	Number/CRN	Section	X-Listing	Credits	Job Details (if not course-based):
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	
			Total	[ ]	

Section 6: Budget Salary & Fringe

Salary Calculation Basis, e.g., (Rate * FTE * Length of Hire):
[ ]

Salary (Prorated) Amount: [ ] Fringe Rate: [0.00% ▼] (Reg, Temp, Student, Grad)
Fringe Amount: [$ 0.00]
Budget Total: [$ 0.00]

Section 7: Eligibility (Not Required for Buyouts)

Total FTE at NMSU (including this hire): [ ]
Offer Letter Prepared: [ ]
Official Transcripts on File (Staff/Faculty Hires): [ ]

For GA & Student Hires:
- Meets GPA Minimum (grad 3.0/undergrad 2.0)? [ ]
- Enrolled in Minimum Hours (grad 9/undergrad 6)? [ ]

Section 8: Requestor/Supervisory Approvals

Principal Investigator [ ] Date
Does the PI have a conflict of interest (COI) to disclose for this hire? [Yes ▼]

Department/Program Head [ ] Date

Supervisor of Record (for HR & Payroll approvals), if not PI/Department Head named above:
Does the supervisor have a conflict of interest (COI) to disclose for this hire? [Yes ▼]

Note: Anyone with a COI to disclose should follow NMSU policy for doing so.

Research Center Review

For Restricted & Non-I&G Funding: Accountant Approval [ ] Date

For I&G Funding: RBC Director Approval [ ] Date

Dean Approval (if Needed) [ ] Date

Created & Updated By Drs. Lopez & Graboski-Bauer; Approved By RBC Directors 2.14.22

Contributors: Dr. Aida Lopez, Dr. Ashley Graboski-Bauer, Stephy Medrano, Alex Villa, Melanie Smoak 6/2023

GA Salary Table

Graduate Assistant Salary Table with 1.5% Increase

Graduate Assistant Salary Table as of 7/1/2021				
	FTE	G1	G2	G3
Academic Year (HACD)	0.500	$18,435	$18,862	$19,288
	0.375	$13,826	$14,146	$14,466
	0.250	$9,217	$9,430	$9,645
Semester (HFA,HSP)	0.500	$9,217	$9,430	$9,645
	0.375	$6,912	$7,073	$7,232
	0.250	$4,609	$4,716	$4,822
	0.125	$2,305	$2,358	$2,412
Annual (HANNL)	0.500	$24,580	$25,149	$25,718
	0.375	$18,435	$18,862	$19,288
	0.250	$12,291	$12,575	$12,859
Summer Session (HSUM)	0.500	$6,146	$6,287	$6,430
	0.375	$4,609	$4,715	$4,822
	0.250	$3,072	$3,143	$3,215
Summer (HSUM1,HSUM2)	0.500	$3,072	$3,143	$3,215
	0.250	$1,537	$1,572	$1,607

Staff (Exempt & Nonexempt) Salary Table

Increase Grade 03 to $11.50 and adjust the rest of the scale 1.5%

Staff (Exempt & Nonexempt) Salary Table Effective 7.1.21

Pay Level	Entry		1st Qtile		Midpoint		3rd Qtile		Maximum	
	Hourly Rate	Annual Salary	Hourly Rate	Annual Salary	Hourly Rate	Annual Salary	Hourly Rate	Annual Salary	Hourly Rate	Annual Salary
03	11.50	$23,920	12.94	$26,910	14.38	$29,900	15.81	$32,890	17.25	$35,880
04	11.95	$24,847	13.44	$27,953	14.93	$31,059	16.42	$34,165	17.91	$37,271
05	13.44	$27,953	15.18	$31,577	16.92	$35,200	18.66	$38,824	20.40	$42,447
06	15.43	$32,094	17.42	$36,236	19.41	$40,377	21.40	$44,518	23.40	$48,659
07	17.91	$37,271	20.16	$41,930	22.40	$46,589	24.64	$51,247	26.88	$55,906
08	20.40	$42,447	23.14	$48,141	25.88	$53,836	28.37	$59,012	30.86	$64,189
09	23.89	$49,694	26.88	$55,906	29.86	$62,118	32.85	$68,330	35.84	$74,542
10	27.37	$56,942	30.86	$64,189	34.35	$71,436	37.58	$78,165	40.81	$84,895
11	31.35	$65,224	35.34	$73,506	39.32	$81,789	43.30	$90,071	47.28	$98,354
12	36.34	$75,577	40.81	$84,895	45.29	$94,212	49.77	$103,530	54.25	$112,848
13	41.31	$85,930	46.54	$96,801	51.77	$107,671	56.99	$118,542	62.22	$129,413
14	47.79	$99,389	53.75	$111,812	59.72	$124,236	65.70	$136,660	71.67	$149,083
15	54.75	$113,883	61.72	$128,377	68.69	$142,871	75.65	$157,366	82.62	$171,860
16	63.21	$131,483	71.18	$148,048	79.14	$164,613	86.85	$180,660	94.57	$196,707
17	72.66	$151,154	81.87	$170,307	91.09	$189,460	$100.04	$208,095	109.00	$226,731
18	83.62	$156,537	94.07	$176,105	104.52	$195,672	$114.97	$220,131	125.42	$244,590

Student Salary Ranges

Student Employment Salary Table as of 1/1/21		
Classification	Minimum	Maximum
Student Aide	$10.50	$14.00
Student Assistant	$10.50	$16.00
Student Co-Op	$10.50	$20.00
Student Graduate Specialist	$10.50	$20.00

Student Employment Salary Table as of 1/1/22		
Classification	Minimum	Maximum
Student Aide	$11.50	$16.00
Student Assistant	$11.50	$18.00
Student Co-Op	$11.50	$22.00
Student Graduate Specialist	$11.50	$22.00

Faculty (Temp Part-Time) Salary Ranges

1.5% Increase on Min Credit Rate

FY22 Las Cruces Campus Temporary Part Time Faculty Per Credit Ranges Effective 7/1/19	
Rank/Title	Min
College Instructor Minimum	$ 985
College Assistant Professor Minimum	$ 1,287
College Associate Professor Minimum	$ 1,829
College Professor Minimum	$ 2,175
Maximum per credit rate cannot exceed the market rate by rank and discipline.	

Requested Base Salary Calculator (Graduate Assistants)

Available at: https://hr.nmsu.edu/managers/hrcalc/gaps.html

Employment Services
New Mexico State University
MSC 3HRS, Box 30001
Las Cruces, NM 88003-800
Phone: (575) 646-8000
Fax: (575) 646-2806

Graduate Assistant Prorated Salary & FTE Calculator

(This is a tool only)

Requested Base Salary Calculator

This calculator is used for calculating the requested base salary. If you do not know the FTE, this calculator can provide a maximum FTE, based on available dollars to be paid.

Input Information

Minimum Annual Rate at .5 FTE Based on Level*: ____

FTE[1]: ____

Job Start Date*: ____

- OR -

Job End Date*: ____   Available Dollar Amount to Pay[1]: ____

Calculate   Reset

[1] If you do not know the FTE, please enter the dollar amount you have available to pay.

Calculations

Minimum Annual Rate at .5 FTE Based on Level:
Graduate Assistantship To Full Time:
FTE(Minimum):
Total Amount to be Paid:
Pay Ratio:
Semi-monthly Rate:
RBS (Semi-monthly Rate * 24):

Please contact (575) 646-8000 or your HR Team Partner with questions.

Requested Base Salary Calculator (Research Faculty in Summer)

Available at: https://hr.nmsu.edu/managers/hrcalc/rfps.html

Employment Services
New Mexico State University
MSC 3HRS, Box 30001
Las Cruces, NM 88003-800
Phone: (575) 646-8000
Fax: (575) 646-2806

Research Faculty Prorated Salary & FTE Calculator

(This is a tool only)

Requested Base Salary (Research) Calculator

This calculator is used for calculating the Requested Base Salary for the performance of research or administrative duties, for regular faculty only.

Input Information

Academic Salary[1]*: _____
Job Start Date*: _____
Job End Date*: _____

FTE[2]: _____
- OR -
Available Dollar Amount to Pay[2]: _____

[Calculate] [Reset]

[1] If faculty member is on a 12 month appointment and/or part time, you must adjust to full time 9 month salary.
[2] If you do not know the FTE, please enter the dollar amount you have available to pay.

Calculations

The results of your calculation

Academic Salary:
Pay Per Week (Academic Salary / 36):
# of Weeks:
Amount at 1 FTE:
FTE(Minimum):
Total Amount to be Paid:
Pay Ratio:
Semi-monthly Rate:
RBS (Semi-monthly Rate * 24):

Please contact (575) 646-8000 or your HR Team Partner with questions.

Contributors: Dr. Aida Lopez, Dr. Ashley Graboski-Bauer, Stephy Medrano, Alex Villa, Melanie Smoak 6/2023

Course Buyout for Faculty

Academic year buyouts (a.k.a. course releases) are not separate hires, but a purchased portion of the faculty's I&G effort, so they are a special series of steps.

The general process for a buyout is this:

1. Complete a PEF for the individual whose effort is being "bought out." Route as usual for signatures, review, etc.
    a. Do not include an offer letter for a buyout PEF.
    b. The salary formula on the buyout PEF should reflect the <u>academic year </u>teaching load. Based on the general faculty guidelines the formula would be as follows:
        I. **9-month faculty-** They teach 4 classes in the fall and spring, which equals to a .125 FTE.
            - **Buyout salary 9-month=** (9-month salary) *<u>0.125 FTE</u>
        II. **12-month faculty-** They teach 10 classes, 4 classes in the fall and spring and 2 over the 10-week summer. The 12-month faculty's FTE would equal to .10 FTE.
            - **Buyout salary 12-month=** (12-month salary) * <u>.10 FTE</u>
        III. For changes or differences related to this formula, contact the FBO TEAM and note that documentation will likely be needed from the faculty member's department chair.
2. After the buyout PEF is approved and returned to the department, the department then:
    a. **Creates LPAFs** to distribute the buyout effort
    b. **Routes all buyout related LPAFs to the RBC team for review and approval**
3. To request approval to use salary savings from a course buyout to pay for another person to cover a specific class, route both the buyout and regular hire PEF together, along with the OAF if applicable to the latter. These will need to be reviewed all together.

Every buyout will need at least two LPAFs:

a. **LPAF #1** needs to assign the appropriate amount of effort to the buyout index/source.
b. **LPAF #2** is needed to set an end date to the buyout, removing the effort assigned to the buyout index.
4. Once LPAF #1 is approved it can be submitted. The other(s) will be retained and returned for sequential submission.
    a. LPAFs need to be registered in Banner in the order in which they are to take effect. For instance, the first buyout LPAF needs to be registered before an "end date" LPAF can be submitted.

