

BE BOLD. Shape the Future.[®] **College of Health, Education and Social Transformation**

Administrative Training:

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

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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-todate 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

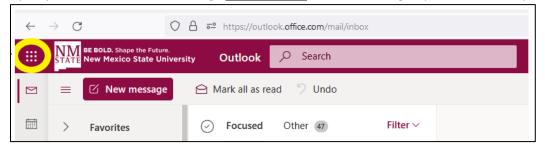
Individuals who will initiate administrative workflow will be given access to the HEST FBO SharePoint:

- 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.

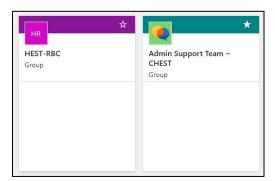
To access SharePoint in part or in whole, first make sure you have received and accepted an invite to the page you wish to visit or email the group's administrator to request access. If you've been given access to a specific SharePoint folder, save and use the link provided to access those materials.

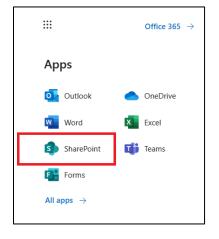
To access an entire SharePoint, follow these easy instructions to do so via your Microsoft 365 suite.

• Open your NMSU email online, e.g., <u>my.nmsu.edu</u>; then click the grid pattern in the top left.

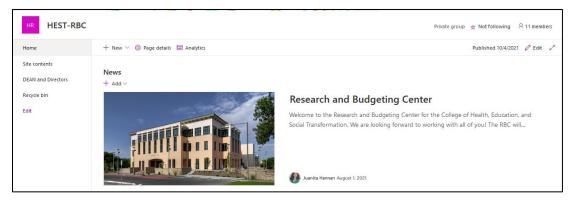


- From the list of options that appears, select "SharePoint." if it isn't immediately visible, click "All Apps" to see it.
- You will arrive at your SharePoint homepage, where you can select the specific SharePoint you wish to visit:





• 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 <u>https://inside.nmsu.edu/asc/</u> 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 <u>Travel Funding Request Authorization Form</u> 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 <u>Employee Travel Advance Form</u> 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.

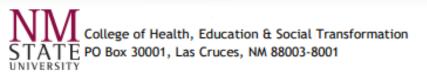
- Meal and lodging expenses must be paid out of pocket by an employee and then reimbursed on a Travel Expense Report.
- For the first and the last day of travel, meal per diem is limited to 75% of the destination meal per diem.
- Choosing Meal Per Diem when preparing the Travel Expense Report (TER) will 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



Travel Funding Request Authorization

Employee Name:	 Department:	Dean's Office	-
Destination:	Date of Depar	ture:	
Purpose of Trip:	Date of Return	nc	

Source of Support									
Per I	Diem:	Department	College	Self/Outside					
Number of Days:									
Per Diem Rate:									
Total Per Diem:									
Actual I	Lodging:								
Number of Days:									
Rate per Day:									
Total Lodging Cost:									
Air	fare:								
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

Finance

Dean

Date

Department Head/Supervisor

Date

Date

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 <u>Employee International Travel Authorization Form</u> and the <u>Supplemental</u> <u>Information for Travel to a Country under a U.S. Department of State Travel Warning or Alert</u>
- 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:

• <u>https://provost.nmsu.edu/international-travel-procedures/index.html</u>

Contact Information

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

Employee International Travel Authorization Form

		Facult	ty/Staff Un	ivers	sity-R	elated I	nternat	iona	l Tra	vel A	uthoriz	atio		JM	e of the Provost	
TR/	VELER INFORM		Please submit	this fo	orm <i>at l</i>	least <u>20 da</u>	<u>ays</u> prior to	date	of int	ernatio	onal trave	el.	Ŝ		COLD. Shape the F	uture.
[Name				Ban	ner ID			Date	e of B	irth	Citi	zens	hip	Gender	
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				-												
	Emergency Cont	act Name		Eme	ergeno	cy Conta	ct Phone	Em	nerge	ncy C	ontact E	mail	Rela	ationship t	to traveler	
ŀ	Destination	Advisory	? Travel Be	gins	Trave	el Ends	Flight#	or Ca	ar info)	PC	oint o	t Cor	ntact at de	estination	
-										_						
PU	RPOSE (please c	heck all	that apply					_						_		
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ŀ	Study Abroa Purpose of 1		Recruitm	ient		Partner D	evelopmer	π		siting S	Scholar			Internshi	p	
FU	NDING:															
	Estimated Cost of T	ravel: \$	Who v	vill be p	baying fo	or this trave	I? Co	llege	De	partme	nt Gr	rant	Ot	her		
	If travel costs paid t	through NMS	U, please provid	e the ir	ndex, fui	nd, account	number, an	⊔ d amo	ount to	be cove	ered.					
	Index (FOI	-	1	Fu			1		Accou					Amoun	it(\$)	
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	NMSU requires this web page															
	information. C	hoose Cover	rage & paymer	t meth	hod bel	ow:										
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90	NATURES:	*EMERG	ENCY CON	ТАС	T NUN											
510	Sho	ould an em	ergency aris	e, ple	ase cal	ll (575) 6	46-3311 f	or en	nerge	ncy as	sistance					
	I acknowledge I h						•					-				
	Check here to co				1		ssport has					ing ir a	ipplic	able to dest	ination.	
											Appro	oved	NOT A	Approved		
	Traveler (Same as st	ated above)		_	Trave	eler Signatu	re		_ Dat	e						
		,				-										
	Supervisor					Signature			Dat	e		_	_	_		
	Dean's Signature (pr	int name)		_		Signature			Dat	0						
	Dean's Signature (pr	int name)				Jighature			Dat							
	Provost Office					Signature			Dat	e						
~	Please refer to htt travel advisories.	ps://travel	.state.gov/co	ntent	/trave	l/en/inte	rnational-	trave	l/Inte	rnatio	nal-Trave	el-Cou	intry	Informatio	n-Pages.html f	or
~	Please forward co	mpleted fo	orms to the O	ffice o	of the I	Provost (H	Hadley Ha	ll Nor	rth Sui	ites, R	m 124).					
√	Please direct your				-			CO 1	c co -		70			du (nalisia		
~	Please refer to the and the Internation															92/
	information.				-											
	v.08/25/2020															

Supplemental Information for Travel Form

<pre>(https://lipa.nmsu.edu/international-travel-proceduresy) for full details.</pre>	under a U.S. Department of State Travel Alert or Warning	STUDENTS ATIONAL TRAVEL TO A COUNTRY
Destination Country/ies:		
On a separate, typewritten document, please attach each of the following: Completed Tavel Authorization Form(s): Employee International Tavel Authorization form Student Request for an Exception to a U.S. Dept. of State Travel Alert or Warning form Student International Travel Authorization Form Tavel 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. Revenut warning 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 kitnerary: A detailed tinerary. flight details, travel agent (fj applicable), exact travel dates to and from the country. exact dates in each area, etc. Risk Mitigation Plans: A thorough description of your mitigation plans for specific risks related to the travel agent and studes information such as transport carriers, areas to be avoided, feescilay areas specifically mentioned in the travel alert or warning). reassuring background information on contacts in-country. etc. Signature of Traveler Deta <td< th=""><th>Name of Traveler:</th><th></th></td<>	Name of Traveler:	
Completed Travel Authorization Form(s): Employee Accompanying Forms: Benployee International Travel Authorization form Student Accompanying Forms: Benployee International Travel Authorization form Student Accompanying Forms: Benployee International Travel Authorization form Student International Travel Authorization form Benployee International Travel Authorization 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. Reveaunt warning 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/cit/region, modes of transportation in-country, times of travel, general purpose of time spent in each area, etc. Detailed travel litinerary: A detailed timerary, flight details, travel agent (if applicable), exact travel dates to and for the country, exact dates in each area, etc. Bisk Mitigation Plans: A thorough description of your mitigation plans for specific risks related to the travel ageneral purpose of time spent in each area, etc. Contact Information: A thorough listing of both U.S. and international contact information while travelling. Address how to be st contact the travel alert or warning), reassuring background information on contacts in-country. etc. Signature of Traveler Date NISU ID #:	Destination Country/ies:	
Employee Accompanying Forms:	On a separate, typewritten document, please attach ead	ch of the following:
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 information of the nature and purpose of the proposed travel. 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. Signature of Traveler Date NMSU ID #:	Employee Accompanying Forms: Employee International Trave Student Accompanying Forms: Student Request for an Excep	ntion to a U.S. Dept. of State Travel Alert or Warning form Authorization Form
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 #:	 passports/en/alertswarnings.html) to see the la Relevant warnings and/or alerts should be prin Centers for Disease Control (CDC) Travel Health Purpose of Travel: A thorough description of the Detailed travel itinerary: A detailed itinerary, from the country, exact dates in each country/centers 	atest information on the country or countries you are traveling to. Inted and attached to this completed form. If applicable, also attach the Warnings, or other relevant information for each country the nature and purpose of the proposed travel. flight details, travel agent (if applicable), exact travel dates to and city/region, modes of transportation in-country, times of travel,
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	Risk Mitigation Plans: A thorough description of warning(s). Thisshould include information suc (especially areas specifically mentioned in the t	of your mitigation plans for specific risks related to the travel h as transport carriers, areas to be avoided,
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		
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	Signature of Traveler	Date
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 <u>ibp@nmsu.edu</u> (575) 646 7041, (575) 646-1517 – fax		
US Department of State Travel Warning Supplemental Info, v Apr 201	Ms. Cynthia Garrett Administrative Assistant to the As Office of International and Border New Mexico State University Breland Hall 152 P.O. Box 30001 - MSC 3567 Las Cruces, NM 88003-8001	ssociate Provost r Programs
		US Department of State Travel Warning Supplemental Info, v Apr 201

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 <u>Travel Expense Report</u> 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.



New Mexico State University Accounts Payable **Employee Travel Advance**

Phone:

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: ____

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

SECTION 2: REQUEST DETAILS

Starting Point:	Destination:	
Departure Date & Time:	Return Date & Time:	
Estimated Per Diem:	Meal Allowance: +	
	Estimated Lodging:	
Total Estimated Cost: X	(<mark>90</mark> %	Maximum Advance:

_____, employee of New Mexico State University have requested \$_____

Date:

____ Aggie ID: ____

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:

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	L		
Printed Name:	Signature:		Date:
SECTION 5: INTERNAL DEPARTMEN	T USE ONLY	P	rocessed by: Date:
AP-Employee-Travel-Advance.pdf, 4/2020			Reset

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 THI GROUP OR TEAM AND RI (2) Obtain authorized signa processing this form, see s	EQUESTING AN ADV/ ture. (3) If a travel adv	ANCE. (1) Advance ance is required,	ce is ava payee i	ailable to regular facul s employee to receive	lty, regula e advanc	ar staff, and gradu e. (4) If you need	ate assistants.	
SECTION 1: REQUES	TOR INFORMATIO	N						
Date (mm/dd/yyyy):	Prepared By:					Preparer Phone:		
Preparer Department:				eparer E-mail Address:				
SECTION 2: REQUES								
Sponsor Aggie ID:		ne			Spons	or Title:		
Starting Point:			Destin					
Departure Date & Time:			Return	Date & Time:				
Purpose of Trip: Names of Travelers:								
Names of Travelers.								
Estimated	Cost of Trip - TRAVE	L EXPENSE REF	PORT &	RECEIPTS REQUIR	ED FOR	REIMBURSEME	NT	
						Amo		
						Advance Eligible	Other	
Estimated Lodging:						6	/////	
Estimated Cost of Meals:						6		
Estimated Baggage fees:						6		
				Total Advance E	ligible	6		
Other Expenses to be End	umbered:						\$	
							\$	
							\$	
						Total Other	\$	
					То	tal Encumbrance	\$	
	-							
Index (EODAL)	Fund	Account	etali (if e	encumbrance is requ		mount \$		
Index (FOPAL)	Fund	Account			Ar	nount \$		
		Total Encumb	rance					
			anoo					
Department Default Index: This index will be charged if a Tra	vel Expense Report to clear	the advance is not pro	cessed.)					
Trave	Advance Certification	on (advance pay	ment w	ill be made based or	n amoun	t listed below)		
I	, employee ved business travel. I und ted to clear the advance. the travel advance recei avel Expense Report with	of New Mexico Sta lerstand that within The entire travel ac ved exceeds the rei hin ninety (90) days	te Univer ten (10) dvance a mbursab after cor	sity have requested \$ working days after comp mount must be deducted le expenses, contact the npletion of the trip or imr	oletion of t d from the e Travel of mediately	(total advar he above trip, a Trav total trip reimburser ffice for instructions upon termination fro	ment claimed on on reimbursing	
Payee Signature:				Date:				
*See Page 2 for Approva	ls**							
• • • • •		Dominant and planta		Page 1 of 0			Reset	
P-Student-Group-Travel-Auth	ionzauon-and-Advance-h	vequest.pat, 8/2019		Page 1 of 2				

NM	
STATE UNIVERSITY	

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

inted Name:		Signature:			Date:
	Dean / VP / CC President	-	OR	For Aggie Service Center Units Dept	Head/Dir
T molpar investigator		Designee	UN	Note: If payee is Pl, Dept Head/Dir or above, p	
SECTION 3: RE		L			
nted Name:		Signature:			Date:
SECTION 4: INT	FERNAL DEPARTMEN	T USE ONLY	P	rocessed by:	Date:

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

PSRM-Group-Activities-Insurance-Application.pdf, 4/2019

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New Mexico State University **Procurement Services Group Activities Insurance Application**

Enter a ticket in Aggie Service Desk

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:

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: _____ 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 = \$____

Email:

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		
SECTI	ON 3: REVIEW AND A	PPROVAL			
	t Head or Activity Leader				
Printed Nan	ne:		Signature:		Date:
ītle:					
Reviewed	and Approved by				
rinted Nan	ne:	Sign	ature:		Date:
					Reset



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		

PSRM-Group-Activities-Insurance-Application.pdf, 4/2019

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Reset

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: <u>https://travelreport.nmsu.edu/instructions.html</u>

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.

		Tra	avel Expense Report * Required	
	INTERN	ET EXPLORER IS NO	T A SUPPORTED BRO	WSER WITH THIS FORM
Note: You	can click on the 🅦 icons	below to open instructions for	completing each section of the fo	rm.
Traveler & Departme	nt Information 🕦			
* Aggie ID:	ID		* Preparer Name:	Stephy Medrano
* Name:	Enter the	e traveler name here	* Preparer Email:	example@nmsu.edu
* Department:	CHSS		* Preparer Phone:	6-4644
* Business Purpose and	Benefit:			
		in this box. Add as much in ference or meeting, etc.	nformation as you can such as	traveler's name,
Personal Travel Time	e (if applicable):		(enter dates)	
Personal Travel Tim Trip Info Personal Travel Tim Departure Date	e (if applicable):	* Search Destination By	(enter dates)	* Destination Per Diem
Trip Info () • Departure Date				* Destination Per Diem → # of Ni Albuquerque, NM (Oct - Sep) 4
Trip info () • Departure Date	* Departure Time	 * Search Destination By ○ Domestic Zip Code ● Domestic City 	Search Term	
Trip Info () • Departure Date	• Departure Time 12 ▼ 00 ▼	* Search Destination By	Search Term	
Trip Info () • Departure Date	• Departure Time 12 ▼ 00 ▼	 * Search Destination By ○ Domestic Zip Code ● Domestic City 	Search Term	
Trip Info Departure Date 4/1/2019	* Departure Time 12 ▼ 00 ▼ ⊛ AM ◎ PM	 Search Destination By Domestic Zip Code Domestic City Foreign Country 	Search Term	
Trip Info i • Departure Date 4/1/2019 • Return Date	* Departure Time 12 ▼ 00 ▼ ● AM ● PM * Return Time 5 ▼ 00 ▼	 * Search Destination By Domestic Zip Code Domestic City Foreign Country Total Trip Duration 	Search Term	
Trip Info () • Departure Date 4/1/2019 • Return Date 4/5/2019	* Departure Time 12 ▼ 00 ▼ ● AM ● PM * Return Time 5 ▼ 00 ▼	 * Search Destination By Domestic Zip Code Domestic City Foreign Country Total Trip Duration 	Search Term	Albuquerque, NM (Oct - Sep) ▼ 4

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

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

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.

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

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.

		University Paid		ursement nount	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 rat	te to 0.580				
○ Claiming Fuel Only			\$0.0	0	\$0.00
University Owned Vehicle					
Courtesy Cars (Athletics Only)					
Taxi/Shuttle/Other					
Transportation Totals					
Transportation Totals	Universi Paid	•	ursement		Total
Registration/Conference Fees		•			Total
Amount of fees:		•			Total
Registration/Conference Fees		•			Total
Amount of fees: Paid by: University		•			Total

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

-	\$623.50	
Maximum Reimbursement?		
Less: Advance		
Total Reimbursement		

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

Fundin				
Ð	* Index	* Fund	* Account	* Amount
				Funding Total
Comm	ents (supplemental information	on/justification) 🌖		
				2

Frequently used round trip mileage table

IN-STATE HIGHWAY	<u> MILEAGE</u>	(Round Trip)	OUT-OF-STATE HIG	HWAY MILEAO
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
Clouderoft	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>U.S.A.</u>	
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	meany	Juarez	100
Durango	1424		Mexico City	2604

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

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.

	pe the Future.* I lth, Education nsformation	Funding Request	Form (FRF)
Prepared By: Amount Requested: Purpose & Description:		Date Requested:	
One-Time:	Ongoing:	Director/Dept Head	Date
FBO Use Only	Commitment # When process commitment n	FY 24 - ing the approved transaction, plea number in comments section or wh	se refer to the ere appropriate.
Approved: Index Name Index # Index # Fund #		Dean FBO Representative FBO Director	Date Date Date Date 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:
 - o Enterprise/National Car Rental
 - o Fees
 - Legal Services
 - Library books and periodicals
 - o Memberships
 - Postage/Shipping (outgoing)
 - Sodexo/Catering
 - o 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

STATE UNIVERSITY Accounts Paya	itate University able y For Vendor Paym	nents	Enter a ticket in Aggie Service Desk
	ew Vendor Request form. 2) Submit	a purchase order. 1) Complete all infor t a ticket in Aggie Service Desk and atta	
Requestor Name:	Department	t	
Phone:	E-mail Address:		
SECTION 2: VENDOR	INFORMATION- DO NOT US	SE TO PAY NMSU STUDENT O	R EMPLOYEE
Vendor Aggie ID (required)		Vendor Name:	
SECTION 3: PAYMENT			
Enterprise/National Car Rental		d Periodicals	
Fees		Wright Express (WEX)
☐International Insurance	Postage/Shipping		
Legal Services	Sodexo/Catering		
SECTION 4: PAYMENT	DETAILS		
Business Purposes:			
Index	Fund	Account	Amount
		Total From Continuation Page	
		-	
SECTION 5: OFFICIAL		-	
Printed Name:	Signature:	Total	Date:
Printed Name:	Signature:	-	Date:
Printed Name:	Signature:	Total	Date:
Printed Name: Principal Investigator	Signature:	Total	Date:

New Mexico State University Accounts Payable

Direct Pay - Continuation Page

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

 Index
 Fund
 Account
 Amount

 Image: Second Second

AP-Direct-Pay.pdf, 6/2019

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Reset

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

NIVI Accounts STATE UNIVERSITY Paym	ent Request	(<u>Payment Gu</u>			Enter a ticket in Aggie Service Desk
		nich vendor registration is in Aggie Service Desk an			
SECTION 1: REQ		TION			
Requestor Name:		Department:			
Phone:	E-mail Addre	SS:			
SECTION 2: PAYE	E INFORMATION	(ALL INFORMATIO	N REQUIRE		ments, attach W-9 or othe ax forms as a separate file
Payee Aggie ID:		If no Ag	gie ID, enter NONE.		
Payee Name:					
Payee Email:			Pay	ee Phone:	
Payee Mailing Address (for rece	ipt of payment): Address		City	State	Zip
SECTION 3: PAY		K ONE)		*TAX	ABLE - SEE GUIDELINES
Employment Related P		-			
Business Meals Reimbu		Mileage Reimbursement		Other:	
Allowance/Participant H (If for services, process Award/Prizes* - Taxable Other Payee (Not Paid	through payroll)	Consignment Sales* - Tax Travel Reimbursement/M mployee)	ileage- <u>Attach Work</u>	Other:	
Allowance/Participant F Award/Prizes* - Taxable Honorarium/Guest Payn Livestock or Feed* - Ta:	nent* - Taxable	Candidate or non-vendor	payment)	Centrally Initiated Subcontracts EQ#: Other:	
Payee Signature, if required SECTION 4: PAYI Business Purpose:	:	·			
Index	Fund	Account		Amount	
	Total	From Continuation Page Total			
SECTION 5: APPI	ROVAL				
Printed Name:		Signature			Date:
Printed Name:] Principal Investigator □[Dean/VP/CC President	· · · ·	or Aggie Service Cent ote: If payee is PI, Dept	ter Units Dept Head/Dir Head/Dir or above, payee's sup	Date: Principal Investigator (PI) ervisor's signature is required
SECTION 6: REV	EW AND APPROV	AL			
Printed Name:	Sign	ature:		Date:	
AP-Payment-Request.pdf, 0	2/2020	Page 1 of	12		Reset

New Mexico State University Accounts Payable

Payment Request- Continuation Page

Index	Fund	Account	Amount
		Total	

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

P.O. Bo		cial Services aces, NM 88003			Opera	tion Funds route to Foundati	on Dept. Head/AVP.
Payee:			-	Date	-	CHSS Dep	artment
-			-	Contact Person	-	Phone	Number
		Description ar Purpose Must Demonstra		ISU		Invoice Number	Net Amoun
					Total		\$ 0.00
		ges are correct and approp	riate and that pay		previously re	ceived.	
Payee N	ame (Print Cl	early):		Payee Signature:			Date:
I certify	that the amo	unts claimed are just and re	asonable.	Payee NMSU Aggi	e I.D.:		
				SIGNATURES:			
Departi	nent Head/Dir	rector (Print Name):		Signature:			Date:
Dean/V	ice President:	(Print Name):		Signature:			Date:
Founda	tion Controlle	r (Print Name):		Signature:			Date:
Founda	tion President	(Print Name):		Signature:			Date:
Founda	tion Gift Acco	unting Office Use Only:					
		enses incurred in the discharg	e of official duty?	Yes	Audited By:		
Within :	Spending Policy	y Limits? Yes / No	(If "no" provi	de approval)	Date Audited	1:	
		undation: \$ Debit / <credit></credit>			Vendor #:		
	Department	Must List Fund # and Dep	t. Code:	Foundation Gift	Accounting (Office Use Only:	
Line #	Fund #	Fund Description	Dept. Code	Account #	Accour	t Description	Amount
1 2							
3					Total from	Continuation Page	

Г

NMSU Foundation, Inc. Voucher-Financial Services

P.O. Box 3590 Las Cruces, NM 88003

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

Date: _____

Payee:_____

Continuation Descrip Purpose Must Demonstra	ption and Purpose	SU		Invoice Number	Net Amount
Puipose Musi Demonstra	ate Denent 10 MM	30		INULIDEI	
			Total		\$ 0.00
Department Must List Fund # and Dep Line # Fund # Fund Description	t. Code: Dept. Code	Foundation Gift Account #	Accounti	ng Office Use Only: count Description	Amount
4					
5					
6					
7					
8					
9			Con	ntinuation Sheet Total	\$ 0.00
					÷ 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 Technol	ogy (Pre-Approval Reques	t)
Instructions: This form is required prior to the acquisition by purch track information technology purchases in order take advantage o computing needs. Complete this form and route via email to itacqui	f cost-effective purchase options to supp	
SECTION 1: REQUESTOR INFORMATION		
Name:	Date	(mm/dd/yyy):
Phone: Email:		
Department: College/D	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 New Replacement Maintenance Renewal	Cloud Service Research	Other
SECTION 4: REQUEST DESCRIPTION		
Description of Business Need:		
1. Expected Benefit		
Compliance & Security Policy Instructional Res		Customer Service
 2. Which of the Vision 2020 Goals are aligned with your request? Academics and Graduation – Provide stellar programs, Diversity and Internationalization – Provide a diverse ac Research and Creative Activity – Promote discovery, en Economic Development and Community Engagement – Resource Stewardship – Optimize resources to effective 	ademic environment supportive of a glob icourage innovation, and inspire creative a Drive economic, social, educational, & co	al society achievement ommunity development
ICT-Procurement-of-Information-Technology-Pre-Approval-Request.pdf, 05/	2018 Page 1 of 2	Reset

Procurement of Information Technology (Pre-Approval Request)	
. Annual funding required?	
. Ongoing funding required?	
. One Time Funding Available – Account Index:	
Ongoing Funding Available – Account Index:	
. 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	
. Central IT Support Required?	
SECTION 5: OFFICIAL APPROVAL (required of all requests)	
ollege Dean / Vice President:	
rinted Name: Signature:	Date:
formation & Communication Technology:	
rinted Name: Signature:	Date:

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.