Notes on dates for buyout LPAFs

- All LPAFs, including those for buyouts, must have start dates that align with the standard NMSU pay cycles, i.e., the 1st or 16th of a month.
- The LPAF to terminate a buyout at semester end can have a date that falls in Summer session, even if the faculty member is 9-month.

- LPAFs involving restricted funding should include the signatures of all impacted PIs. If an impacted PI does not need to sign as a supervisor, they should sign in the white space at the bottom of the form.

Electronic Personnel Action Form (EPAF)

An Electronic Personnel Action Form (EPAF) is used to originate electronic documents needed to process personnel actions, such as hiring transactions and changes to existing job data.

EPAF is a Banner module that was designed to accommodate a more efficient approval signature process for centralized and decentralized HR operations or actions. It improves and simplifies the process for completing and approving a wide range of Personnel Action Forms (PAFs) for all employee types.

EPAF actions are originated electronically by the various departments within the university to communicate employment decisions about their employees to the HR and Payroll department. They are then electronically routed to the appropriate approvers. Once approved, they are applied to Banner directly by a central process.

EPAF is fully electronic (Web-based) and EPAF actions can be created and routed using Banner Employee Self-services (ESS) which is accessible through myNMSU. Access to EPAF is not granted to all NMSU employees; it is only for those employees who have been designated in the system as EPAF originators and/or approvers.

The type of EPAF you create depends on the change you are making. Additional EPAFs will become available in the system as they are developed. The different types of EPAFs are classified as "Approval Categories". In addition to general functions of EPAF, this document describes how to process student employee hiring actions in the HSHIR Approval Category.

Here are some of the primary features/tools that EPAF provides to improve the hiring experience for colleges/departments:

- Data Validation- verifies employee data entered is correct and will pre-populate fields where appropriate

- Name Search- ability to input the Aggie ID or search for the ID through a name look-up feature

- View Existing Jobs- ability to view existing jobs, university wide

- Rehire into previous position– easily rehire incumbents into the same job within the same department

- Date validation– based on the type of hire, the system will validate the date to reduce errors

- Reduced approval routing steps– Actions will no longer route to Employment Services for review and approval. Colleges/Divisions will be responsible for reviews and approvals. Actions will be processed into Banner for payment after only three steps from origination

- Tracking of actions- track hiring actions submitted by you. No more paper copies to retain!

EPAF Key Features

Default values

The EPAF system populates default field values based on the EPAF category selected as well as information obtained from Banner, such as previous job and employee record information.

Most default values can be changed if needed, however some values are automatically populated and cannot be changed. Fields that cannot be changed are indicated as **not enterable** next to the field label.

Default values are a benefit because they save time when completing EPAFs for the most common types of transactions.

Lookup fields

Lookup fields are used to search and select appropriate values for a field. EPAF integrates with Banner data in order to help find a variety of values, such as values related to employees, organizations, and positions. Lookup fields are indicated by a magnifying glass icon

Field validation (error checking)

EPAF uses a two-stage validation check that examines entered values to determine if the values are valid given information about the transaction that you have provided. For example, EPAF validates effective and personnel dates based on the job change reason you have selected.

If an EPAF transaction fails validation a message will display indicating the details about the failed validation and how to resolve the issue. There are three types of validation messages, *Error* messages, *Validation* messages and *Warning* messages. Validation messages indicated as **ERROR** or **VALIDATION** must be corrected in order to submit the EPAF for approval. Validation messages indicated as **WARNING** should be noted; however, you may submit the EPAF for approval if a warning message exists.

An error will prevent you from submitting the EPAF until the error is corrected, but you can still save the EPAF if errors are present.

How to access EPAFs

What you should know before you begin the EPAF process

As you begin an EPAF the system will require specific information about the transaction that you should gather ahead of attempting to originate an EPAF. Specifically, you should know the following details about the transaction, or obtain this information, before you create a new EPAF.

- AggieID (ex. 800XXXXXX) of the person to be hired *

- Personnel date of the person to be hired (the date the person will report to work)

- The position number for the position that will be filled

* If the person you are hiring does not have an AggieID or they have never worked for the university, please complete the New Hire form on the HRS Web site (https://hr.nmsu.edu/documents/New-Employee-Data-Form.pdf).

Access is required to use the EPAF system. Please download, complete, and route the security form to gain access to the system:

https://inside.nmsu.edu/fbs/forms/

Some job aids and tools will also help:

Processing Toolkit – The Processing Toolkit is a collection of resources that provides details about hiring student employees, including information about regular and work-study employment processing using EPAF.

https://hr.nmsu.edu/general-resources/toolkits.html

Work-study Resources – Provides information about Federal, State and Crimson Scholar Work-study Programs at NMSU.

Work-study Handbook: https://fa.nmsu.edu/work-study/handbook.html

Work-study Employer Responsibilities: https://fa.nmsu.edu/work-study/employers.html

Access EPAF through my.nmsu.edu using your browser

Please Note:

Internet Explorer is not support. We recommend alternate browsers such as the latest versions of Mozilla Firefox, Google Chrome, or Apple Safari.

The EPAF system is accessible through myNMSU. The myNMSU portal allows you to use a single username and password to access many of the electronic services at NMSU.

EPAF Instructions

https://portal.nmsu.edu/group/mycampus/home

1. Enter your NMSU **Username** and **Password**.

2. Click on the **Login** button.

3. Once logged into myNMSU, click on the **Employee** tab.

4. Click on **Employee** to open Self-Service Banner in a new window or tab.

5. Select **Electronic Personnel Action Forms**.

Contributors: Dr. Aida Lopez, Dr. Ashley Graboski-Bauer, Stephy Medrano, Alex Villa, Melanie Smoak 6/2023

EPAF Categories

Categories are used to select specific data entry forms related to the personnel action you want to perform. In the following section we detail the Student – Hire/Rehire, HSHIR category, describing each field that is available on the form including a basic description of acceptable values and relevant examples.

Student – Job Termination/TSTRM

This section describes the process of completing a **Student – Job Termination/TSTRM** approval category to terminate Regular and Work-study students.

The Student – Job Termination/TSTRM EPAF has a single purpose, it is used to terminate student jobs in the Banner system. As such, there is only one form and section to complete, the NBAJOBS form job termination information.

Before you begin, please note that any future dated job record or pending action (such as termination actions, changes to pay, title, or other job changes that have already been submitted) cannot be overridden by this process. If a future dated job action exists you will receive an error when attempting to submit the action and you will be prompted to contact Human Resources Information Systems (HRIS). In consultation with HRIS you should request to remove the future dated job actions. Once the future dated job actions are removed you may continue the Student – Job Termination/TSTRM EPAF process.

*Note: If you are terminating a student job as an **involuntary termination** you must first contact Employee and Labor Relations (ELR) to discuss the termination process. After consultation with ELR you may initiate the Student – Job Termination/TSTRM EPAF action.*
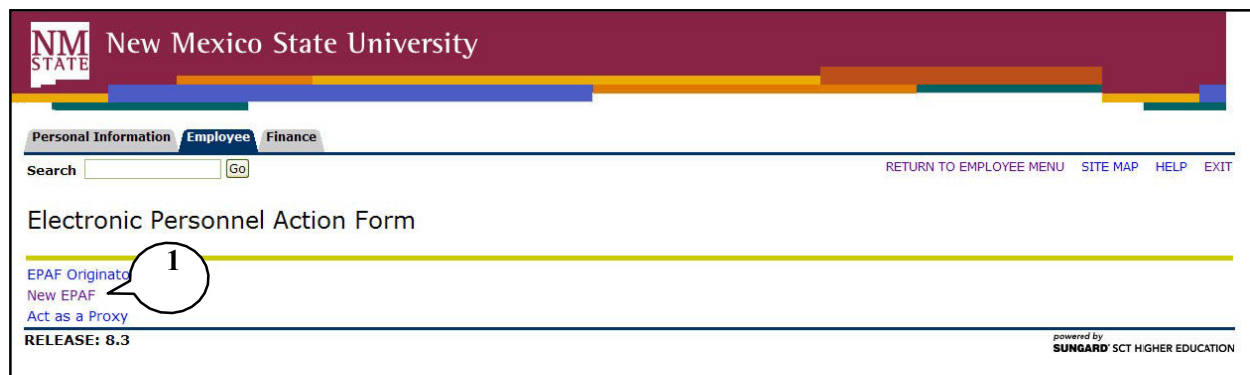
Creating a new TSTRM EPAF

1. From the Electronic Personnel Action Form screen, click **New EPAF**.
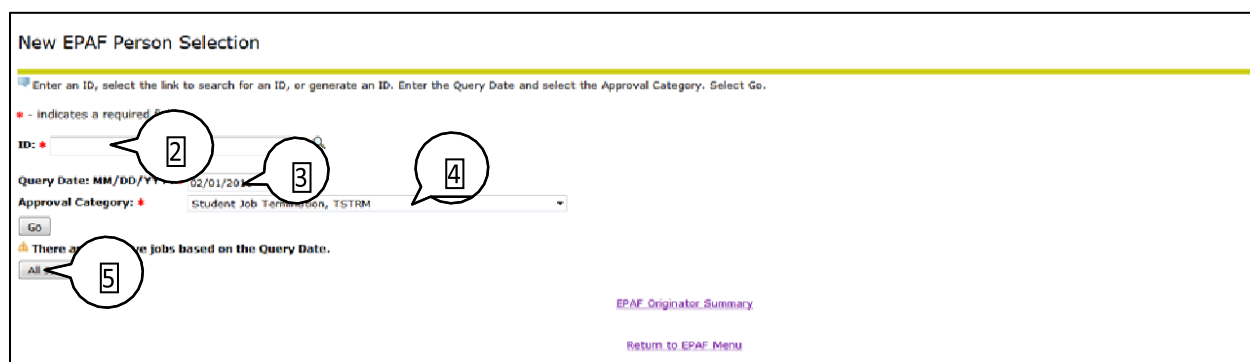
2. Enter the Banner **ID** of the employee that will be affected by the EPAF transaction.
   - You can do a search for the Banner **ID** by clicking on the magnifying glass. Employees can be looked up using their first and last names, Banner IDs and/or SSNs**.**
3. Enter the **Query Date** (defaults to today's date). See the section labeled "How to determine the query date" for additional details about how to select the appropriate query date for the transaction.
4. *Select the **Approval Category** as appropriate. In this case we are creating a Student – Job Termination, TSTRM*
5. Click **Go**.

How to determine the query date

The query date is used to find jobs and display the job status for each job as of the query date entered. The query date is also used to default values on the EPAF detail screen.

Caution: The query date defaults to the current date and this may not always be what you want.

The query date must be earlier than or equal to the effective date for the job. ***To ensure that the query date is earlier than the effective date, select the first day of the month for which the employee will be terminate.***

For example, if an employee will begin work on 11/15/2014, set the query date to 11/01/2014.

Terminate NBAJOBS Screen

1. Select position number

   Before you begin, the EPAF process you must select an active position number you will be affecting with the EPAF transaction. Selecting the correct active position suffix is important because it helps to maintain a clear employment history for the employee records in Banner.

   Student positions are hired using a single pooled position number: 999992

   Note: The University has moved to a single pooled position number, effective with the EPAF implementation, which will be utilized for all regular, work-study and Co-Op student employment. *Do not use previous student hire position numbers.*

2. Click Go

3. Click Save

Terminate-Job Termination/NBAJOBS

Terminate NBAJOBS, 999992-00 Student Aide, Last Paid Date: Jan 15, 2016

Item	Current Value	New Value
Job Status: *(Not Enterable)	Active	T
Jobs Effective Date: MM/DD/YYYY*	01/01/2016	
Personnel Date: MM/DD/YYYY*	01/01/2016	
Job Change Reason: *(Not Enterable)	LABOR	TERMJ
Contract Number:	298753	

1. Personnel Date

This is the date the employee will be terminated from this position. The value entered for the Personnel date will be used to determine the Job End Date.

Routing Queue Section

The routing queue specifies the approval levels and approvers for the EPAF transaction.

You can default the routing queue used for each EPAF Category to specify the approvers used for future transactions. If you set-up the default routing queue you can still specify different approvers, if necessary, for each transaction. See the *Default Routing Queue* section (pg. 31) for additional details.

Routing Queue

Approval Level	User Name		Required Action
20 - (D/VP) Dean/VP	JGONZO54	Joaquin Gonzalez	Approve
99 - (PAY) Payroll	JEKOENIG	Jennifer Lyn Enriquez	Apply
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected

Save and Add New Rows

All EPAF's have a minimum of two levels of approvals: Dean/VP and Payroll. The Payroll level **does not approve or review the transaction in any way,** rather the Payroll level simply loads the EPAF records into Banner. **Only the approver selected for the Dean/VP level will review and approve the transaction.**

1. Enter the **Username** for each level of approver
   a. The search function can be used by clicking on the magnifying glass to the left of username
   b. For the **Payroll** approval level, you may select any available approver on the search screen
2. Click **Save and Add New Rows** button to save your changes and populate the name of the approver

Comment

Originators add comments to the EPAF in order to provide additional information about the transaction that is not otherwise recorded in the submission form. The comments will be saved with the EPAF transaction and will be reviewed by EPAF approvers at the Dean/VP approval level. Both originators and approvers will be able to see the comments in the originator or approval summary screens respectively.

Adding comments to an EPAF

You can add multiple comments to an EPAF transaction; however, comments cannot be deleted once the form is saved.

If the EPAF has already been saved with comments the comment contents will not display in the comment field. In order to see previously saved comments, click the note button next to the comment field.
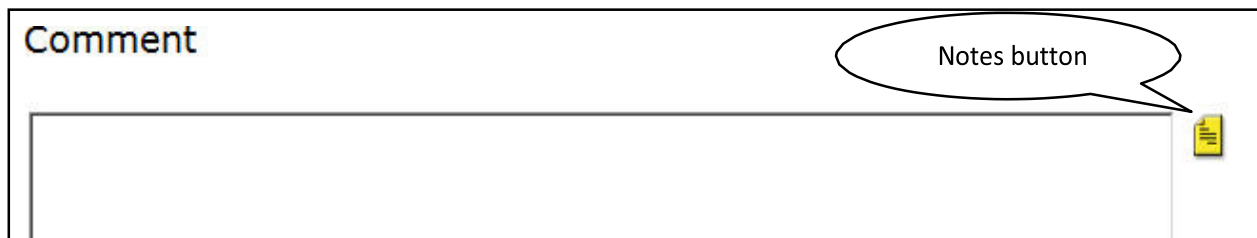
Comments may also be added to an EPAF by approvers. If an EPAF is returned for correction, the approver comments will provide information about why the EPAF was returned. See the section titled *Viewing Comments and Warnings* (pg. 26) for additional information about viewing EPAF comments.

Note: Comments cannot be deleted.

EPAF Processing Reference FY21- Temp Faculty

EPAF Processing Reference – Temp Faculty

Position Numbers
Used on the New EPAF Position Selection Screen

- 999996 - Temp Faculty Instr-Credit
- 999995 - Temp Faculty Instr-NonCredit
- 999994 - Temp Faculty-Research
- 999993 - Temp Faculty-Public Service
- 918998 - Supplemental Compensation
  (contract type always Overload)

  Only to be used when hiring someone who currently holds a "Regular" NMSU position and the job being hired for will exceed 1.0 FTE.

Faculty Standard Titles
Used in the Title field in the NBAJOBS section

- Instructor
- Asst Prof
- Assc Prof
- Professor
- College Instructor
- College Asst Prof
- College Assc Prof
- College Prof

ECLASS Definitions
Used in the Employee Class Code field in the NBAJOBS section and PEAEMPL Section*
(* only update PEAEMPL if the job is a primary contract type)

- A3 - Faculty FT Temp - Academic
- A4 - Faculty PT Temp - Academic
- B3 - Faculty FT Temp - Annual
- B4 - Faculty PT Temp - Annual
- C1 - Faculty FT - Other (semester and part-term)
- C2 - Faculty PT - Other (semester and part-term)

EPAF Personnel Dates Reference
Used to determine job start and job termination dates based on job change reason

Term hiring for	Job Change Reason	Job Personnel Date (NBAJOBS)	Jobs Personnel Termination Date (terminate NBAJOBS)
Spring 2021	HSP	January 14, 2021	May 18, 2021
Fall 2020	HFA	August 17, 2020	December 15, 2020
Full Summer 2020	HSUM	May 26, 2020	August 10, 2020
Summer Session I (MSI) 2020	HSUM1	May 26, 2020	June 30, 2020
Summer Session II (MS2) 2020	HSUM2	July 1, 2020	August 10, 2020
Summer Session III (MS3) 2020	HSUM3	May 26, 2020	July 23, 2020
Academic 20/21	HACD	August 17, 2020	May 18, 2021
Spring 2020	HSP	January 16, 2020	May 19, 2020
Part-Term (note: includes mini semester sessions, week end work, etc.)	HPART	Enter actual job start date	Enter actual job end date
Annual (only to be used for actual annual appointments)	HANNL	Enter actual job start date	Enter actual job end date

Account Code Reference
Used in the Labor Distribution Section

Temporary Faculty = **611300**

Supplemental Compensation for Faculty = **619300**

EPAF Processing Reference FY21- Graduate Assistants

EPAF Processing Reference – Graduate Assistants

Position Numbers
Used on the New EPAF Position Selection Screen

Titles (enter exactly as indicated below)
Used in the title field of the Active/Rehire NBAJOBS section

Position Numbers	Titles
917555 - Graduate Teaching Assistants	Teaching Assistant
917777 - Graduate Research Assistants	Research Assistant
917888 - Graduate Assistant - Other	Grad Asst-Other
917444 – Graduate Assistant – Fellow	Grad Assist Fellow
967999 - Research Assistant **PSL ONLY**	Research Asst-PSL

ECLASS Definitions
Used in the Employee Class Code field in the NBAJOBS section and PEAEMPL Section*
(* only update PEAEMPL if the job is a primary contract type)

SG - Graduate Assistant (RA/TA)

S6 - PSL Graduate Assistant (RA/TA)

Account Code Reference
Used in the Labor Distribution Section

Graduate Assistant = **618600**

EPAF Personnel Dates Reference
Used to determine job start and job termination dates based on job change reason

Term hiring for	Job Change Reason	Job Personnel Date (NBAJOBS)	Jobs Personnel Termination Date (terminate NBAJOBS)
Spring 2021	HSP	January 14, 2021	May 18, 2021
Fall 2020	HFA	August 17, 2020	December 15, 2020
Full Summer 2020	HSUM	May 26, 2020	August 10, 2020
Summer Session I (MSI) 2020	HSUM1	May 26, 2020	June 30, 2020
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Academic 20/21	HACD	August 17, 2020	May 18, 2021
Spring 2020	HSP	January 16, 2020	May 19, 2020
Part-Term (note: includes mini semester sessions, week end work, etc.)	HPART	Enter actual job start date	Enter actual job end date
Annual (only to be used for actual annual appointments)	HANNL	Enter actual job start date	Enter actual job end date

Fringe Rates

NMSU's fringe rates can be found at: https://inside.nmsu.edu/fbs/cost-accounting-rates/

FY22 Fringe Rates are:

Current Fringe Rates	Negotiated Rates effective from 7/1/21 to 6/30/22
Regular Employees	36.50%
Non-Regular Employees	20.22%
Student Employees	0.63%
Graduate Assistant	0.65%

Pay Schedules

Pay schedules are posted here: https://inside.nmsu.edu/payroll/pay-schedules/

2023 Pay Schedule for Salaried Employees

Regular Faculty, Term Appointment Faculty, Temporary Faculty, Regular Exempt Staff, Term Appointment Exempt Staff, Graduate Assistant (Paid Semi-monthly/Current basis)

Payroll ID	Payroll Number	Pay Period Starts	Pay Period Ends	Pay Date
SC	1	1/01/2023	1/15/2023	1/13/2023
SC	2	1/16/2023	1/31/2023	1/31/2023
SC	3	2/01/2023	2/15/2023	2/15/2023
SC	4	2/16/2023	2/28/2023	2/28/2023
SC	5	3/01/2023	3/15/2023	3/15/2023
SC	6	3/16/2023	3/31/2023	3/31/2023
SC	7	4/01/2023	4/15/2023	4/14/2023
SC	8	4/16/2023	4/30/2023	4/28/2023
SC	9	5/01/2023	5/15/2023	5/15/2023
SC	10	5/16/2023	5/31/2023	5/31/2023
SC	11	6/01/2023	6/15/2023	6/15/2023
SC	12	6/16/2023	6/30/2023	6/30/2023
SC	13	7/01/2023	7/15/2023	7/14/2023
SC	14	7/16/2023	7/31/2023	7/31/2023
SC	15	8/01/2023	8/15/2023	8/15/2023
SC	16	8/16/2023	8/31/2023	8/31/2023
SC	17	9/01/2023	9/15/2023	9/15/2023
SC	18	9/16/2023	9/30/2023	9/29/2023
SC	19	10/01/2023	10/15/2023	10/13/2023
SC	20	10/16/2023	10/31/2023	10/31/2023
SC	21	11/01/2023	11/15/2023	11/15/2023
SC	22	11/16/2023	11/30/2023	11/30/2023
SC	23	12/1/2023	12/15/2023	12/15/2023
SC	24	12/16/2023	12/31/2023	12/21/2023