	Vendor Contract/Agreement
FERPA (and privacy and confidentiality in general) "Vendor shall comply with all federal, state, and local privacy laws or regual- tions 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 administra- tive, 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, process- ing 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 Constit- uent use of Vendor services without notice if such use constitutes a material and significant threat to the confidentiality, integrity, performance, or availability of the Vendor's systems or services."	

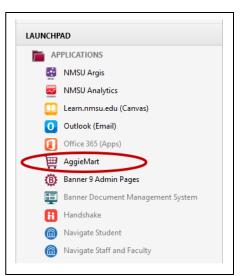
Service level agreements The amount of guaranteed "uptime," the process and timeline for dealing with "downtime," and the consequences for any failures to meet those require- ments should be spelled out clearly.	
Incorporation of URL terms "Vendor expressly affirms that all applicable terms, conditions, and policies are contained within this Agreement and that the Agreement does not incor- porate 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 <u>https://portal.nmsu.edu/group/mycampus/home</u> 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.

тор					
Simple Advanced			Go 1	o: Favorites Forms Non-Catalog Item Quick O	der Browse: Vendors Categories Contract
Search for products, Vendors, forms, part number, etc.					Q
iowcases					
WID-19 Supply Ordering					,
NMSU COVID-19 Supply Order Form					
talog Orders (Central Account) - HOME DELIVERY A	LLOWED				
amazon	STAPLES				
italog (Central Account)					,
BH	BEST	COWE	DØLL	FASTENAL	Eckerme
8 Pro	MeMASTER-CARR.		Personal lines	vun.	
rma					1
Direct Pay Request					

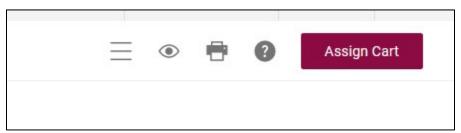
Contributors: Dr. Aida Lopez, Dr. Ashley Graboski-Bauer, Stephy Medrano, Alex Villa, Melanie Smoak 6/2023

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).

Shopping Cart • 154213876 -	Ξ	•	Assign Cart	Proceed To Checkout
Simple Advanced		Details	3	~
Search for products, Vendors, forms, part number, etc.	Q	For Ashley	/ Graboski-Bauer	
	_			

- 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.

Quick Links 🕑	Shop	
Request New Vendor	Simple Advanced Go to: Favorites Forms Non-Catalog Item Quick Order Browse: Vendors Categories	Contracts
C Payment Request Form		
Candidate Recruitment or Non-Employee	Search for products, Vendors, forms, part number, etc.	Q
Credit for AggieMart Catalog Purchase		-
View Favorites		
Non-Catalog Item		
Request Contract	Showcases	

This will start the vendor look-up process. Vendor IDs can also be verified in Banner or through an Excelformat 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.

Add Non-Catalog Item				×
Request New Vendor				
tom's har X Q				~
	se No. Quantitu + Driso	Deskasing		~
Description ★ Catalo	ng No. Quantity * Price	Packaging EA •		
Additional Details				>
★ Required fields			Save Save And Add Another	Close

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.

• 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 <u>PCard@nmsu.edu</u> 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 <u>PCard@nmsu.edu</u> 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.

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.

- Purchases of any product or service from a vendor that would violate an exclusive or semiexclusive 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.

PCard Cycle Times

		NMS	NMSU Procurement Card Cycle Times	d Cycle Times		
Statement Da	nt Date	Cardholder /]	Cardholder / Reconciler Period	Approve	Approver Period	Transactions Posted
From	To	From	To	From	To	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
	If vou have any aue	December statem stions about the dates listed al	December statement dates have been extended to accommodate for Winter Break. If van have anv auestions about the dates listed above or any PCrad auestions, contract the Aanie Scruise Carles at ASC Banksi edu or 535, 645, 2000	iccommodate for Winter Break of the Apple Service Center at	ASC@nmsu.edu.or 575-646-21	
	and fin sent nod fi			או וווב שלאוב זכו אורב רבווובו חו		

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:

<u>Gift card or gift certificate reimbursements are not allowed.</u> 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, <u>accountspayable@nmsu.edu</u>, 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.

• 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. <u>Under no circumstances can gift cards be</u> <u>purchased with a PCard without special advanced permission in writing.</u> 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.
 - 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.
 - 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 <u>asc@nmsu.edu</u> 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: <u>https://inside.nmsu.edu/fbs/forms/</u>

Journal Voucher Electronic Processing (Excel File)

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Journal Voucher Example

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Journal Voucher Backup Documentation Example

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Aggie Service Desk Quick Reference Guide

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Using Templ	atas
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	t service team is notified of the request as soon as it is submitted.
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Request Catalog	
Aggie Service	Center Agency Payment Request
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Pending	Employee Non-Travel
1	Reimbursement
2. Click	Aggie Service Center.
	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.
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	Attach completed form with appropriate approval and all applicable supporting documentation below.
	Provide Point of Contact (POC) Name:
	 In the event during the review/approval process it is determined additional information and/or supporting
	documentation is needed, who is the Primary POC if not Requester noted in 'Requester Details' section?
	 Ticket will be shared with POC in order for them to supply the information needed. If POC is not identified, the Requester will be contacted to supply the additional information.
On Behalf of	
Use On Behalf	f if you want to note who the request is for.
On Behalf of:	
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	Status : Open
Request Resolution History	
Description	
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eply	 Mandatory Field
Subject Re: [Request ID :##RE-14879##] : Check Request (Not for Goods and Services) B I U 5 I L A S E E E E E E I I I I I I I I I I I I I	« Plain Text
Category : Submit a <u>Check Request Form</u> to initiate payment request for non-procurement and services). All purchases for goods and services must be initiated in <u>AggieMart</u> .	

Earnings Report Reconciliation

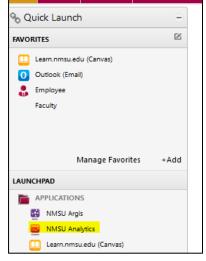
The earnings reconciliation is very important for projects and departments in order to keep track of the active employees, the salary and operating expenses, the year to day activity and the budget available. Reconciling helps departments to determine if they have available budget or if they would need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

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To pull the labor report for reconciliation, start from Portal Navigation, and go to Administrative and Finance Sub Tabs >>> Administrative.

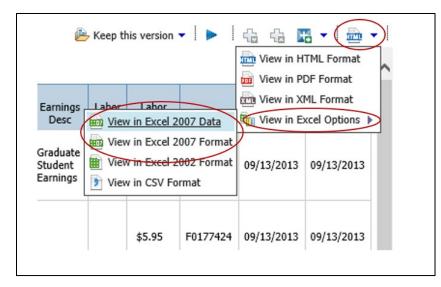
3. Find the HR-LD-287B Labor Expense Detail (Admin) report.

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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.

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	Health and Social Services College(C00207)	Social Work(370300)	Aguilar, Tonya L.	800080945	56	GA Teaching Assistant	917555 - 00 20	194	2013	R 24	0	100580	110004	379300	418600	1001		Labor	RGG	Graduate Student Earning	6.50	F0179664 12/20	2013 12	2/28/2013
	Health and Social Services College(C00207)	Social Work(370300)	Aguiler, Tome L.	800080945	56	GA Teaching Assistant	917555 - 00 20	14	2013	24	0	100580	100004	370300	621970	1001		Fringe				F0179664 12/20	2013 12	2/20/2013
	Health and Social Services College(C00207)	Social Work(370300)	Aguilar, Tonya L.	800080945	56	GA Teaching Assistant	917555 - 00 20	194	2014	R 2	0	100580	110004	370300	418600	1001		Labor	RGG	Graduate Student Earnings	6.50	P0100325 01/33	2014 01	1/31/2014
	Health and Social Services College(C00207)	Social Work(370300)	Aguilar, Tonya L.	800080945	56	GA Teaching Assistant	917555 - 00 20	94	2014	2 2	0	100580	110004	370300	621970	1001		Fringe				F0180325 01/31	2014 01	1/31/2014
	Health and Social Services College(C00207)	Social Work(370300)	Aguilar, Tonue L.	800080945	56	GA Teaching Assistant	917555 - 00 20	124	2014	4 3	0	100580	110004	370300	618600	1001		Labor	RGG	Graduate Student Earrings	6.50	F0180657 02/14	2014 02	2/14/2014
	mealth and Social Services College(C00207)	Social Work(370300)	Aguilar, Toma L.	800080945	50	GA Teaching Assistant	917555 - 00 20	14	2014	2 3	0	100580	120004	370300	621970	1001		Fringe				F0180657 02/14	2914 02	2/14/2014



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
- 8. Go to Data and click Sort.

- h. Pay No
- i. Account Index
- j. Account
- k. Labor Amount
- I. Document Date
- m. Transaction Date

Η	ه و ا	ð- ;	7									2
File	Ho	ome	Insert	Page Layout	Formulas 🌔	Data Re	eview Viev	v ♀ Tell m	ne what you wa	nt to do		
From	From Web	From Text	From Other Sources *	Existing Connections		Show Queries From Table Recent Sources	Refrech	Connections Properties Edit Links	$ \begin{array}{c} A \downarrow \\ Z \downarrow \\ Z \downarrow \\ Z \downarrow \\ Sort \\ \end{array} $	Filter	Clear	Text to Columns
		Get Ex	ternal Data		Get &	Transform	Con	nections	5			

9. Sort by account index, account, and name (use this order).

Sort							?	×
* <u>A</u> ↓ <u>A</u> dd	Level X Delete L	evel	E Copy Level	<u>O</u> ptior	ns	🗹 My da	ata has <u>I</u>	<u>h</u> eaders
Column			Sort On		Order			
Sort by	Acct Index	\sim	Values	\sim	A to Z			\sim
Then by	Account	\sim	Values	\sim	A to Z			\sim
Then by	Name	\sim	Values	\sim	A to Z			\sim
						OK	Ca	ncel

10. Add Subtotals of the same parameters (account index, account, and name). This should result in a report as shown below.

\bigcirc	and the second second								Deans April 19	- Excel	
New Correct Sources	w ♀ Tell me what you v ② Connections ♀↓	Filter	Clear Reapply Advanced		ash Remo	ates Validation		lidate Relationships	Manage Data Model What-If Analysis * Forei	Sheet	Show Detail Hide Detail
Subtotal	?	×	Subto	tal			?	×	Subtotal	?	×
At each change in:			At each	h change	e in:		Y		At each chang	ge in:	
Acct Index		\sim	Accou	int				~	Name		~
Use function:			Use fu	nction:					Use function:	5	
Sum		~	Sum					~	Sum	2	~
Add subtotal to:				btotal t	0:				Add subtotal	to:	
PayNo Acct Index Account Labor Amt Doc. Date Trans. Date Replace current sut Bage break betwee Summary below dat	n groups ta	~	Acc Acc Do Do Tra Rep Pag	nmary b	rent su betwee	en group ita	15		□ <u>P</u> age brea ✓ Summary I	rrent subtotals k between groups below data	
<u>R</u> emove All	OK Car	ncel	Remo	ove All		OK		Cancel	Remove All	ОК	Cancel
			"DE	PART	MENT	" APR	IL 2	019			
Name	ID	ECLS P	osition/S	Suff FY	Cal. Yr	. PICT Pa	ayNo	Acct Index	Account	Labor Amt Doc. Date	Trans. Date
XXX	XXXXXXXX		17555 - 01		2019	SC		XXXXX	618600	485.11 4/15/2019	4/15/2019
XX	XXXXXXXX	SG 91	17555 - 01	L 2019	2019	SC	8	XXXXX	618600	485.11 4/30/2019	4/30/2019
(XX Total										970.22	
									618600 Tota	970.22	
XX	XXXXXXXX		17555 - 01		2019	SC		XXXXX	621970	5.38 4/15/2019	
XX	XXXXXXXX	SG 91	17555 - 01	l (2019	2019	SC	8	XXXXX	621970	5.38 4/30/2019	4/30/2019
(XX Total										10.76	
									621970 Tota		
								XXXXX Tota		980.98	