Appendix

Finance Quick Reference Guide

Financial Documents	
Travel Funding Request Authorization	Use this form to obtain department approval to travel
Employee Travel Advance	Use this form to request an advance before traveling. Advance is available to regular faculty, regular staff, and graduate assistants
Travel Expense Report (TER)	Prepare a Travel Expense Report after your trip in order to get reimbursed for travel expenses such as meals, lodging, transportation, conference registration,etc.
Funding Request Form (FRF)	Dean's Office use only. This form is to be used by the departments only when requesting funds from the dean's office
Direct Pay For Vendor Payments	Use this form for vendor payments that do not require a purchase order
Payment Request (PR)	Use this form for all payments in which vendor registration is not required (Employment related payment, student, or other payee)
Foundation Voucher	Use this form when requesting a reimbursement from foundation funds

Human Resources Quick Reference Guide

Human Resources Documents	
ELR Electronic Labor Redistribution	ELR is used to correct labor redistribution from **past payroll.** If the employee was paid from the incorrect index, ELR will need to be processed **within 90 days of the pay date**
LPAF Labor Personal Action Form	LPAF is needed to change labor redistribution for **future payroll**
PAF Personnel Action Form	PAF is used to make changes to employee records or job information
EPAF Electronic Personnel Action Form	EPAF is used to originate electronic documents needed to process personnel actions such as hiring transactions and changes to existing data
Hiring Forms	
PEF Preliminary EPAF	This form is used to hire temporary and permanent **employees**
PEF-F Preliminary EPAF Temp Faculty	This form is used to hire temporary **faculty**
PEF-G Preliminary EPAF GA & Students	This form is used to hire **Graduate Assistants** and **Students**

Banner Quick Reference List

Banner Quick List	
Grant Accounting	
FRIGITD	Grant Inception To Date
FRAGRNT	Grant Information
Unrestricted Indicies	
FGIBDSR	Detailed Summary of Transaction
FGIBDST	Trial Balance
FGITBSR	Fund Balance
HR	
NBAJOBS	Employee Position Information
PPAIDEN	Employee Information
Purchase Orders	
FPAREQN	Create/Change/Delete PO
FOIDOCH	View PO Requisition
FPIREQN	Review Complete PO's
FOADOCU	View Requisition Status
Vendor Queries	
FTMVEND	Vendor Address
FTIIDEN	Vendor Search
FAIVNDH	Vendor Detail History
JV's	
FAGJVCD	JV Document Upload
FOADOCU	Document by User

Payment Guidelines

Payment Category	Payment Description or Example	Direct Pay	Payment Request			Taxable Payment requires tax document(s)	PCard Option	Account Code
			Employee (employment related)	Student (Non-Employment Related)	Other Payee (not NMSU student or employee)			
Agency Fund Payments	Disbursement from agency funds				Process on Agency Form		Not allowed	n/a
Awards/Prizes: cash payment to non-NMSU employee or NMSU student	Cash prizes or awards to non-employees for achievement, performance, or competition associated with programs and activities that support the primary mission of the University. NMSU students may receive cash prizes or awards if the payment is not related to their education or employment at the University. Awards to NMSU employees, including student employees, related to employment are processed on a Payroll One-Time Payment Request.			X	X	X	Not allowed. However, allowable commemorative items can be purchased on PCard as allowed by funding source.	732050
Business Meals	Reimbursement of business meal (meeting) paid for by NMSU employee. Does not include individual meals while on travel.		X				Preferred for cost of meal including tip and delivery fees. Alcohol is unallowed on university funds. Does not include room rental or deposit, equipment rental, or other costs associated with business meeting.	737100
Centrally Initiated Payments	For university Business Office use only				X		n/a	various
Consignment Sales	Cash payment to student for items sold on consignment (art, jewelry)			X		X	n/a	
Enterprise/National Car Rental	Payment on university Enterprise account	X					Not allowed	Appropriate travel code
Fees	Registration fees, license fees paid directly to entity. Reimbursement to employee or student should be infrequent and processed on Payment Request under 'Other'	X					Preferred for registration fees, license fees, and re- certifications. Not allowed for parking fees, late payment fees, credit card fees, toll	76xxxx
Guest Payment	A nonemployee engaged by the University to participate in an activity such as guest speakers, panel members, peer/program reviewers, or symposium participants.				X	X	Not allowed	761630

Payment Category	Payment Description or Example	Direct Pay	Payment Request			Taxable Payment requires tax document(s)	PCard Option	Account Code
			Employee (employment related)	Student (Non-Employment Related)	Other Payee (not NMSU student or employee)			
Honorarium	Payment provided as a token of appreciation for participation in an activity or event without a contractual obligation. An honorarium is not based on an agreed upon amount between the individual providing services and the individual seeking services (and therefore an invoice should not be received). If payment is agreed upon, this constitutes a contractual agreement which must be formally recognized in some contractual form and should not be treated as an honorarium. Honoraria cannot be paid to a University employee or to an organization. Payments for more than $5,000 are considered services, not honoraria. Honorarium payments are paid in lieu of reimbursement of travel expenses or any other payment of fees for service.				X	X	Not allowed	761510
Legal Services	For General Counsel Office use only	X					X	7611xx
Library Books & Periodicals	Library purchases for books, periodicals and materials in printed or electronic format from publishers or copyright holders	X					Allowed within PCard purchase limits	739xxx
International Insurance	For use by International Programs only	X						751010 (221000)
Livestock or Feed	Purchase of livestock or feed for livestock typically requiring immediate payment				X	X, dependent on legal entity of supplier	Allowed	741100 Livestock; 736xxx Feed
Memberships	Payments for membership and renewal costs	X					Allowed	7606xx
Other (Direct Pay)	Requires prior recommendation or guidance from Aggie Service Center (asc@nmsu.edu)	X						various
Other (Payment Request) - *All Options*	If not one of the approved examples listed, requires prior guidance from Aggie Service Center (asc@nmsu.edu)		X	X	X	Depends on payment description	Not allowed	various
Other (Payment Request) - *Other Payee*	Examples include payments for: royalties, entertainment contracts, DACC student assistance program, game guarantees, Auxiliary Services pass-through payments				X		Not allowed	various
Other (Payment Request) - *Employment Related*	Examples include payments for: participant incentives paid to employee sponsor for distribution, relocation reimbursement (attach Relocation worksheet), employee reimbursement for items when an urgent situation exists		X				Not allowed	various

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Payment Category	Payment Description or Example	Direct Pay	Payment Request			Taxable Payment requires tax document(s)	PCard Option	Account Code
			Employee (employment related)	Student (Non-Employment Related)	Other Payee (not NMSU student or employee)			
Other (Payment Request) - *Student*	Examples include payments for: NCAA student assistance program **Approved Student Assistance** NCAA, DACC, ASNMSU aide program (757300)			X			Not allowed	various
Postage/Shipping (outgoing)	USPS, FedEx, UPS	X					Preferred	7502xx; 7650xx
Refund	Refund of university revenue - Non-credit courses or training, NM Edge,				X		Not allowed	Revenue code
Sodexo/Catering	Catering services greater than $2,000 or as needed due to cardholder PCard limits	X					Preferred for purchases less than $2000	737100
Mileage Reimbursement	Reimbursement of mileage not associated with travel.		X				Not allowed	Appropriate travel code
Allowance/Participant Pymt/Stipend - *Employment Related*	Participant incentive or allowance paid to an employee.		Participant incentive or allowance where no services are performed are paid through Payroll One-Time Payment Request. Payments for				Not allowed	n/a
Allowance/Participant Pymt/Stipend - *Student*	Participant incentive payment or allowance paid to defray costs of participation, such as travel, where no services are provided and payment is not related to student employment. See Other (Payment Request)-Student for Approved Student Assistance use			X		X	Not allowed	768900
Allowance/Participant Pymt/Stipend - *Other Payee*	Participant incentive payment or allowance paid to defray costs of participation, such as travel, where no services are provided and payment is to an individual that is not a NMSU student or employee, OR to an entity not affiliated with NMSU				X	X	Not allowed	768900
Subcontract Payments	Payments to subrecipient of externally sponsored award; requires 'EQ' number be included				X		Not allowed	792xxx

Payment Category	Payment Description or Example	Direct Pay	Payment Request			Taxable Payment requires tax document(s)	PCard Option	Account Code
			Employee (employment related)	Student (Non-Employment Related)	Other Payee (not NMSU student or employee)			
Travel Reimbursement - *Employee*	Reimbursement to employee for approved business related travel expenses		Process through Travel Expense Report.			X, if not submitted within 90 days of travel	Not allowed	72xxxx
Travel Reimbursement - *Student*	Travel reimbursement for non-employment related purpose.			X			Not allowed	72xxxx; 768xxx
Travel Reimbursement - *Other Payee*	Reimbursement of receipted travel expenses incurred for university business. Payee is not NMSU student, employee, or vendor. Travel				X		Not allowed	768xxx
Utilities	Payments to utility providers - electric, water, gas, telephone, cable/internet	X					Not allowed	755xxx
Wright Express (WEX)	Payment for university WEX account	X					Not allowed	730200

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Account Codes

1. Log in to Cognos/Analytics to get the most updated account codes list
2. Select NMSU tab
3. Click on Banner Lookups

4. Click on Banner Account Codes List

5. Select Operating Ledger

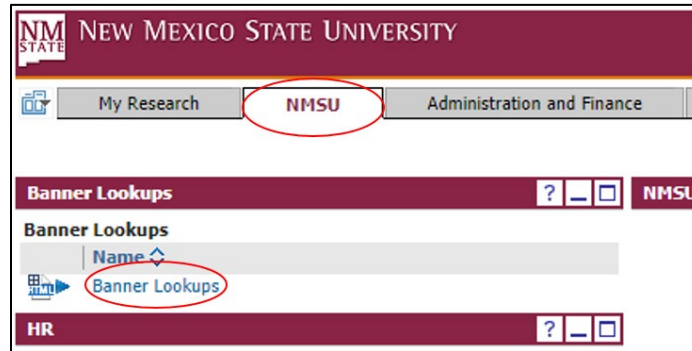| Account Code	Account Title	Effective Date	Account Code Description
721100	TRAVEL ADVANCE	7/1/50	
721999	TRAVEL CARD CLEARING	7/1/13	
722120	DOMESTIC RECRUITING TRAVEL	7/1/50	Travel costs incurred related to recruiting within the United States
722121	DOMESTIC RECRUITING TRAVEL-ONE DAY	8/21/15	Meal reimbursement relating to recruitment for the athletics department where overnight stay is not required should be reasonable in nature. All meal expenses and tips for partial-day travel where overnight lodging is not required will be treated as taxable compensation to the employee and reported as such on the employee‚Äôs Federal W-2. To ensure NMSU adheres to federal tax reporting, departments must use the specific account codes for partial day per diem when overnight lodging is not required. Expenses related to mileage/fuel or non-meal travel expenses must be charged to 722200 Domestic Travel-Non Team
722122	AIRFARE - RECRUITING	8/21/15	Airfare cost for Athletic Student Recruit. Commercial airfare charged for coaches to visit with potential athletes or potential athletes flown in for campus visit
722180	AIRFARE - DOMESTIC	6/29/15	Airfare costs incurred for all student employees, faculty and staff related to business and academic travel within the United States
722200	DOMESTIC TRAVEL - NON-TEAM	6/26/15	Travel costs incurred for all student employees, faculty and staff related to business and academic travel within the United States.
722205	DOMESTIC TRAVEL - TEAM	7/1/15	Travel costs incurred for students and team sponsors related to business, competitions and academic travel within the United States.
722210	DOMESTIC TRAVEL - ONE DAY	7/1/15	Meal reimbursement where overnight stay is not required should be reasonable in nature. All meal expenses and tips for partial-day travel where overnight lodging is not required will be treated as taxable compensation to the employee and reported as such on the employee‚Äôs Federal W-2. To ensure NMSU adheres to federal tax reporting, departments must use the specific account codes for partial day per diem when overnight lodging is not required. Expenses related to mileage/fuel or non-meal travel expenses must be charged to 722200 Domestic Travel-Non Team
722215	DOMESTIC TRAVEL - ONE DAY FED EXCLU	7/1/15	Partial day meal per diem for travel less than a full twenty-four hour period where no overnight lodging is required. Required by IRS for W-2 reporting purposes for travel to attend legislative sessions or other lobby efforts, meeting with donors, etc. (see Uniform Guidance --‚Äî 2 CFR 200.400)
722230	DOMESTIC TRAVEL - FEDERALLY EXCLUDE	7/1/15	Travel costs incurred for all student employees, faculty and staff related to business, recruitment and academic travel within the United States. Required by IRS for W-2 reporting purposes for travel to attend legislative sessions or other lobby efforts, meeting with donors, etc. (see Uniform Guidance --‚Äî 2 CFR 200.400)
722235	DOMESTIC TRAVEL FEES-NON-CUSTOMARY	7/1/15	Airfare fees that are not customary in nature. Fees that not all travelers are required to pay and are incurred for the comfort and convenience of the traveler.
722700	AIRFARE - TEAM	7/1/50	Airfare cost for Athletic Student Team Travel.--† Commercial airfare charged--† for Athletic Teams to travel to school sponsored competitions
724180	AIRFARE - FOREIGN	6/29/15	Airfare costs incurred for all student employees, faculty and staff related to business and academic travel within the United States
724200	FOREIGN TRAVEL - NON-TEAM	7/1/15	Travel costs incurred for all student employees, faculty and staff related to business, recruitment and academic travel outside of the United States.
724205	FOREIGN TRAVEL - TEAM	7/1/15	Travel costs incurred for student employees, and team sponsors related to business, competitions and academic travel outside the United States.
724210	FOREIGN TRAVEL - ONE DAY	7/1/15	Partial day meal per diem for travel less than a full twenty-four hour period where no overnight lodging is required. Required by IRS for W-2 reporting purposes for travel to attend legislative sessions or other lobby efforts, meeting with donors, etc.

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724215	FOREIGN TRAVEL-ONE DAY FED EXCLUDED	7/1/15	Partial day meal per diem for travel less than a full twenty-four hour period where no overnight lodging is required. Required by IRS for W-2 reporting purposes for travel to attend legislative sessions or other lobby efforts, meeting with donors, etc. (see Uniform Guidance --∫2 CFR 200.400)
724230	FOREIGN TRAVEL - FEDERALLY EXCLUDED	7/1/15	Travel costs incurred for all student employees, faculty and staff related to business, recruitment and academic travel outside the United States. Required by IRS for W-2 reporting purposes for travel to attend legislative sessions or other lobby efforts, meeting with donors, etc. (see Uniform Guidance --∫2 CFR 200.400)
724235	FOREIGN TRAVEL FEES - NON-CUSTOMARY	7/1/15	Airfare fees that are not customary in nature for non-domestic/foreign travel. Fees that not all travelers are required to pay and are incurred for the comfort and convenience of the traveler.
730001	AUTOMOTIVE AND TRACTOR SUPPLIES	6/26/15	Supplies which do not increase the life of a vehicle or tractor. Vehicle or tractor repair service should be charged to a repair and maintenance account code. Gasoline excise tax charged on the sale of fuel to NMSU.
730200	FUEL AND LUBRICANTS	7/1/50	Costs related to University owned vehicles or aircrafts. Fuel purchased for a private vehicle that is reimbursable should be charged to travel related code.
730800	GASOLINE EXCISE TAX	7/1/50	Used for gasoline tax tracking purposes
731000	OFFICE SUPPLIES	7/1/50	Standard office supplies which are expendable on a normal day to day basis.
731020	OFFICE SUPPLY RECRUITING	7/1/50	Supplies purchased for recruiting activities related to the athletic programs. Athletic Use ONLY.
731990	OFFICE SUPPLIES FEDERAL EXCLUDED	7/22/11	Standard office supplies which are expendable in the process of conducting federally excluded business activities. (see Uniform Guidance --∫2 CFR 200.400)
732001	OTHER SUPPLIES	6/26/15	Generally used for consumable supplies not normally expended in an office environment for office purposes.
732040	UNIFORMS - TAX EXEMPT	12/14/17	Attire required by the university worn in the performance of assigned duties not suitable for taking the place of regular clothing (e.g. attire for a police officer or medical professional). The University also considers attire approved and provided to AFSCME Union members, under „ÄòArticle 31 - Uniforms and Equipment„Äô of the Collective Bargaining Agreement, to be uniforms. In addition, attire required for public or campus safety qualify as a uniform. Uniforms are considered a "working condition benefit" and therefore excludable from employment tax withholdings
732042	SAFETY/PROTECTIVE CLOTHING - TAX EX	12/19/17	Protective and safety clothing is worn over or in place of regular clothing to protect the employee from damage or abnormal soiling, or to maintain a sanitary environment and may include serving aprons, laboratory coats, or steel-toe boots. Protective clothing is considered a „Äúworking condition fringe benefit„Äù and excludable from employment tax withholdings.
732044	CLOTHING LT 50-DEMINIMIS-TAX EXEMPT	12/19/17	De Minimis clothing is attire given to employees that has a low value, defined as less than $50, and given infrequently (not to exceed $50 per calendar year). De Minimis clothing is excludable from employment tax withholding.
732046	BUSINESS ATTIRE - TAXABLE	12/21/17	Clothing that does not meet the definition of Uniform, Protective and Safety Clothing or De Minimis Clothing are NOT a „Äúworking condition fringe benefit„Äù and is considered Business Attire. The full value of Business Attire is included in the employees„Äô wages and subject to employment tax withholdings (i.e. taxable to the employee).
732048	LINENS	12/21/17	Cost of sheets, towels, etc., which are purchased by the University. Related services such as laundry should be charged to a service code.
732050	AWARDS	6/1/18	Awards, Plaques
732090	SUPPLIES LAB/DEMO/EDUCATION	6/26/15	Expendable supplies (including food products) used in a lab environment or an instructional/educational setting.
732100	COMPUTER AND ELECTRONIC SUPPLIES	6/26/15	Small electronic supplies that are not essential to the function of the electronic equipment and computer related items costing less than $1,000 each.
732140	MARKET TEST SAMPLES	7/1/11	Items purchased for testing in the NMDA laboratories
732500	FLIGHT HARDWARE	7/1/50	Any structure, payload, experiment system or part that will be built to flight structural requirements. PSL use ONLY.
732810	CLEANING AND JANITORIAL SUPPLIES	7/1/50	Cleaning supplies purchased for University related purposes.

Account Code	Account Title	Effective Date	Account Code Description
732990	OTHER SUPPLIES FEDERAL EXCLUDED	6/26/15	Consumable supplies not normally expended in an office environment that are used in the process of conducting federally excluded business activities. (see Uniform Guidance --ʃ 2 CFR 200.400)
733001	PRINT AND PHOTO SUPPLIES	7/1/50	Consumable supplies used in printing, video or photography.
734001	MEDICAL/SAFETY SUPPLIES	6/26/15	Expendable medical/safety supplies. Medical services should be charged to a service code.
735010	ATHLETIC SUPPLIES	7/1/50	Supplies used for or during athletic events or gym accessories. Should not be used for athletic equipment or services.
736010	FEED SEED AND FERTILIZER	7/1/50	Food and supplements for animals.
737100	BUSINESS MEALS/FOOD PRODUCTS	6/26/15	Business Meals: Prepared meals served at restaurants, catered meals or banquets served on or off campus (including taX tip & delivery charge). Must have a bona fide and substantial NMSU business related purpose. The participants are engaged in NMSU business immediately before, during or after the meal. 20 or less participants require a list of attendees along with a clear description of the purpose. This includes meals for faculty, staff, and student employees engaged in business activities. Food Products: Beverages and unprepared, raw food products or prepared food items that will not be used for a meal. Use account code 761610 - NON-FOOD CATERING CHARGE for all other non-food related charges.
737110	MEAL PLANS	6/26/15	To be used by Auxiliary Services and Athletics only.
737200	ATHLETICS PRE GAME MEALS	7/1/50	To be used by Auxiliary Services and Athletics only.
737300	ATHLETICS POST GAME MEALS	7/1/50	To be used by Auxiliary Services and Athletics only.
737990	BUSINESS MEALS FEDERALLY EXCLUDED	6/26/15	Prepared meals serverd at restaurants, catered meals or banquets served on or off campus that are related to a federally excluded function or activity (see Uniform Guidance --ʃ 2 CFR 200.400). Must have a bona fide and substantial NMSU business related purpose.The participants are engaged in NMSU business immediately before, during or after the meal. 20 or less participants require a list of attendees along with a clear discription of the purpose.
738011	MISC SUPPLIES PROCUREMENT CARD	7/1/50	Generally used as a clearing code for Pcard purchases that are in dispute or lack information.
738012	MISC EPROCUREMENT	12/1/17	
739010	PUBLICATIONS AND FILMS	6/26/15	Publications on various media. The cost of services to produce publications of any kind should be charged to 752001.
739100	BOOKS	7/1/50	Books purchased for classroom instruction, general purpose office or non-office use or for the Library collection.
739200	PERIODICALS	7/1/50	Journals, serials, subscriptions for the Library's collection or Library users. For library use only.
739210	ELECTRONIC INFORMATION	7/1/50	Electronic resources are databases, journals, serials, subscriptions for the Library's collection or Library. For library use only.
739800	RECRUITING-PUB. SERVICE & SOFTWARE	3/23/10	Recruiting publications or recruiting specific software used to assess and recruit student athletes related to the athletic program. Athletic use ONLY.
740010	KEYS	4/16/15	
740050	NCAP EQUIPMENT SCI TEC PSL	10/6/08	
740100	FURNITURE AND EQUIPMENT LT 5000	10/6/08	
740110	OFFICE DECOR	10/6/08	
740120	EQUIPMENT FEDERAL DELIVERABLE	10/6/08	
740140	EQUIPMENT FOREIGN DELIVERABLE	10/6/08	
740150	EQUIPMENT PRIVATE DELIVERABLE	10/6/08	
740200	SMALL TOOLS LT 5000	10/6/08	
740240	LAB EQUIPMENT	10/6/08	
740250	SCIENTIFIC EQUIPMENT	10/6/08	
740270	MUSICAL INSTRUMENTS LT 5000	4/16/15	
740280	FIRE EXTINGUISHERS	4/16/15	
740300	ATHLETIC RECREATION EQUIP LT 5000	4/16/15	