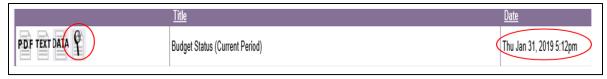
E-PRINT

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

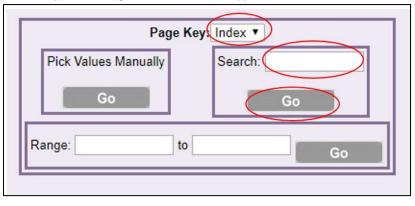
2. Select the ZAFGRBD report

	<u>Report</u>	Description	Latest Date
PDF TEXT DATA	ZAFGRBD	Budget Status (Current Period) AT FOPA	Thu Jan 31, 2019 5:12pm
PDF TEXT J	ZAFGRBD61S	Budget Status (Current Period)	Thu Jan 31, 2019 5:12pm
PDF TEXT T	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 T	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

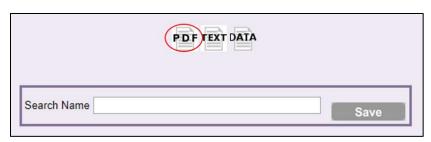
3. Select the month you are reconciling and click on the magnifying glass



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

	ZAFGRBD YEAR: 19	New Mexico St. Budget Status AS OF 30	ate University (Current Period) -APR-2019		RUN	DATE: 05/01/2019 TIME: 05:34 PM PAGE: 1531
COAS: PUND: PRED OR DRG: PROGRAM ACTIVIT LOCATION INDEX:	G: : Y:	itv				
ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET COMMITMENT	AVAILABLE CMT BALANCE TYP
18000 18100 18200 21970	STUDENT GRADUATE ASSISTANT POOL STUDENT REGULAR STU WORK STUDY FED FRINGE RATE STUDENTS	1,634.00 .00 .00 5.26	.00 435.00 254.25 7.30	.00 435.00 630.75 11.29	- 00 - 00 - 00 - 00	1,634.00 U -435.00 U -630.75 U -6.03 U
OTAL	Operating Expense - Labor	1,639.26	696.55	1,077.04	.00	562.22
222200 22230 22230 31000 322001 32250 332100 332100 332990 33001 337100 50051 50501 50501 50501 505300 505300 505300 505300 558500 60010 600905	ACCOUNT TITLE STUDENT GRADUATE ASSISTANT POOL STUDENT RECURATE STUDENT RECURATE STUDENT RECURATE STUDENT STUDENTS Derating Expense - Labor ALTERTE - DOMESTIC DOMESTIC TRAVEL - FEDERALLY EXCLUDE FOREIGN TRAVEL - NON-TEM CORFIGT SUPPLIES STUDENT OMPUTER NON ELECTRONIC SUPPLIES OMPUTER NUPPLIES FEDERAL SUPPLIES STUDENS STUDENS STUDENS STUDENS SUPPLIES FEDERAL SUPPLIES FUENT SUPPLIES SUSTESS MEALS/FOOD PRODUCTS FUENT SUPPLIES SUSTESS MEALS/FOOD PRODUCTS CUMUNICATE AND EQUIPMENT LATSON EULYMENT CHARGES DID CALLS (CI LINS SUSTESS SUST	.00 .00 .00 .00 .00 .00 .00 .00 .00 .00	1,782,31 000 1,838,50 45,78 163,86 000 59,87 108,66 000 34,00 75,90 9,36 35,50 000 360,00 360,00 360,00 364,51 00 364,51 00 00 360,00 364,51 00 00 00 00 00 00 00 00 00 0	2, 593, 47 10, 908, 58 130, 83 1, 838, 500 1, 332, 07 992, 68 990, 507 1, 925, 267 1, 925, 267 1, 720, 73 571, 01 571, 01 571, 01 571, 01 571, 01 571, 01 571, 01 574, 05 248, 50 471, 91 406, 10 620, 00 4, 696, 27 593, 92 660, 00 1, 367, 00 20, 72 502 502 503 503 503 503 503 503 503 503	-00 -00 -00 -00 -00 -00 -00 -00 -00 -00	$\begin{array}{c} -2, 593, 47 \\ 0 \\ -10, 906, 58 \\ 0 \\ -130, 83 \\ 0 \\ 0 \\ -1, 332, 07 \\ 0 \\ 0 \\ 0 \\ 0 \\ 0 \\ 0 \\ 0 \\ 0 \\ 0 $

REPORT ZAFGRBD FISCAL YEAR: 19	Budget Status	ate University (Current Period) -APR-2019		1	DATE: 05/01/2019 FIME: 05:34 PM PAGE: 1532
COAS: N New Mexico State Univer FUND: OPERATING ACCOUNTS MAIN PRED ORG: PROGRAM: ACTIVITY: LOCATION: INDEX:					
ACCOUNT ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET COMMITMENT	AVAILABLE CMT BALANCE TYP
762320 CCSU EVENT EXPENSE 765990 FREIGHT FEDERAL EXCLUDED 766010 COMPUTER SERVICES 766100 SOFTWARE LT 5000 OR SUBSCRIPTION 766200 ICT SERVICES 768001 NONEMPL TRAVEL DOMESTIC 799800 LARGE BUDGET POOL	.00 .00 .00 .00 .00 107,449.45	.00 .00 .00 297.14 .00 .00	66.00 242.00 90.00 10,068.81 2,179.17 114.68 .00	.00 .00 .00 .00 .00 .00	-66.00 U -242.00 U -90.00 U -10,068.81 U -2,179.17 U -114.68 U 107,449.45 U
FOTAL Operating Expense - Non Labor	107,449.45	6,278.02	49,983.14	951.09	56,515.22
FOTAL FOPA REVENUES EXPENSES APPLIED CHARGES TRANSFER NET	.00 109,088.71 .00 -109,088.71	.00 6,974.57 .00 .00 -6,974.57	.00 51,060.18 .00 .00 -51,060.18	.00 951.09 .00 .00 -951.09	.00 57,077.44 .00 .00 -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.

Chart: N New Mexic	to State University Fiscal Year:	19 Index:	Query Specific Account: Include Revenue Accounts: C	ommit Type: Both		Start Over
Organization: 370001	HEALTH AND SOCIAL SERVIC	ES COLLEGE Fund:	Program:	t: Account Type: Activity: Location:		
ORGANIZATION BUDG	GET STATUS			9 Distance Contraction Restauring Database	🖸 Insert 📮 Delete 🦷 Cop	y 🗅 More Information 🏾 🕄 Filter
Account	Туре	Title	Adjusted Budget	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	-2,092.6
732050	E	AWARDS	0.00	99.00	0.00	-99.01
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	-7.9
50051	E	SEMINARS AND TRAINING	0.00	1,890.00	0.00	-1,890.0
50101	E	COMMUNICATIONS	0.00	34.00	0.00	-34.00
		Net Tota	109,099.69	54,592.31	553.58	53,953.80

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

					-	of Health, Education iic Labor Redis					
Employee	Banner ID	Position/ Suffix	Earn Code(s)	Pay ID	Start	End		rrent ibution	New Dist	ribution	Reason for Reallocation
							Index	9/b	Index	9/6	
								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				
							Total				
Originator	Name:									Date:	
Employee	Signatur	e:								Date:	
Cost Share I	PI Signati	ure (If Appl	icable):							Date:	
PI Signatu	re:									Date:	
PI Signatu	re:									Date:	
Supervisor	Signatu	re (If Appl	icable):							Date:	
Developed b	y Erica To	ntodonati, 2	2018; Revis	ed by Dr. G	raboski-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 changed 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.

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

<u>Principal Investigators</u>: 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 <u>https://my.nmsu.edu</u> in the address bar of your web browser and press enter. The myNMSU page will appear. M SNMSU.edu Sign In 💽 🕜 🔺 myNMSU Registration and Schedule Information ugh myVM/SU, students, faculty, and staff can access stration, grades, Banner Self Service email, time and leave rting, online learning, phonebook, and much more. To improve sustainability, starting spring 2012 NMSU will no longer print a paper version of the Course Schedule. Learn more: Registration and Schedule Information. Useful Links and Contact Information ogin Banner and Cognos and NMSU Banner (INB) and ERP Systems Cognos Reporting Frequently Requested Help Login: 2 Password Resets Email: Settings, Devices and Troubleshooting Connecting your Device to the NMSU Network INB Password Resets and account Unlock --- call 575-646-4433 Password: PC Maintenance For Staff For Students Academic Calendar ICT Help Desk Information about myNMSU and Email Virus - Software, Removal and Information Student Network Information LOGIN Forgot Username? Forgot Password? New User? Create an account NEED ASSISTANCE? the ICT Help Desk by phone at (575) 646-1840 or via 2. Enter User Name and Password.

ne myNMSU hor	ne webpage will be o	displayed.	
	U.edu 3		Hi, Dee Henu 🔻 Fonts 🔻 Sign Out 🔍 🕜 🛕
	Home Student Employee Work	iow	
 QuickLaunch Navigation 			
dit Preferences	A		What's New?
🖻 LaunchPad	Check out the M above. Configur receive message	e preferences to	MyIMSU was upgraded to a newer version to support modern web browsers and mobile content.
QuickLinks	, bxt.	, via errai ara	New launcher menu on the left designed to
Self Service	Click here to configure you details	r txt messaging	give direct access to functions with two clicks or less. This menu is also mobile enabled
Quick Links	MyNMSU Mobile is Coming	Soon	
Reset Password			
NMSU Phonebook			
Banner Self Service			
E-Bill/Make a Payment			
Digital Measures			
Student Resources			
nployee tab info	Prmation will be disp		Hi, Dee Henu v Fonts v Sign Out 🔍 🕢 🛦 v NMSU News
dit Preferences			MSU News
DaunchPad	 Time Sheet 	Banner Self Service Personal Information	📩 7/20/12 8:51 AM
💻 🖂 🖪	Leave Report	Update Addresses and Boose Update Emergency C	Current news from the New Mexico State University News Center.
		opulate chiergency y	New NMSU chemical engineering department head
🔄 QuickLinks	2	more 4)	will bring unique approach to the job
	3	more Employee Time Sheet Leave Report	
Self Service	· · · · · · · · · · · · · · · · · · ·	Employee 4	will bring unique approach to the job () 7/19/12 12:00 AM Linda Fresques Dia de los Muertos celebrations, YouTube redux of "The Shining," and Sterno-roasted s'mores will certainly be mixed with the more serious business of running the New Mexico State University chemical engineering department as Professor David A.
Self Service Quick Links Reset Password		more Employee Lenve Report Leave Balances Rey Information	will bring unique approach to the job (i) 7/19/12 12:00 AM Linda Fresques Dia de los Muertos celebrations, YouTube redux of "The Shining," and Stemo-roasted s'mores will certainly be mixed with the more serious business of running the New Mexico State University chemical engineering department as Professor David A. Rockstraw takes the heim as department head mid- July. Rockstraw plans to apply the same
PQuick Links Reset Password MMSU Phonebook		more Employee Lenve Report Leave Balances Rey Information	will bring unique approach to the job @ 7/19/12 12:00 AM Linda Fresques Dia de los Muertos celebrations, YouTube redux of "The Shining," and Sterno-roasted s'mores will certainly be mixed with the more serious business of running the New Mexico State University chemical engineering department as Professor David A. Rockstraw takes the helm as department head mid- July. Rockstraw plans to apply the same INMSU researchers combine algae, cotton to grow shrimp in New Mexico
Self Service Quick Links Reset Password MMSU Phonebook Banner Self Service		more Employee Lenve Report Leave Balances Rey Information	 will bring unique approach to the job (i) 7/19/12 12:00 AM Linda Fresques Dia de los Muertos celebrations, YouTube redux of "The Shining," and Sterno-roasted s'mores will certainly be mixed with the more serious business of running the New Mexico State University chemical engineering department as Professor David A. Rockstraw takes the helm as department head mid- July. Rockstraw plans to apply the same INMSU researchers combine algae, cotton to grow shrimp in New Mexico INMSU's Couture joins call to protect education from federal budget cuts
QuickLinks QuickLinks QuickLinks Reset Password NMSU Phonebook Banner Self Service E-Bil/Make a Payment Digital Measures		more Employee Lenve Report Leave Balances Rey Information	will bring unique approach to the job @ 7/19/12 12:00 AM Linda Fresques Dia de los Muertos celebrations, YouTube redux of "The Shining," and Stema-roasted s'mores will certainly be mixed with the more serious business of running the New Mexico State University chemical engineering department as Professor David A. Rockstraw takes the heim as department head mid- July. Rockstraw takes the heim as department head mid- July. Rockstraw plans to apply the same II MMSU researchers combine algae, cotton to grow shrimp in New Mexico II MMSU's Couture joins call to protect education from

差 Banner Self Service E-Bill/Make a Payment .: Digital Measures Student Resources

4.