Account Code	Account Title	Effective Date	Account Code Description
740320	ATHLETIC UNIFORMS	4/16/15	
740340	ATHLETIC EQ BSKETBAL	4/16/15	
740400	TAGGED MINOR EQUIPMENT PSL	4/16/15	
740450	PILF EQUIPMENT SCI TEC PSL	4/16/15	
740800	NON CAP SENSITIVE EQUIP/COMP	5/9/18	
740990	NON CAP EQUIP FEDERAL EXCLUDED	4/16/15	
741100	LIVESTOCK AND POULTRY	7/1/50	
744010	REPAIR AND MAINTENANCE PARTS	7/1/50	
744080	AIRCRAFT R&M PARTS	7/1/08	
744100	BUILDING R M PARTS	7/1/50	
744110	PAINTING SUPPLIES	7/1/50	
744120	CARPENTRY SUPPLIES	7/1/50	
744130	PLUMBING SUPPLIES	7/1/50	
744140	HEATING AND COOLING PARTS	7/1/50	
744300	EQUIPMENT R M PARTS	7/1/50	
744310	COMPUTER R M PARTS	7/1/50	
744330	PRINTER R M PARTS	7/1/50	
744340	OFFICE MACHINE PARTS	7/1/50	
744370	FOOD EQUIPMENT PARTS	7/1/50	
744390	ADPE EQUIP R M PARTS	7/1/50	
744400	VEHICLE R M PARTS	7/1/50	
744500	ELECTRICAL R M PARTS	7/1/50	
744600	MECHANICAL R M PARTS	7/1/50	
744990	R M PARTS FEDERAL EXCLUDED	7/22/11	
747010	PSL SUPPLIES CHARGE OUT	7/1/50	
747050	PSL STOCK REQUISITION	7/1/50	
750001	GENERAL SERVICES	7/1/50	Charges for services not listed separately
750051	SEMINARS AND TRAINING	1/8/16	Costs for training, seminars and professional development
750052	PILOT TRAINING	1/8/16	The cost of pilot training.
750101	COMMUNICATIONS	7/1/50	The cost of specified non-usage communication related charges and cable television charges. This account code should not be used for equip purchase. Example: telephone directory charges.
750201	POSTAGE	7/1/50	The cost of metered postage, stamps, bulk mail postage or postage for recruiting purposes. Should not be used for freight costs.
750290	POSTAGE FEDERALLY EXCLUDED	11/30/15	Postage purchased for federally excludable function. (see Uniform Guidance -ÔøÓ 2 CFR 200.400)
750300	TELEPHONE TELEGRAPH	7/1/50	Charges for telephone usage
750310	EQUIPMENT CHARGES	7/1/50	Charges for equipment usage
750320	DDD CALLS ICI LINES	7/1/50	Charges for DDD ICI lines
750330	OTHER TELECOM CHARGES	8/29/18	Charges for telecom charges not listed separately
750370	LINE CHARGES	7/1/50	Charges for line usage
750380	CELLULAR CALL EXPENSE	7/1/50	Charges for cellular calls
750445	LIFE SAFETY SERVICES	7/1/11	Charges for life safety services
750460	INTERNET CHARGES	12/11/15	Charges for internet useage

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750530	IT INSTALLATION	10/2/18	Charges for IT installations
750545	NETWORK/DATA SERVICES	7/1/11	Charges for network/data services
750620	VOICE MATERIALS	7/1/50	Charges for voice materials
750630	DATA MATERIALS	7/1/50	Charges for data materials
750670	AUDIO/VIDEO MATERIALS	12/11/15	Charges for audio/video materials
750701	ADVERTISING	7/1/50	The cost of advertising space or time for purposes that are NOT federally excludable.
750710	ADVERTISING RADIO	6/30/18	
750790	ADVER FEDERALLY EXCLUDED TV RADIO	11/30/15	The cost of advertising space or time for purposes that are federally excludable through Radio, TV, Internet or other form of media/communication device. (see Uniform Guidance -ÔøÒ 2 CFR 200.400)
750810	PUBLICITY AND PUBLIC RELATIONS	7/1/50	Costs for services related to promotion and publicity. Such as speech writing, services related to an activity/event specifically to promote and publicize the university/program/college that are not specifically advertising.
751010	INSURANCE	7/1/50	Insurance premiums for land and improvements, buildings, and contents, farm equipment, travel and professional liability insurance.
751100	VEHICLE INSURANCE	7/1/50	Insurance premiums for domestic and foreign vehicle insurance and used in prepaid insurance allocation process.
751300	PROPERTY INSURANCE	7/1/50	Used in prepaid insurance allocation process.
751600	MEDICAL INSURANCE	7/1/50	Used in prepaid insurance allocation process.
752001	PRINTING REPRODUCTION	7/1/50	
752990	PRINTING FEDERALLY EXCLUDED	11/30/15	Printing , reproduction, and production costs for any federally excludable activity. (see Uniform Guidance -ÔøÒ 2 CFR 200.400)
753001	RENTAL-OTHER NON BUILDING	3/19/10	The cost of all general rentals or leases not specified in other 753XXX codes. Vehicle rentals for purposed of travel should be charged to a travel code. Building rentals should be charged to 753990.
753200	HARDWARE AND EQUIPMENT RENTAL	7/1/50	The cost of rental or lease for hardware and equipment products or services.
753990	RENTAL FEDERALLY EXCLUDED	8/7/15	Rental costs related to any function/activity that is federally excludable. (see Uniform Guidance --ß 2 CFR 200.400). Includes building and land lease rentals.
754001	NON-BUILDING RM SERVICES	5/5/17	Costs for services related to maintenance or repair of non-building services. Building repair should be charged to 754100. Expenses incurred on Maintenance Agreements should be charged to 754200.
754100	BUILDING R M SERVICES	7/1/50	The cost of repairing or maintaining a building or one of its minor structures or components. The cost of these services does not qualify for capitalizations.
754200	MAINTENANCE CONTRACT	7/1/50	All maintenance expenses incurred on maintenance agreements, including warranties since they are not added to the value of the asset.
754990	OUT ST TRVL FEDERAL EXCLUDED	7/22/11	
755010	UTILITIES	7/1/50	
755100	UTILITIES ELECTRICITY	7/1/50	
755200	UTILITIES FUEL	7/1/50	
755300	UTILITIES WATER	7/1/50	
755400	UTILITIES SEWAGE AND WASTE	7/1/50	
755410	TRASH HAULING	7/1/50	
755500	UTILITIES GEOTHERMAL	7/1/50	
755600	UTILITIES STEAM	7/1/50	
755700	UTILITIES CHILLED WATER	7/1/50	
755750	UTILITY REBATE	1/1/12	

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756001	EXPENSE CHARGE OUTS	7/1/50	
756200	USE FEE CHARGE OUT	7/1/50	
756400	ANIMAL PER DIEM CHARGE OUT	7/1/50	
756600	PATHOLOGY CHARGE OUT	7/1/50	
757010	STUDENT AID	7/1/50	
757100	SCHOLARSHIPS	7/1/50	
757200	FELLOWSHIPS	7/1/50	
757300	STIPENDS	7/1/50	
757400	GRANTS IN AID	7/1/50	
757410	GRANT IN AID TUITION FEES	7/1/50	
757430	GRANT IN AID ROOM	7/1/50	
757450	GRANT IN AID BOARD	7/1/50	
757470	GRANT IN AID BOOKS	7/1/50	
757500	TUITION AND FEES	7/1/50	
757600	TRAVEL ALLOWANCE	7/1/50	
758010	GENERAL OVERHEAD SUPPORT	7/1/50	
758020	GENERAL OVERHEAD COST	11/29/12	
758100	OFS OVERHEAD SUPPORT	1/31/11	
758200	INSTITUTIONAL SUPPORT	7/1/50	
758300	DEPARTMENT SUPPORT OFF CAMPUS	7/1/50	
758500	OFS SERVICES	1/31/11	
758530	EXT DOCUMENT SERVICE CHARGE WHS	7/1/50	
758550	INT DOCUMENT SERVICE CHARGE WHS	7/1/50	
758600	LANDSCAPING	7/1/50	
760010	DUES, FEES, AND TAXES	4/1/16	General dues, fees, and taxes not specified in other 760XXX codes. This code should not be used for official NMSU academic related fees.
760300	ACCREDITATION COSTS	7/1/50	Costs associated with the process that evaluates the quality of an institutionÒ¢Ò academic programs, operations, and support services and provides a road map for improvement.
760500	SPONSORSHIP	4/3/09	Business proposal with mutually-agreed upon rights and benefits for both parties.
760610	MEMBERSHIP	4/1/16	Cost of the membership in academic, business, technical and professional organizations, as they pertain to professional development related to University, its department and employee's position/certification.
760640	MEMBERSHIP-FEDERALLY EXCLUDED	4/1/16	Membership in any civic or community organizations or social clubs, along with sponsoring of an event, as they pertain to a federally-excluded function.
760900	SALES TAX	7/1/50	New Mexico Gross Receipts Tax (NMGRT) should be paid for services and construction projects only.
760905	NMGRT - GOODS	3/1/16	
760980	LATE FEES	4/15/08	Fees associated with past due payments.
760990	DUES AND FEES FEDERAL EXCLUDED	7/22/11	General dues, fees, and taxes, including fines and penalties, with a federally-excluded component.
761001	PROFESSIONAL CONTRACTED SERVICES	7/1/50	Professional services performed under a Professional Service Agreement or other agreed-to Professional services not specified in other 761XXX account codes. Generally all payments to non-employee individuals will be reportable to the IRS on Form 1099 as taxable income.
761004	PROFESSIONAL SVCS FEDERAL EXCLUDED	7/22/11	Professional services performed under a Professional Service Agreement or other agreed-to Professional services not specified in other 761XXX account codes for a federally excluded service. Generally all payments to non-employee individuals will be reportable to the IRS on Form 1099 as taxable income.