Click on the Employee link.

he Employee list options will be displayed.	
NM STATE New Mexico State University	
Personal Information Student Employee Finance	
Search Go	RETURN TO MENU SITE MAP HELP EXIT
Time Sheet Leave Report Request Time Off	
Benefits and Deductions Retirement, health, miscellaneous and benefit statement.	
Pay Information Direct deposit allocation, earnings and deductions history, or pay stubs. Tax Forms	
W4 and W2 information.	
Jobs Summary Leave Balances	
Tuition Waiver - Employee/Spouse	
Tuition Waiver - Dependents (5)	
Update Preferred First Name	
Effort Certification and Labor Redistribution	

5. Click on the **Effort Certification and Labor Redistribution** link, the following screen will be displayed.

Certify My Effort >	Effort Report Actions	Refresh 🖾 Open 📊 Save	Delete More A	tions - 🗶 Close		
Praxy or Superuser	Certify My Effort					
	COA Period Code Report Period	Start Date	End Date	Status	Unlocked/Locked	Comments
	-					
pen Items						
R						

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).

erson Search	Labor Redistribution Actions. 🏠 New 💈 Refresh 📓 Open 🥁 Save 📳 Copy 🦹 Deline - Have Actions + 🕱 Close	
provats	Person Search	
xy ar Superuser		
	Pay ID •	
	From Pay Year 🔹	
	To Pay Year	
	1 Hann Mariationale 1 V.1.1	Close Clear Go
	Q. Advanced Search •	C 0 rows.
	Last Name First Name ID Pay Year Pay 3D Pay Number Separate	
4		3
en Items	Last Name Test Name ID Pay Year Pay 3D Pay Number Sequence Search Tips You can search using the default search attribute daplayed in the search field or you can select Advanced Search and add multiple search attributes to Your search will return the best results when you are more specific with your search citeria using multiple search attributes.	3
	Last Name Test Name ID Pay Year Pay 3D Pay Number Sequence Search Tips You can search using the default search attribute daplayed in the search field or you can select Advanced Search and add multiple search attributes to Your search will return the best results when you are more specific with your search citeria using multiple search attributes.	3

4. Payroll transactions for the person selected will be displayed.

Clearing a Search

erson Search	Labor Redistribution Actions 🕞 New 💈 Refresh 🔤 Open 🔄 Save 🖄 Cop	ay 😰 Delete More Actions • 🙀 Close
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Selecting the Labor Distribution

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 5 1 Labor Redistribution 4 😵 Refresh 🐻 Open 📊 Save 👘 Copy 🗽 Delete More Actions * 🗙 Close Pay Periods & Earn C Labor Redistribution Actions Person Search First & Last Name 2005 SL 1, Sequence 0 🛛 💌 3 > 919999-00,SR Reg Shift 1 Effective 29-Oct-2004 2 **Current Distributions** Ø Routing Queue COA Index Fund Orgn Account Program Additional Components Hours Percent Amount N 100318 530101 618100 2000 29.25 100 150.64 ▼ Redistribution Deta 2005 SL 1, Sequence 0 : 16-Dec-2004 - 31-Dec-2004 8 Disposition : 70, Complete Status : Hours : 29.25 7 Open Items n 54 6 First & Last Name Delete Updates Erase Save Submit

#	Item	Description
1	Tabs (also known as	The main tabs at the top of the workspace allow you to access
	Modules)	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.

Person Search	Labor Redis	tribution Action	s. The New 2	Refresh 🔚 🖓	sen het Save [Copy De De	More Actions - 🗙	Close			▼ Pay Periods & Earn Codes
itiator	First & Last 1	Name							1		2005 SL 1, Sequence 0 •
mments	-								4		Effective 29-Oct-2004
uting Queue	Current	Distribution	s							2	
	COA	Index	Fund	Orgn	Account	Program	Additional Compone	nts Hours	Percent And	ount	
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			1					Pa	anel		16-Dec-2004 - 31-Dec-2004 Disposition :
		/	1						/	<u> </u>	70, Complete
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(-)				/	Redist	ribution		Originator : Sally Rel Post Date : 14-Jan-2005
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se the Update Distri		e required	changes to a	a distribution	1.	Bx
COA: N	Posting Date Oct 17, 201	1	2	Ch	ange All	
4 Fu	und Organization	Account	Program	Hours	Percent	Amount
× 100318	530101 5			29.25	100	150.64
(A) Activity	(L) Location (P) Pr	oject (C) Cost		2	6
Current Summary:	Hours: 29.25		Updated:	29.25	100%	\$150.64
	Amount: \$150.64 Percent: 100%				3	
	Percent 100%			Cancel	ound Add Line	e OK Changes

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



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.

							8
COA; N	Po	sting Date Oct 17, 2	011		🗌 ch	ange All	
Index	Fund	Organization	Account	Program	Hours	Percent	Amount
XXXXXX	100318	530101	618100	2000	29.25	100	150.64
7	100318	. 530104	618100	2000	29.25	00	150.64
ırrent Summa	ry:	Hours: 29.25		Updated:	58.5	200%	\$301.28
irrent Summa	ry:	Hours: 29.25 Amount: \$150.64		Updated:	58.5	200%	\$301.28

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

		Posting Date	Oct 17, 2011	1			Ch Ch	ange All	(9)
Inde	x Fun	d Organia	ation Acc	ount	Program	n	Hours	Percent	An
	100318	530101	61810	0	2000	***	29.25	100	150.64
	(A) Activity	(L) Location	(P) Project	(C) Cost				
(***							7	8
×000000	100318	530104	61810	0	2000		14.63	50	75.32
			1000	1100	L	1			
	(A) Activity	(L) Location	(P) Project		C) Cost				
l	***	•••		***	***				
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	XXXXXX (A) Ac			618100 P) Project	(C) Cost	14.63	50	75.32
ur	rent Summa	ıry:	Hours: 29.25 Amount: \$150.64 Percent: 100%		Updated: L	29.26	100%	\$150.64 (12)

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.

1 Error
Total new labor distribution hours must equal total old earn hours; Correct the hours or press ROUND.
ОК

- 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.

< Person Search	Labor New	Istribution Actor	a China S	Refresh III o	ern des Sent S	In case of the low	More Actions • 🗶 Co			1	4	▼ Pay Periods & Earn Code	
Initiator										-		2011 SC 12, Sequence 0 X,196666-00,Adj SR Shirt 1 Effective 16-Jun-2011 196686-00,Regular Shift 1 Effective 16-Jun-2011	
Comments	-												
Routing Queue	Curren	t Distribution	s							2			
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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.



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



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.

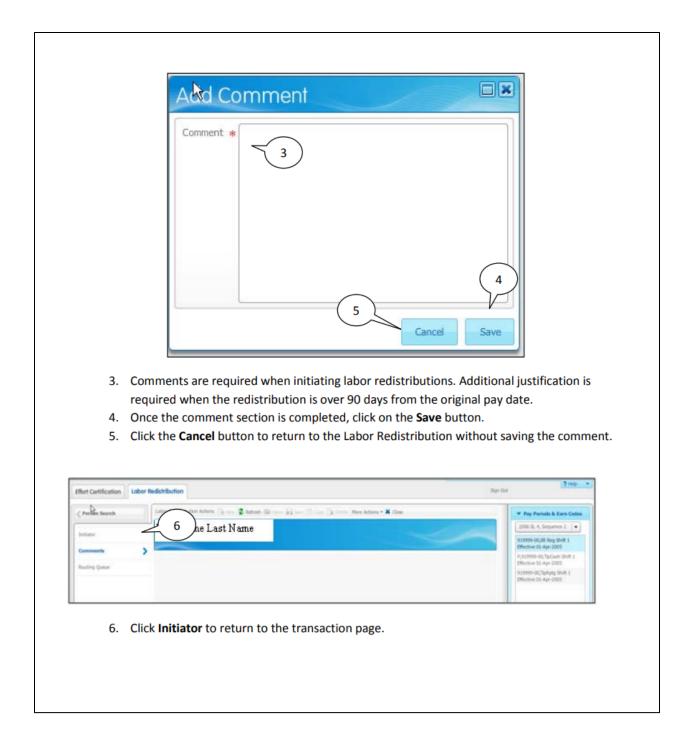
Below are the requirements that must be addressed in the comments section of the electronic labor redistribution depending on the age of the transfer. The justification written will vary depending on the individual situation:

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.

fort Certification La	bor Redistribut	ion									Sign Out	3 Heb		
(Person Search	Labor Rec	distribution Actions	The First 2	Refresh 🔤 🖓	en kal Save 🛛	Copy and De	More Actions • 🗙 Close	e.				▼ Pay Periods & Earn Codes		
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Submitting a Labor Redistribution for Approvals

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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.	1. Re 2. Cli 3. To ote: After sul ur work, you	e Routing Queue link can be used to track the approval process. The ema	ior to submitt

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.

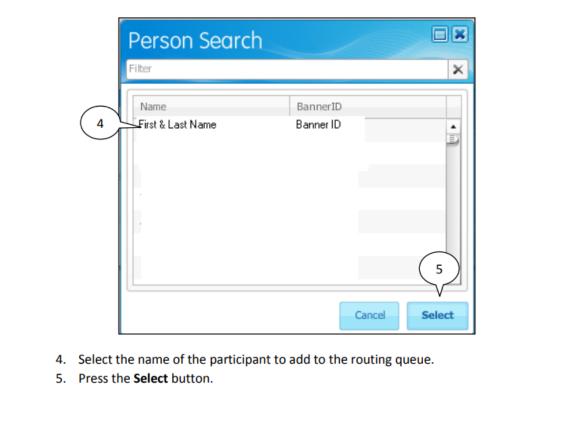
To add a member temporarily to a Routing Queue within the transaction follow the steps listed below.

Person Search	Labor Redistribution Actions 🕞 Line 😨 Refresh 📾 Open 🔄 Sive 🗇 Copy 🕞 Dektr. More Actions • 🕱 Close	10	▼ Pay Periods & Earn Codes
Divitiator	First & Last Name		2006 SL 4, Sequence 2 +
Comments			919999-00,SR Reg Shift 1 Effective 01-Apr-2005
Routing Queue	\sim 1		P,919999-00,TipCash Shift 1 Effective 01-Apr-2005 919999-00,TipRptg Shift 1 Effective 01-Apr-2005
1. C	lick on the Routing Queue button.		
fort Certification Labor	Redistribution	Sign	Out ? Heb
C Person Search	Labor Redistribution Actions 🐘 New 🖉 Refresh 🖿 Open 🔐 Size 🖄 Copy 🕃 Delts More Actions * 🗰 Close		Pay Periods & Earn Codes 2005 SL 3, Sequence 2
Initiator		-	P.919999-00,SR Reg Shift 1 Effective 29-Oct-2004
Comments Routing Queue	Annah Tresseherry		
Routing Queue	Sequence 5.00 Approve Pending E-mail		
	Ekadedh French in and France De Santan De S		
	Pending E-mail Lorn Gobbe		Redistribution Details 2005 SL 3, Sequence 2 : 16-Jan-2005 - 31-Jan-2005
	Genus LRPs Door 10 Door		Disposition : 48, Pre-Approve Update
	Pending E-mail Norma Noel		 Status : Submitted Hours : 54.50 Amount : \$280.68
	Group LRPs Over 90 Days 2 2 Pending I E-mail		Percent : 100.00% Originator : Sally Rel Post Date : 04-Oct-2011
	Pending g-mail		▼ Proxy or Superuser
ipen Items		2	
Person Search First & Last Name		5	
		Add Member	

Add New Member	(3)
Name *	
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.



Name	First & Last Nar	me & User ID	
Sequence	\$ 5.00	< 6	
Action	* Approve		

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.

Add New Member	
Name * First & Last Name & User ID	•••
Sequence * 5	
Action * FYI 7	8
Approve	\sim
FYI	Cancel Save

- 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.