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761010	PEST CONTROL SERVICE	7/1/50	Costs for pest control.
761020	ROYALTIES	7/1/50	Cost paid for royalties.
761030	COLLECTION FEES	7/1/50	Costs associated with collection of tuition and/or fees.
761100	LEGAL FEES	7/1/50	Expenditures incurred for attorney fees and related expenses for defense of litigation not covered by Risk Management, prosecution of litigation, and legal consultations on various transactions and regulatory issues.
761110	LEGAL FEES FEDERAL EXCLUDED	7/22/11	Expenditures incurred for attorney fees and related expenses for defense of certain claims which must be excluded in calculating overhead rates including certain types of claims such as claims against government and patent infringement.
761130	LEGAL SETTLEMENTS	2/5/16	Expenditures to pay settlements to resolve legal disputes not covered by Risk Management.
761140	LEGAL FEES - ARROWHEAD CENTER INC.	7/1/14	Costs for payments of legal fees to secure legal rights in intellectual property through Arrowhead Center Inc.
761200	AUDIT FEES	7/1/50	Costs incurred for services of external audit firms.
761400	MEDICAL SERVICES	7/1/50	Payments made directly to physicians or veterinarians for services only. Expendable medical supplies should be charged to a supplies code.
761510	HONORARIUM	7/1/50	An Honorarium is a payment made to a Non-Employee for which fees are not legally or traditionally required. To be classified as an honorarium, no service should have been provided by the individual. If actual services are being provided, the payment should be classified as a service.
761600	ENTERTAINER FEES	7/1/50	Costs associated directly with a business purpose of entertainment-related activities.
761610	NON-FOOD CATERING CHARGE	5/27/16	
761700	LAB ANALYSIS	7/1/50	Payments made directly to laboratories for testing or analysis.
761800	COURIER SERVICE	7/1/50	ARMORED TRANSPORTATION / DELIVERY OF BANKING SERVICES
762010	ACTIVITY ATHLETIC GAME EXPENSE	7/1/50	Expenses for incidental services related to specific NMSU events -both athletic and non-athletic (i.e.. Concerts, theater performance, games, etc.).
762020	COMMISSIONS	7/1/50	Payments to a financial agent for negotiating a sale.
762100	TICKET PURCHASES	2/19/16	Paper slip or card indicating payment for admission to an entertainment, including amusement, diversion, and social activities and any associated costs.
762310	SECURITY	7/1/50	The cost of scheduling, police, crowd control, traffic control, ushers etc.
762320	CCSU EVENT EXPENSE	7/1/50	Charges to departments for services provided by Corbett Center/Auxiliary departments.
762400	GAME OFFICIALS	7/1/50	The cost of referees, umpires, timers, etc. for athletic events.
762410	GAME OFFICIAL - AIRFARE (NON-EMPL)	1/21/11	Airfare for game officials.
762600	GUARANTEES PAID	7/1/50	Contracted or agreed-to payments made to entertainers or opposing competition to help defray travel, medical, and game expenses.
763010	FARM AND RANCH SERVICES	7/1/50	The cost of services directly related to farming and ranching activities including irrigation and grazing fees.
764001	LAUNDRY SERVICES	7/1/50	Cost of cleaning services for items generally purchased under code 732040 and the cost of uniform-related items.
764990	LAUNDRY SERVICES FEDERAL EXCLUDED	7/22/11	Cost of cleaning services as it relates to a federally excluded function.
765010	FREIGHT	7/1/50	Expense for shipping or moving of tangible goods purchased by the university. Do not include postage, overnight delivery services, freight on capitalizable equipment or supplies. Freight on Capitalizable equipment should be included as part of the total cost of equipment and not separated out. If the freight cost + equipment cost equals or exceeds the capitalizable threshold of $1,000
765100	EMPLOYEE MOVING EXPENSES	7/1/50	Approved relocation expense of newly hired university employees or approved employment related relocation of current employees.
765990	FREIGHT FEDERAL EXCLUDED	7/22/11	Cost of freight as it relates to a federally excluded function.
766010	COMPUTER SERVICES	7/1/50	The cost of all computer related expenses. The cost of computer supplies should be charged to a supplies code.

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766100	SOFTWARE LT 5000 OR SUBSCRIPTION	6/5/15	All software licenses with an initial cost less than $5,000 and any software license (regardless of cost) that is considered a subscription, annual license, or software as a service (Saas),ÔòÑor Perpetual use software licenses (a.k.a permanent use) greater than $5,000 use account code 786000.
766200	ICT SERVICES	7/1/50	Services provided by ICT.
767100	PSL MACHINE SHOP USER FEE	2/5/16	Service Center charge out account for PSL-Machine Shop.
767300	PSL EQUIPMENT USE OF CHARGE	2/5/16	PSL owned equipment rented for use on 3rd party contracts.
767400	PSL GENERAL SERVICES	4/1/16	Service Center charge out account for PSL-QA/Drafting Shop/Vehicle.
767500	PSL ELECTRONIC TECHS FEE	2/5/16	Service Center charge out account for PSL-Electronics Shop.
767700	PSL ELECTRONIC ANTENNAE FEE	2/5/16	Service Center charge out account for PSL-Antenna Shop/Anechoic Chamber Usage
767800	PSL TM SHOP FEE	2/5/16	Service Center charge out account for PSL-TM Shop
768001	NONEMPL TRAVEL DOMESTIC	4/29/16	Non-employee travel costs incurred related to business and academics within the United States.
768120	NONEMPL TRVL RECRUIT	6/29/05	Non-employee travel costs incurred related to recruiting.
768122	NONEMPL RECRUITING AIRFARE	3/23/09	Non-employee airfare costs incurred related to recruiting.
768510	NONEMPL AIRFR DOMESTIC	4/29/16	Non-employee airfare costs.
768800	NONEMPL TRAVEL FOREIGN	4/1/16	Non-employee travel costs related to business, competitions and academics outside the United States.
768810	NONEMPL AIRFARE FOREG	6/29/05	Non-employee airfare costs.
768900	TRAINEE ALLOWANCE	7/1/50	Direct cost paid to or on behalf of participants or trainees (not employees) for participation in meetings, conferences, symposia, and workshops or other training projects, when there is a category for participant support costs in a sponsored award.
769010	BAD DEBT EXPENSE	7/1/50	Write-off code for uncollectible receivables.
769050	BAD DEBT EXPENSE G&C	7/1/50	Write-off code for uncollectible receivables for Grants and Contracts
769200	MISCELLANEOUS BANK RECON ITEMS	7/1/50	For business office use ONLY during bank reconciling at month-end.
769400	CASH OVER AND SHORT	7/1/50	Cash discrepancy.
769500	BANK FEES	7/1/50	Client activity fees charged by a financial institution for various services.
769600	GRANT OR CONTRACT OVERRUN	7/1/50	Overrun of expenditures on Grants and Contracts.
769700	FEDERAL APPROPRIATIONS EXP TRANSFER	10/1/09	Federal appropriations transaction.
769900	INVENTORY ADJ WHSE	7/1/50	FS only
770100	MERCHANDISE RESALE	7/1/50	
770150	MERCHANDISE TRADE IN RESALE	8/1/06	
770200	FUND RAISING RESALE	7/1/50	
770500	ENGR/ART SUPPLY RESALE	7/1/50	
772400	BEVERAGE EXPENSE	7/1/50	
773200	SOUP AND CHILI EXPENSE	7/1/50	
773300	MISC FOR RESALE	6/29/05	
775190	RESALE TNS INTERNAL	7/1/50	
775200	RESALE MISC VOICE	7/1/50	
775210	RESALE MISC DATA	7/1/50	
775220	RESALE MISC ALARM	7/1/50	
775230	RESALE MISC WIRELESS	7/1/50	
775300	RESALE NEW TEXTS	7/1/50	
775310	RESALE USED TEXTS	7/1/50	
775320	RESALE TRADE BOOKS	7/1/50	

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Account Code	Account Title	Effective Date	Account Code Description
775400	RESALE STUDENT SUPPLIES	7/1/50	
775410	RESALE ID SUPPLIES	7/1/50	
775430	RESALE CLOTHING INSIGNIA	7/1/50	
775450	RESALE GIFTS OTHER	7/1/50	
775460	RESALE CANDY FOOD	7/1/50	
775480	RESALE ALCOHOL	8/8/05	
775500	RESALE EXPRESS STORE	7/1/50	
775510	RESALE COMPUTER HARDWARE	7/1/50	
775520	RESALE COMPUTER SOFTWARE	7/1/50	
775530	RESALE COMPUTING MISCELLANEOUS	7/1/50	
780100	INTERDPT EQUIP SALES	7/1/50	
780200	FURN EQUIP GT5000	7/1/07	
780210	SPEC EVNT EQP GT5000	7/1/07	
780240	FREIGHT ANY DOLLAR AMOUNT	7/1/50	
780250	CAP EQUIP SCI TEC P	6/29/05	
780260	EQUP BTRMENTS GT5000	7/1/07	
780270	MUSIC INST GT5000	7/1/07	
780300	EQUIP GT 5000 FED TITLE NMSU	7/1/07	
780360	EQUP BTRMENT GT5000	7/1/07	
780380	EQUIP ACC GT5000 FED	7/1/07	
780400	EQUIP FED FUND TITLE FED NON DELIV	7/1/13	
780420	FED DELIV	7/1/13	
780450	EQUP FED CONT PSL	7/1/13	
780490	EQUP CONT ADP PSL	7/1/13	
780500	EQUIP ST FUND TITLE ST NON DELIV	7/1/13	
780520	EQUIP ST FUND TITLE ST DELN	7/1/13	
780700	PRIVATE EQUIPMENT NON DELIVERABLE	7/1/13	
780720	PRIV DELIV	7/1/13	
780800	LEAS PRCH W FED FUN	6/29/05	
780900	LEAS PRCH W NONFEDFUN	6/29/05	
780910	CAPITAL LEASED EQUIPMENT	7/1/50	
781100	ART WORKS	7/1/50	
782100	LAND	7/1/50	
782200	SITE PREPARATION	7/1/50	
782300	UTILITY IMPACT FEE	4/21/11	
782450	OFS PROJ ADMIN FEE	1/31/11	
782500	EXTERNAL ARCHITECT ENGINEER INSP	7/1/50	
782600	OFS CONSTRUCTION	1/31/11	
782700	CONST EXT CONTRTOR	6/29/05	
782800	MISCELLANEOUS BUILDING	7/1/50	
782900	UTILITIES	7/1/50	
783300	MAJOR REP AND RENOV	6/29/05	
783500	LAND IMPROVEMENTS	7/1/50	
785010	LOAN PRINCIPAL CANC	7/1/50	