Person Search			▼ Pay Periods & Earn Codes
		First Name & Last Name	2005 SL 20, Sequence 3
Initiator			P,919999-00,TipCash Shift 1
Comments			Effective 01-Apr-2005
Routing Queue	>	On the fly Menber	919999-00, TipsRptg Shift 1 Effective 01-Apr-2005
Rodang Queue	'	Sequence 5.00 PV1	919999-00,TipCash Shift 1 Effective 01-Apr-2005
		A Pending E-mail	919999-00,TipRptg Shift 1
		Additional Serier VP for Admin and Fisance	Effective 01-Apr-2005
		Sequence 5.00 Approve	• Redistribution Details
		A Pending E-mail	2005 SL 20, Sequence 3 :
		Additional Service VP for Admin and Finance	01-Oct-2005 - 15-Oct-2005 Disposition :
		Sequence 15.00 Approve	48, Pre-Approve
		A Pending E-mail	Status : Submitted Hours : -1.00
		Group LBP's Over 90 Days	Amount : -\$41.15 Percent : 100.00%
		Seguence 20.00 Approve	Originator : Sally Rel Post Date : 04-Oct-2011
		A Pending E-mail	PUSE LAICE : 04-002-2011
		Group LEP's Over 50 Days	• Proxy or Superuser
		Sequence 20.00 Approve	
		A Pending E-mail	
pen Items			
Person Search			
st & Last Name			
		. Add Member	

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.

Version Search	Labor Redutribution	Actions () In- 2	Retroh 🖾 (per	information of the	Hire Adurs *	X Cose			* Pay Periods & Earn Codes
atiator >	First Nar	me, Last	Name						2011 B. S. Sequence 0 • 710903-00,Anallawy Shift 1
onmento	Current Distrib	6.00						\bigcap	Effective 05-Jan-2011 719903-00.Regular Shift 1
outing Queue			laur.	12.0		(a since		(3 >	Plactive 01-3ar-2003
	COA N	Index L01969	Pund 110102	Crign S10685	Account 634100	Program	Additional Componentia Hours	Percet. 112.32	3
		N						N	(2)
		(.						()	\bigcirc
		(1						(1)	* Redistribution Details
		\smile						0	2011 9. 5. Sequence 0 : 16-Feb-2011 - 28-Feb-2013
									Disposition : 70, Complete
									Status : Hourn : 0.00
									Anount : \$112.32 Percent : 200.00%
									Originator : Post Debr : 15-Mar-2011
									Contract of the sector
									* Prony or Superviser
tions (1								
erson Search									
								Salds (prints) - Read - Serie - Salds	

- 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)	Posting Date Nov 12	, 2012	5	(5>	Chan	ge All			
Index	Fund	Organization	Account	Program	Hours		Percent	Ал	ount	
101969	110102	510035	614100	1800		8	1	00	112.32 [×
Current Summa	ry:	Hours: B		Updated:	8		100%		\$112.32	
		Amount: \$112.32 Percent: 100%								
						Cancel	Round	Add Line	OK Changes	s
Ensure the today's dat	-	te is set to th	e current da	ite. If it show	ws a differ	ent da	te, cha	nge the	date to	
LOUAV S UAL	e.									

	Labor Dedicted	witten Artiste Th.	2 Jetroh III (see	Line House The	The state of the second se	¥ 0m						
Person Search				AT the Country of	Hore Adors *	A Gas					_	* Pay Periods & Earn Codes
Initiator >	First	Name, Las	it Name							\cap		2011 St. S. Sequence 0 • 8,719900-00,4nmLone Shift 1
Comments	-									(7	\geq	Effective El-Jan-2011
Reating Queue	Current Di	stributions								Ú	6	X/139903-00/Repular SHR 1 BRective (10-3et-2011
	COA	lister	fluid	Orgn	Account	Program	Addtonal Carponette	Hours	Periant	Ampunt		
	ni l	101969	110102	\$10025	624100	1800		1	100	112.32		
												* Redistribution Details
												2013 St. 5, Sequence 0 :
												16-Feb-2011 - 28-Feb-2011 Disposition :
												70, Conglete Status /
												Heats: 8.30
											_	Amount \$112.32 Percent 300.09%
	Updated I	Distributions										Originator : Post Celler : 15-Mar-2011
	COA	Index	Fland	Orgn	Account	Program	Additional Components	Hours	Percent.	Amaunt		
	п	190793	\$10006	\$38355	63-4100	1310		8	100	112.32		
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en Born	10									(8)		
Person Search	1									(0)		
										~		

- 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.

ort Certification Labo	r Redistribution								Sign Out	7+++
Person Search >	Laber Redistribution A	Actions Tig town 2 Kette	ah 😑 Open (cá trao 1)	ting Passa ins	annes e 🖬 class					3
Approvals	Person Se	arch	A							
Priory or Supersum	-		()							
	Search Description	na: 10 -	(2)							8
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					3012	2	3	0	70, Grouplatta	
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			(1 7	2011	91	18	2	70, Complete	
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en herss	1				2011	9.	4	0	70, Completto	
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1. Sele	ct the pa	ay events	s to be n	edistribu	ited. N	ote that	the pay r	number may	not be in sequ	ential
ord	er.									
	_									
	a. To se	elect sec	uential	pay peri	ods, clic	k the fir	st pay pe	riod. Hold t	he shift key and	d click
	the	ast pay	period to	be red	istribute	be				
	b. To se	elect no	n-seque	ntial nav	neriode	s click th	e first na	v neriod H	lold the CTRL ke	v and
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Person Search	Labor Redistribution Actions							* Pag Pariods & Earn Cod
76	First Name Last I						$\left(3\right)$	2011 St. B. Septembri 0
sitister)						0	5	2011 St. 8, Sequence 0 2011 St. 9, Sequence 0
isting Queue	Current Distributions					(4	\geq	2011 St. 18, Sequence 0
	COA Index N LOISEA	Tund Orgn 110102 S10035		Program Additional Compon 1930		Percent 12/5.52		
								• Redistribution Details
								2011 St. R. Sequence 0 (01-Apr-2011 - 15-Apr-2011) Disposition (70, Complete
							*	States : Hears : 36.00 Amount : 61,215.52 Percent : 100.09% Originate :
								Post Date : 25-Apr-2011
								* Prove or Superviser
n Barns 🗍								
						description (how)	Seal (Section	
AND HOHER EDUCATION							Dave	ever Effort Cartification (Roleans
Revi		wn box in the period and as: n.			panel to	view open	pay peri	iods.
Revi 4. Click pdate D	ew each pay the Edit icor	period and as:	sociated ear	rn codes.	\bigcirc		pay peri	iods.
Revi 4. Click	ew each pay the Edit icor istributions	period and ass n. Posting Date Nov 12,	sociated ear	rn codes.	s panel to	Change All		2
4. Click pdate D coa: N Index	ew each pay the Edit icor istributions	period and ass n. Posting Date Nov 12, Organization	2012 Account	Program	6	Change All Percen	it	Amount
4. Click	ew each pay the Edit icor istributions	period and ass n. Posting Date Nov 12,	sociated ear	rn codes.	6	Change All		2
4. Click pdate D coa: N Index	ew each pay the Edit icor istributions	period and ass n. Posting Date Nov 12, Organization	2012 Account	Program	6	Change All Percen	it	Amount
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4. Click pdate D coa: N Index	ew each pay the Edit icor istributions	period and ass n. Posting Date Nov 12, Organization	2012 Account	Program	6	Change All Percen	it	Amount
4. Click pdate D coa: N Index	ew each pay the Edit icor istributions	period and ass n. Posting Date Nov 12, Organization	2012 Account	Program	6	Change All Percen	it	Amount
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4. Click pdate D coa: N Index	ew each pay the Edit icor istributions 5 Fund 110102	Period and ass Posting Date Nov 12, Organization 510035 Hours: 8	2012 Account	Program	6	Change All Percen	it 100	Amount
Revi 4. Click pdate D COA: N 101969	ew each pay the Edit icor istributions 5 Fund 110102	period and ass Posting Date Nov 12, Organization 510035	2012 Account	Program 1800	6 rours	Change All Percen 8	it 100	Amount 112.32
Revi 4. Click pdate D COA: N 101969	ew each pay the Edit icor istributions 5 Fund 110102	Posting Date Nov 12, Organization 510035 Hours: 8 Amount: \$112.32	2012 Account	Program 1800	6 rours	Change All Percen 8	nt 100	Amount 112.32 (\$112.32

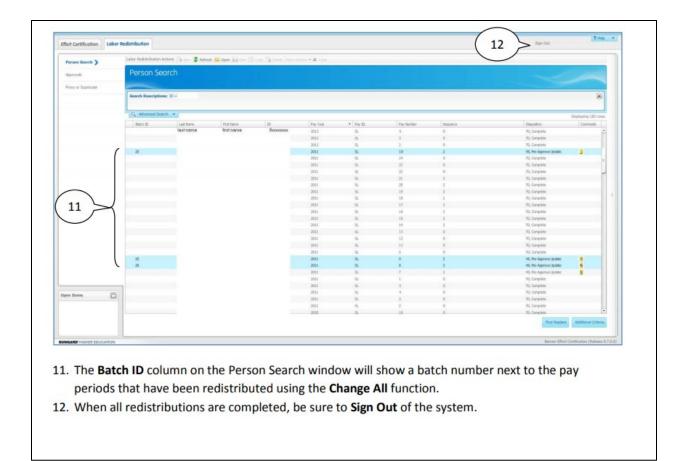
- 5. Ensure the **posting date** is set to the current date. If it shows a different date, change the date to today's date.
- 6. Click the Change All checkbox.
- 7. Update the distributions following instructions on pages 11-14.

Person Search	Labor Redistrib	ution Actions	2 Refresh 🕮 Open)	ing tree (13) Clay (14)	Dolds More Actions *	X Cose					* 1	tey Periods & Earn Code
indiator >	First N	Jame, Las	t Name							\cap	3,75	1 SL S. Sequence 0 +
Comments	Current Dis	stributions								(9)	> Dh	the 00-Jan-2011 8903-00,Regular Shift 1 the 00-Jan-2011
losting Queue	COA	Index	Fund	Orgn	Account	Progian	Additional Components	Hours	Percent	Amount		
	н	101969	110102	\$1005	624100	1800		1	100	112.32		
												ledistribution Details
											16-h Disp 20, 0 Statu Heat Arrow	53.5, Sepanor D : dx-2311 - 28-Pdb-2013 satism : tomplets s1 = 8.00 ord 1 = 5112.32 ord 1 = 5112.32 ord 1 = 5112.32
	Updated 0	Distributions									Olp	natur : Date : 15-Mar-2011
	COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Anount		
	н	1.00793	110006	530350	624100	1310		8	100	112.32		
											* 1	YORY ST. SUDATUME
	-									\bigcirc		
										(10)		
Person Search												

 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.



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.

ort Certification	bor Redistribution							Sign Out	
Person Search 📏	Labor Redistribution	Actions Actions	💈 Refresh 🖾 Open	Save 🗇 Cop	y 🖹 Delete More	Actions - 🕱 Close			
Approvals	Person S	earch							
Proxy or Superuser									
	Search Descripti	ons: 10 = 8000000	××						
	Q Advanced Se	sarch 💌							Displaying 108 r
	Last Name	First Name	ID	Pay Year	 Pay ID 	Pay Number	Sequence	Disposition	Comments
	Sunshine	Jane	80000001	2012	SC	8	0	70, Complete	
	Sunshine	Jane	800000001	2012	SC	13	0	70, Complete	
	Sunshine	Jane	80000001	2012	SC	12	0	70, Complete	
	Sunshine	Jane	80000001	2012	SC	11	0	70, Complete	
	Sunshine	Jane	800000001	2012	SC	10	0	70, Complete	
	Sunshine	Jane	80000001	2012	SC	9	0	70, Complete	
	Sunshine	Jane	80000001	2012	SC	1	0	70, Complete	
	Sunchine	Jane	800000001	2012	SC	7	0	70, Complete	
	Sunshine	Jane	800000001	2012	SC	6	0	70, Complete	
	Sunshine	Jane	800000001	2012	SC	5	0	70, Complete	
	Sunshine	Jane	800000001	2012	SC	4	2	47, Pre-Balance Update	
	Sunshine	Jane	800000001	2012	SC	3	2	48, Pre-Approve Update	8
	Sunshine	Jane	800000001	2012	SC	2	2	48, Pre-Approve Update	
	Sunshine	Jane	800000001	2011	SC	20	0	70, Complete	
	Sunshine	Jane	800000001	2011	SC	24	0	70, Complete	
	Sunshine	Jane	80000001	2011	SC	23	0	70, Complete	
	Sunshine	Jane	800000001	2011	SC	22	0	70, Complete	
	Sunshine	Jane	800000001	2011	SC	21	0	70, Complete	
	Sunshine	Jane	900000001	2011	SC	1	0	70, Complete	
	Sunshine	Jane	80000001	2011	SC	19	0	70. Complete	

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.