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Account Code	Account Title	Effective Date	Account Code Description
785020	LOAN INTEREST CANC	7/1/50	
785030	ADMIN COLL COSTS	7/1/50	
785040	PHYSICAL INVENT ADJ	7/1/50	
785050	DISPOSAL PLANT FACIL	7/1/50	
785051	EQUIPMENT SOLD	7/1/50	
785052	EQUIPMENT TRADED IN	7/1/50	
785053	EQUIP CANNIBALIZED	7/1/50	
785054	EQUIP WAREHOUSED	7/1/50	
785055	EQUIP MISSING	7/1/50	
785056	EQUIP STOLEN	7/1/50	
785057	EQUIP DESTROYED	7/1/50	
785058	EQ DISCARD OBSOLETE	7/1/50	
785059	EQ RETURN RENT CAP	7/1/50	
785060	AGENCY WITHDRAWAL	7/1/50	
785070	TRF CONSTRUCT PROJ	7/1/50	
785080	EQUIP DEPRECIATION	7/1/50	
785081	PY EQ DEPRECIATION	7/1/50	
785200	FAB EQUIP STATE NMSU TITLE	7/1/50	
785300	FAB EQUIP FED FEDERAL TITLE	7/1/50	
785400	FABR EQUIP FED NMSU	7/1/50	
785410	FAB SPACE EQUIP FED NMSU TITLE	7/1/50	
785415	INTEREST RETIREMENT	5/13/14	
785420	PRINCIPAL RETIREMENT	5/13/14	
785430	PAYMENT SERVICE CHG	5/13/14	
785435	DEBT ISSUANCE EXPENSE	5/12/14	
785440	BOND DISCOUNT/PREMIUM AMORT	9/19/14	
785450	PREPAID BOND AMORT	7/1/50	
785460	LOSS BOND REFUNDING	7/1/50	
785500	OTH DED IN FUND BAL	7/1/50	
785630	INCRSE/DECRSE BOND INDEBT	1/28/11	
785670	INCRSE CONTRT DEBT	7/1/50	
785700	FABR EQUIP PRIV TITLE	7/1/50	
786000	SOFTWARE GT 5000 IF PERPETUAL	6/5/15	
790400	SVC CTR EQP DEPR	6/29/05	
791000	UNCLAIMED PROPERTY REVERSION	6/30/11	
792010	PSL SUB SVC LABOR	6/29/05	
792020	PSL SUB SVC MATERI	6/29/05	
792030	PSL SUB SVC CONS	6/29/05	
792040	PSL SUB SVC CONS	6/29/05	
792100	SUBCONTRACTS LT 25 000	7/1/50	
792200	SUBCONTRACTS GT 25 000	7/1/50	
792300	SUBCONTRACT OVERHEAD LOADED	7/1/50	
792400	SUBCONTRACT EXTERNAL IDC	7/1/50	
792500	SUBCNTRCT INT IDC	7/1/50	

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Account Code	Account Title	Effective Date	Account Code Description
792710	PSL SUB SERVICE LABOR OH EXEMPT	7/1/50	
792720	PSL SUB SERVICE MAT OH EXEMPT	7/1/50	
792730	PSL SUB SERVICE OTHER OH EXEMPT	7/1/50	
792800	INTRL SUBCONTRACT REIMB	7/1/50	
793000	INSURANCE REIMBURSEMENT	7/1/50	
794040	INCOME TAX EXPENSE	7/1/50	
794050	ALL SPORT SHOOTOUT EXPENSE	7/1/50	
794060	AUCTION EXPENSE	7/1/50	
794070	COACHES LUNCH EXPENSE	7/1/50	
794080	OUT OF TOWN TRIP EXP	7/1/50	
794090	KICK OFF BANQUET	7/1/50	
794110	50 50 RAFFLE EXPENSE	7/1/50	
794130	TIP OFF BANQUET	7/1/50	
794150	GIFT TO NMSU	7/1/50	
794160	HENSON TV RADIO	7/1/50	
794170	SAMUEL HOUSING	7/1/50	
794180	BROADCASTING SERVICES	7/1/50	
794190	ASN DISBURSEMENT TO NMSU	7/1/50	
794200	STATISTICIAN	7/1/50	
794260	MISCELLANEOUS EXPENSE	7/1/50	
794270	PARKING LOT SERVICES	7/1/50	
794320	MEMBERSHIP DEVELOPMENT	7/1/50	
794330	GROSS RECEIPTS TAX	7/1/50	
794340	STUDENT TAILGATE EXPENSE	7/1/50	
794350	NMSU EXP CAR ALL	7/1/50	
794360	NMSU EXP TRAVEL	7/1/50	
794370	NMSU EXP GFT FL	7/1/50	
794380	NMSU EXP PARTY ENTER	6/29/05	
794390	NMSU EXP PROSVC	7/1/50	
794400	NMSU EXP PR PROM	7/1/50	
794410	NMSU EXP AWARDS	7/1/50	
794420	NMSU EXP ADMIN	7/1/50	
794430	NMSU EXP BUSMLS	7/1/50	
794450	AGGIE KIDS CLUB EXPENSE	7/1/50	
794460	SIGN PRODUCTION	7/1/50	
794490	IN KIND EXP	7/1/50	
794500	BENE TEAM CHARTER	7/1/50	
794510	BENE LICENSE PLATE	7/1/50	
794520	BENE PNAME PICTURE	7/1/50	
794530	BENE UTEP BB GAME	7/1/50	
794540	BENE PARKING PASS	7/1/50	
794550	BENE ACADEMIC AWARDS BANQUET	7/1/50	
794560	BENE SPORTS APPAREL	7/1/50	
794570	BENE VIPTAILGATE	7/1/50	

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Account Code	Account Title	Effective Date	Account Code Description
794580	BENE HOSPITALITY RM	7/1/50	
794590	BENE MEMBER PLAQUE	7/1/50	
794600	MEMBERSHIP BENEFITS EXPENSE	7/1/50	
794610	FUNDRAISING EXPENSE	7/1/50	
794800	GOLF TOURNEY EXPENSE	7/1/50	
795100	APPLIED CHARGES INTERDPT	7/1/09	
795200	APPLIED CHARGES OFS	1/31/11	
795250	UTILITY IMPACT FEE REVENUE	4/21/11	
795300	EXT SRC M FUEL	7/1/09	
795310	EXT SRC M FUEL	7/1/09	
795320	EXT INDIRECT COSTS	7/1/09	
795330	EXT SRC LABOR	7/1/09	
795340	EXT SRC OTSD PURCH	7/1/09	
795350	EXT SR SHOP STOCK	7/1/09	
795360	EXT SR STANDARD RATE	7/1/09	
795400	I G PERIPHERAL	7/1/09	
795410	EXT MARKUP M FUEL	7/1/09	
795420	EXT MARKUP WHSE	7/1/09	
795430	EXT MARKUP LABOR	7/1/09	
795440	EXT MARKUP OTSD PURCH	7/1/09	
795450	EXT MARKUP SHOP STOCK	7/1/09	
795460	EXT MARKUP STANDARD RATE	7/1/09	
795500	NON I G COMPUTER CENTER	7/1/09	
795510	INT SRC M FUEL	7/1/09	
795520	EXT INDIRECT COSTS	7/1/09	
795530	INT SRC LABOR	7/1/09	
795540	INT SRC OTSD PURCH	7/1/09	
795550	INT SRC SHOP STOCK	7/1/09	
795560	INT SRC STANDARD RATE	7/1/09	
795610	INT MARKUP M FUEL	7/1/09	
795620	INT MARKUP WHSE	7/1/09	
795630	INT MARKUP LABOR	7/1/09	
795650	INT MARKUP SHOP STOCK	7/1/09	
795660	INT MARKUP STANDARD RATE	7/1/09	
795700	APPLIED CHARGES PSL	7/1/09	
795800	COMPUTER USE RESEARCH SUPPORT	7/1/09	
795900	ALLOCATED I G SUPPORT	7/1/09	
796000	WORK STUDY MATCHING	7/1/50	
797000	DISTR ADMIN CHARGES	7/1/50	
797100	DISTRIBUTE AUXILIARY ADMIN	7/1/50	
797200	DISTR HOUSING ADM	7/1/50	
797300	DISTR HOUSING WRHSE	7/1/50	
797400	DISTR HOUSING RES LIFE	12/20/06	
798100	INDIRECT COSTS GENERAL	7/1/50	

Account Code	Account Title	Effective Date	Account Code Description
798200	CS IDC ON FRS RESTRICTED ACCOUNTS	6/21/05	
798210	CSIDC MAT NOT OK VOL NO CAP/REQ MAT	9/4/14	
798220	CSIDC MAT OK VOL REQ MAT BUT NO CAP	9/4/14	
798230	CS IDC VOL NEGOTIATED MAND CAP	6/21/05	
798240	CS IDC VOL: FIXED PRICE CONTRACT	7/1/50	
798250	F&A WAIVED	7/1/50	
798280	CS IDC MAND PRGM CAP MATCH OK	6/21/05	
798290	CS IDC MAND PRGM CAP MATCH NOT OK	6/21/05	
798350	CS OF DIRECT COSTS	7/1/50	
798355	CS OF IDC	7/1/50	
798600	OVERHEAD GENERAL PSL	7/1/50	
798610	OVERHEAD LABOR PSL	7/1/50	
798620	OVERHEAD MATERIALS PSL	7/1/50	
798630	OVERHEAD OTHER PSL	7/1/50	
798640	PSL COST SHR ADL	7/1/50	
798650	PSL COST SHR OH	7/1/50	
798660	ALLOCATED DIRECT LABOR-PSL	7/1/50	
798670	LEAVE ACCRUAL-PSL	7/1/50	
798680	FRINGE BENEFITS-PSL	7/1/50	
798898	ADMINISTRATIVE FEE	7/1/50	
798899	PSL ADMINISTRATIVE FEE	6/1/07	
798900	INDIRECT COST RECOVERY	7/1/50	
798999	EXPENSE FOR AR CONVERSION	7/1/50	
799990	SUSPENSE	7/1/50	
890105	NON MANDATORY TRANSFERS	7/1/09	
890125	TRANSFER TO RESEARCH	7/1/09	
890135	TRANSFER TO/FROM PUBLIC SERVICE	8/10/18	
890145	TRANSFER TO OTHER	7/1/09	
890155	INDIRECT COSTS TRANSFER	7/1/09	
890165	TRANSFER TO INDEPENDENT OPERATIONS	7/1/09	
890175	TRANSFER TO ATHLETICS	7/1/09	
890185	I G TRANSFER BRANCHES	7/1/09	
890205	MANDATORY TRANSFERS	7/1/09	
890305	EXP RECOVERY INTERNAL PSL TRANSFER	7/1/09	
890605	PSL E A DISTRIBUTIONS	7/1/09	
891105	MECHANICAL PRORATE ENTRY	7/1/09	
891115	MAN ALLOCATION AES	7/1/09	
891125	CHEM LAB ALLOCATION	7/1/09	

This completes the manual.