C Person Search		Labor Redi									
Initiator	>	Jane Suns	hine							1	1
Comments		Current	Distribution	s							3
Routing Queue										~	/ *
		COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
		N.	112799	111260	530350	614100	1800		85.67	100	1665.69
		Update	d Distributio	ons							
		Update	d Distributio	Fund	Orgn	Account	Program.	Additional Components	Hours	Percent	Amount
					Orgn 530340	Account 614100	Program 1310	Additional Components	Hours 85.67	Percent 100	Amount 1665.69
Open Items • Person Search Jennifer Gabel		COA	Index	Fund		SC SS SS SS SO SI	and the second	Additional Components			

The Labor Redistribution window will be displayed.

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

Labor Redstribution Actions New 2 Refresh Copen in Same Copy & Deete More Actions * X Close 5											Pay Periods & Earn Codes 2011 SC 7, Sequence 0 198686-00,Regular Shift 1 Effective 01-Jan-2011
Current Distributions											
COA	Index	Fund	Örgn	Account	Program	Additional Components	Hours	Percent	Amount		
N	112799	111260	530350	614100	1800		86.67	100	1665.69		▼ Redistribution Details
										• (2011 SC 7, Sequence 0 : 01-Apr-2011 - 15-Apr- Disportion : 70, Complete Status : Hours : 86.67 Amount : \$1,655.69 Percent : 100.00% Originate : Dec OLarey

- 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.

Labor Redistribution	Actions Stress	💈 Refresh 📰 Open	See 1 Co	Dy Dislotte More	Actions • 🕷 Close			
Person S	earch							-
Search Descript	ions: ID = 800000	00X						×
	Line and the second							Displaying 108 rows
Q Advanced S	earch 💌							
Last Name	First Name	ID	Pay Year	* Pay ID	Pay Number	Sequence	Disposition	Comments
the state of the s		ID 800000001	Pay Year 2012	Pay ID SC	Pay Number 8	Sequence 0	Disposition 70, Complete	
Last Name	First Name				Pay Number 8 13			

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	40ShifDif	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
тв	Tax FB	Football Discount – Taxable	RGZ	NO PAY	No Pay
GLF	Tax GLF	Golf Membership Disc- Taxable	RST	Pay Rec	Pay Recovery – Student
ND	Tax Ins	Insurance – Dental DP	SLP	Sck Pay	Sick Leave Pay Out
NH	Tax Ins	Insurance – Health DP	TP2	TipRptg	Tips – Taxable Report-Only
.NP	LWOP	Leave Without Pay	TP4	TipRptg	Tips – Students Report only
WB	LWOP	Leave Without Pay w/Benefits	TPD	Per Diem	Taxable One – Pay Per Diem
MON	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
- <u>The effective date must be the 1st or the 16th of the month</u>
- 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)

Payroll Sei		tion Form (LP/	AF)	Pay payroll.se	roll Services rvices@nmsu.edu
Instructions: This form i Index, Fund and Percent Labor distribution change effective dated action ma submitted using the Elect	age of the new labor di es are effective on eithe y be made per form. R	istribution. The total per er the 1st or 16th of the Retroactive changes to is	centage of labo month and mus	r distribution listed must t include a full pay perio	be 100%. d. Only one
SECTION 1: EMPLOY	EE INFORMATION				
Employee ID:	Last Name:			First Name:	
Position #:		Suffix:	ECLS:	Org:	
SECTION 2: CHANGE	LABOR DISTRIBUTI	ON			
Effective Date:		Change Code: LABOR	- Change Labor D	istribution	
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					
				_	_
Requestor Name:		Email:		Phone:	
SECTION 5: APPROV	AL (REQUIRED)				
Name:		Signature:		Date:	
Principal Investigator	an/VP/CC President	signee OR For Agg	ie Service Center Uni	ts Dept Head/Dir Prin	cipal Investigator (PI
Internal Use Only					
Payroll:					
				Reset	Print

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

Form Sections	Field Definitions	Requirement	Banner Form		
ection 1 - Employee			-		
mployee ID	Employee's Aggie ID Number (8XXXXXXXX)	Required	SOAIDEN		
mployee Name	Name should be listed Last, First, MI	Required	SOAIDEN		
osition #	Six digit number position number. Regular positions begin with numbers 1 - 7. Temporary positions begin with number 9.	Required	NBIJLST		
uffix	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		
CLS (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 NBAJOB for associated Position/Suffix		
Org (Department Org#)	Banner assigned five digit organization number for the department that the job belongs.	Required	NBAJOBS: Job Location		
ection 2 -Status Char	ge (required only if processing termination or leave of absence)				
ast Day (of Employment)	Enter the last day of employment in the department/position (employee will receive pay for		ocessing a terminati		
	this day).	- Involuntary termi			
erm Code	TERME - use to terminate employment with NMSU.		oyee & Managemen tion with the		
	TERMI - use if employee is terminating a job and will continue other employment with the university; new position requisition number should be referenced if known.	Services in conjunction with the terminating department.			
	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.				
erm 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) LWOP - use to indicate leave will be used without pay (when accrued leave is not available)	Required only if processing silable)			
	Active- use to indicate when the employee will return from leave status.	1			
eave Type	EDULV - use when educational leave is approved; LWP and LWOP for faculty must be approved	1			
	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	4			
	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	1			
	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.	1			
	SABLV - used when a faculty member is approved for sabbatical leave by the appropriate	1			
Heating Date	academic Dean.	4			
ffective 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 data. This data will be used to procee the ration status data for aphentical 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.				

Section 3 - Job Chan	ge 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.)								
hange Code: Options	are listed below along with the possible associated fields that must be completed.							
ADIFF	Field: <u>Differential Amount</u> - 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;	A code is required for all transactions; multiple transactions are allowed on one PAF as long as the effective date is the						
	request is reviewed by Compensation Services - approval is not guaranteed.	same for all transactions. The Code to be used should be the primary action being						
BASE	Field: <u>Solary/Hourly Rate</u> - Use to adjust employee's base hourly rate (nonexempt) or annual salary (exempt). For temporary positions only. Do not include differential amounts here.	requested. For example: A FTE change for an exempt employee will also result in a base salary change. The change code						
CDIFF	Field: <u>Differential Amount</u> - 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.	should be FTE but both the FTE field and the Salary field should have changes.						
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: <u>Department Orall</u> - Use to change the department orgl 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.	2						
FTE	Field: <u>FTE</u> and <u>Salary/Hourly Rate</u> - 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: <u>Department Orgil</u> - Use to change Summary Organization unit; copy of approvals from appropriate Deans/Vice Presidents must be attached. Changes in department orgil outside the summary orgil must have a position transfer request form attached.							
PROB	Field: <u>Salary/Hourly Rate</u> - Use for completion of the probationary period. Performance evaluation must be attached.							
REPORT	Field: <u>Reports to Position#</u> - Use to change the position number a filled position reports to.							
SERV	Field: <u>Salary/Hourly Rate</u> - 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.	1						
TIME	Field: Time Sheet Org - Use to change the time sheet organization number for an employee.	1						
TITLE	Field: <u>Title</u> - Used to change a working title of a position. All title changes will be reviewed by Compensation Services- approval is not guaranteed.							
ection: 4 Reason for hange/Comments	All transactions require a documented reason for the change. The comment should reflect the supporting documentation for the proposed change.	reason for change or reference the						
ection: 5 Requestor	Provide requestor contact information in case additional information is needed.							

NM STATE Hum Person Completed form should be s	Iexico State University an Resource Services nel Action Form (PAF) submitted to MSC 3HRS or Hadley Hall, R	oom 17
Section: 1 E	MPLOYEE INFORMATION	
Employee ID: Employee N	ame (Last, First, MI):	
Position#: Suffix: ECLS:	Org: Select an Org	
	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):		
	GE INFORMATION (Only complete fields to b	
JOB CHAP	ton har ordered from (only complete news to b	e enangeu)
Effective Date:	Change Code:	
Job Start Date:	Differential Amount:	
Job Stop Date:		
Title:	Department Org#:	
FTE:	n an n Maria	
Default Shift: Day Swing Graveyard		
Section: 4 REA3	SON FOR CHANGE/COMMENTS	
Section: 5	REQUESTOR INFORMATION	
Paquartar Nama:	nail: P	hone:
Requestor Name: En Section: 6 (Must be completed)	APPROVAL	none.
Required for Faculty: Dept Head/Dir, VP/Dean/CC Presia	lent 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 Payroli	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
 - o https://hr.nmsu.edu/managers/hrcalc/gaps.html
- The most current salary and title information can be found here:
 - o 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.
 - Pls 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

Social MSC 3. New M P.O. Be Las Cri	ge of Health, Education, l Transformation AC exico State University x 30001 aces, NM 88003-8001 575-646-58 asu.edu		
Overl		Date: Course: Credit hours: F2F—Online: Instructor Name: Funding Source:	tal Request
Rationale for Request:		Amount Requested:	
Additional Remarks:			
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жриотаз.	Department Head/Director	st-rbc-directors@nmsu.	Dean edu for processing

HEST PEF (Preliminary EPAF Form)

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GA Salary Table

Graduate Assistant Salary Table as of 7/1/2021								
	FTE	G1	G2	G3				
	0.500	\$18,435	\$18,862	\$19,28				
Academic Year (HACD)	0.375	\$13,826	\$14,146	\$14,46				
	0.250	\$9,217	\$9,430	\$9,64				
	0.500	\$9,217	\$9,430	\$9,64				
	0.375	\$6,912	\$7,073	\$7,23				
Semester (HFA,HSP)	0.250	\$4,609	\$4,716	\$4,82				
	0.125	\$2,305	\$2,358	\$2,41				
	0.500	\$24,580	\$25,149	\$25,71				
Annual (HANNL)	0.375	\$18,435	\$18,862	\$19,28				
	0.250	\$12,291	\$12,575	\$12,85				
	0.500	\$6,146	\$6,287	\$6,43				
Summer Session (HSUM)	0.375	\$4,609	\$4,715	\$4,82				
	0.250	\$3,072	\$3,143	\$3,21				
	0.500	\$3,072	\$3,143	\$3,21				
Summer (HSUM1,HSUM2)	0.250	\$1,537	\$1,572	\$1,60				

Staff (Exempt & Nonexempt) Salary Table

	En	try	1st Qtile		Midpoint		3rd Qtile		Maximum	
Pay Level	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	\$64,18
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	\$196,70
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

FY22 Las Cruces Campus Temporary Par	t Time Fac	ulty Per
Credit Ranges Effective 7/2	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

Requested Base Salary Calculator (Graduate Assistants)

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

New Mexico State University MSC 3HRS, Box 30001 Las Cruces, NM 88003-800	Graduate Assistant Prorated Salary & FTE Calculator
UNIVERSITY Phone: (575) 646-8000 Fax: (575) 646-2806	(This is a tool only)
Requested Base Salary C	alculator
provide a maximum FTE, based on available dollars to	se salary. If you do not know the FTE, this calculator can 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	
¹ If you do not know the FTE, please enter the dollar amount you hav	e 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

NM	Employment Services New Mexico State University MSC 3HRS, Box 30001 Las Cruces, NM 88003-800	Research Faculty Prorated Salary & FTE Calculator
SIAIE	Phone: (575) 646-8000 Fax: (575) 646-2806	(This is a tool only)
UNIVERSITY	1 87. (515) 040-2000	
Requeste	d Base Sala	ry (Research) Calculator
•		
		uested Base Salary for the performance of research or administrative duties,
for regular faculty or	liy.	
Input Information		
	· • • •	2
	ic Salary ¹ *:	FTE ² :
	Start Date*:	
Job	End Date*:	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 t	he FTE, please enter the dollar a	mount you have available to pay.
Calaulations		
Calculations		
		The results of your calculation
Academic Salary:		
Pay Per Week (Aca # of Weeks:	ademic Salary / 36):	
Amount at 1 FTE:		
FTE(Minimum):		
Total Amount to b	e Paid:	
Pay Ratio:		
Semi-monthly Rate		
RBS (Semi-month	iy Rale " 24):	
Please contact (575) 64	6-8000 or your HR Team Par	ther with questions.

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) *0.125 FTE
 - 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) * .10 FTE
 - 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 Q

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. 800XXXXX) 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 (<u>https://hr.nmsu.edu/documents/New-Employee-Data-Form.pdf</u>).

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

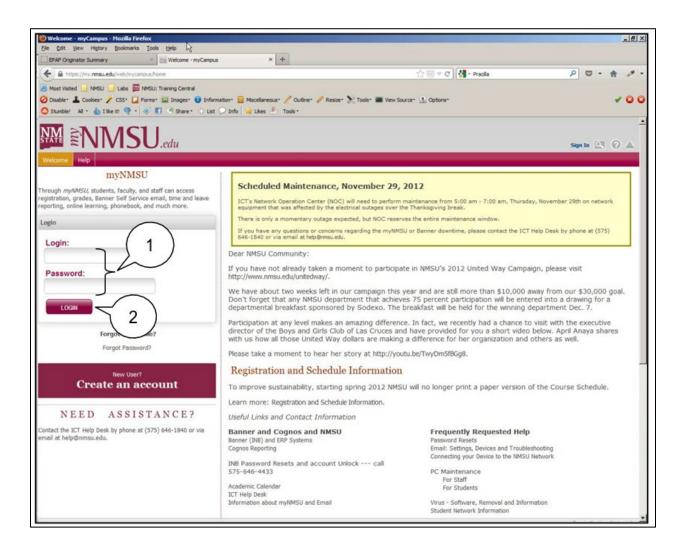
Access EPAF through my.nmsu.edu using your browser

Please Note:

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

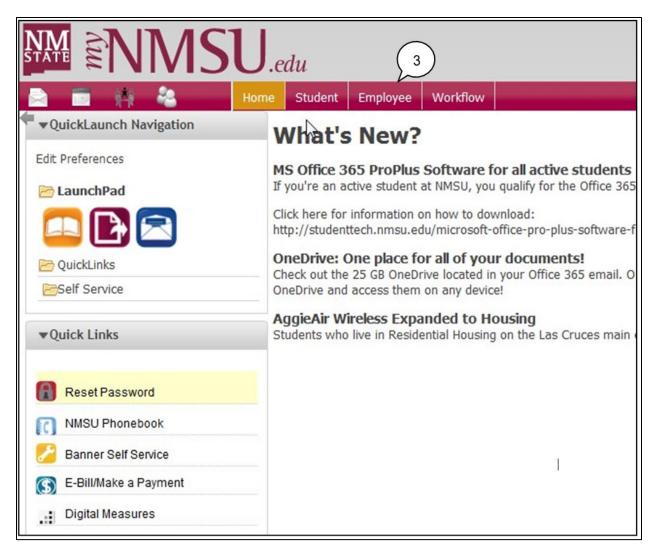
The EPAF system is accessible through myNMSU. The myNMSU portal allows you to use a single username and password to access many of the electronic services at NMSU.

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.

Personal Information Student Financial Aid Employee Finance Proxy Access
Search Go
Main Menu
Welcome, Sally A. Rel, to the WWW Information System! Last web access on Nov
Personal Information
Update addresses, contact information or marital status; review name or social security number change
Student Apply for Admission, Register, View your academic records.
Financial Aid
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applic
Employee Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms,W4 data.

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

NM New Mexico State University	
Personal Information Student Financial Aid Employee	RETURN TO MENU SITE MAP HELP
Employee	
Time Sheet Leave Report Request Time Off Electronic Personnel Action Forms Benefits and Deductions Retirement, health, miscellaneous and benefit statement.	
Pay Information Direct deposit allocation, earnings and deductions history, or pay stubs. Tax Forms	
W4 and W2 information.	
Jobs Summary Leave Balances	
Direct Deposit	
Effort Certification and Labor Redistribution	
Salary Letter	
Tuition Waiver - Dependents	
Tuition Waiver - Employee/Spouse	
Update Preferred First Name	
RELEASE: 8.8.1	

5. Select Electronic Personnel Action Forms.

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.

New Mexico State University	
Personal Information Employee Finance Search Go	RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT
Electronic Personnel Action Form	
EPAF Originate New EPAF Act as a Proxy	
RELEASE: 8.3	powered by SUNGARD'SCT HGHER EDUCATION

Creating a new TSTRM EPAF

1. From the Electronic Personnel Action Form screen, click New EPAF.

New EPAF Person Selection					
👎 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.					
Indicates a required Determined and the set of					
EPAF Originator Summary					
Return to EPAF Menu					

- 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

Que	ery D)ate:	Fe	b 01, 2	2016						
App	orova	al Cate	egory: St	udent 1	Job Terminatio	on, TSTRM					
			AJOBS, J Position			Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Coloct
Sea	_		9999992				Aug 31, 2015			Active	•
All Jobs											
Go											
	New_EPAE										
Return to EPAF Menu											

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

New Mexico State Un	iversity			
Personal Information Student Financial Aid Emp	loyee			_
Search Go		RETURN TO EMPLOYEE MENU	SITE MAP	HELP
Electronic Personnel Action Form	1			
Renter the information for the EPAF and either Save	or Submit. OBJECTNAME:bwpkepaf.P_NewPersEpafDetl			
Name and ID: Pracilla A. Brendelen, 800XXXX Transaction: Transaction Status:	Query Date: May 1, 2013			
Approval Cate dent - Hire/Rehire, HSHIR Save	Approval Types Account Distribution Routing Queue Transaction His	tory		
 indicates a required field. 	-Marian - Maria Francourt entertente Erionolik Gotori Erioniska con un	and a second		

Terminate-Job Termination/NBAJOBS

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

Item	Current Value N	lew Value	
Job Status: *(Not Enterable)	Active	т	
Jobs Effective Date: MM/DD/YYYY*	01/01/2016		\frown
Personnel Date: MM/DD/YYYY*	01/01/2016	-	<u> く</u> 1 ノ
Job Change Reason: *(Not Enterable)	LABOR	TERMJ	\bigcirc
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.

Approval Level	User Name		Required Action
20 - (D/VP) Dean/VP	Q JGONZO54	Joaquin Gonzalez	Approve
99 - (PAY) Payroll	Q JEKOENIG	Jennifer Lyn Enriquez	Apply
Not Selected	• ٩		Not Selected
Not Selected	■ Q		Not Selected
Not Selected	• Q		Not Selected
Not Selected	- 9		Not Selected -

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

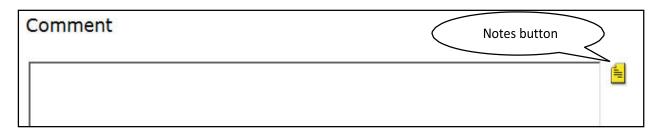
Comment

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

EPAF Processing Reference FY21- Temp Faculty

Position Numbers		EPAF Personnel Dates Reference			
Used on the New EPAF Posi		Used to determine job start	and job te	ermination dates be	ased on job change
999996 - Temp Faculty Instr			rea	son	
999995 - Temp Faculty Instr		Term hiring for	Job	Job Personnel	Jobs Personnel
999994 - Temp Faculty-Rese			Change	Date (NBAJOBS)	Termination Date
999993 - Temp Faculty-Pub			Reason		(terminate
918998 - Supplemental Con		Spring 2021	1100	lanuary 14, 2024	NBAJOBS)
(contract type always	ays Overload)	Spring 2021	HSP	January 14, 2021	May 18, 2021
· · · · · · · · · · · · · · · · · · ·	hen hiring someone who currently NMSU position and the job being	Fall 2020	HFA	August 17, 2020	December 15, 2020
hired for will excee	ed 1.0 FTE.	Full Summer 2020	HSUM	May 26, 2020	August 10, 2020
Faculty Standard Titles Used in the Title field in	ECLASS Definitions Used in the Employee Class Code field	Summer Session I (MSI) 2020	HSUM1	May 26, 2020	June 30, 2020
the NBAJOBS section	in the NBAJOBS section and PEAEMPL	Summer Session II (MS2) 2020	HSUM2	July 1, 2020	August 10, 2020
Instructor	Section* (* only update PEAEMPL if the job is a	Summer Session III (MS3) 2020	HSUM3	May 26, 2020	July 23, 2020
Asst Prof	primary contract type) A3 - Faculty FT Temp - Academic	Academic 20/21	HACD	August 17, 2020	May 18, 2021
Assc Prof		Spring 2020	HSP	January 16, 2020	May 19, 2020
	A4 - Faculty PT Temp - Academic	Part-Term	HPART	Enter actual job	Enter actual job end
Professor		(note: includes mini semester	IIFAN	start date	date
	B3 - Faculty FT Temp - Annual	sessions, week end work, etc.)			
College Instructor		Annual	HANNL	Enter actual job	Enter actual job end
	B4 - Faculty PT Temp - Annual	(only to be used for actual		start date	date
College Asst Prof		annual appointments)			
	C1 - Faculty FT - Other (semester and	Account Code Reference			
College Assc Prof	part-term)	Used in the Labor Distribut	ion Sectio	n	
	C2 - Faculty PT - Other (semester and			-	_
College Prof part-term)		Temporary Faculty = 61130	0		

EPAF Processing Reference FY21- Graduate Assistants

Position Nu	nbers	Titles (enter exactly as indica	ted belov	w)	-
	lew EPAF Position Selection Screen	Used in the title field of the Activ			
917555 - Gra	duate Teaching Assistants	Teaching Assistant	·		
917777 - Gra	duate Research Assistants	Research Assistant			
917888 - Gra	duate Assistant - Other	Grad Asst-Other			
917444 – Gra	duate Assistant – Fellow	Grad Assist Fellow			
967999 - Res	earch Assistant PSL ONLY	Research Asst-PSL			
		FPAFP	ersonnel	Dates Reference	
ECLASS Definitions		Used to determine job start			ased on iob chanae
Used in the Employee Class Code	field in the NRAIORS section		rea		
and PEAEMPL Section*	,	Term hiring for	Job	Job Personnel	Jobs Personnel
(* only update PEAEMPL if the jo	b is a primary contract type)		Change	Date (NBAJOBS)	Termination Date
SG - Graduate Assistant (RA/TA)			Reason		(terminate NBAJOBS)
S6 - PSL Graduate Assistant (RA/TA)		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
Account Code Reference		Summer Session I (MSI) 2020	HSUM1	May 26, 2020	June 30, 2020
Used in the Labor Distribution Sect	ion	Summer Session II (MS2) 2020	HSUM2	July 1, 2020	August 10, 2020
Graduate Assistant = 618600		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

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/

-	Exempt Staff, Term Appointment Faculty, Temporary Faculty, Regular Exempt Staff, Term Appointment Exempt Staff, Graduate Assistant (Pald 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	

2023 Pay Schedule for Salaried Employees

Regular Faculty, Term Appointment Faculty, Temporary Faculty, Regular

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

Banner Quick Reference List

Banner Quick List			
Grant Accounting			
FRIGITD	Grant Inception To Date		
RAGRNT Grant Information			
Unrestricted Indicies			
FGIBDSR Detailed Summary of Transac			
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			
PIREQN 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 Request	Taxable	PCard Option	Account Code
Payment Category	Payment Description or Example	Direct Pay	Employee (employment related)	Student (Non- Employment Related)	Other Payee (not NMSU student or employee)	Payment requires tax document(s)		
Agency Fund Payments	Disbursement from agency funds	2		Pro	cess on Agency Form		Not allowed	n/a
Awards/Prizes: cash payment to non- NMSU employse or NMSU student	Cash prizes or awards to non-employees for achievement, performance, or competition associated with programs and achieves that support the primary mission of the University. NMSU students may receive each prizes or awards if the payment is not related to their advaction or employment at the University. Awards to NMSU employees, including student employees, relate due employment rae processed on a Payroli One-Time Payment Request.			×	×	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 indude individual meals while on travel.		×				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				×		n/a	various
Consignment Sales	Cash payment to student for items sold on consignment (art, jewelry)			×		х	n/a	
Enterprise/National Car Rental	Payment on university Enterprise account	×					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 frees, license fees, and re-certifications. Not allowed for parking fees, late payment fees, credit card fees, toll	76хохх
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.				×	х	Not allowed	761630

					Payment Request	Taxable		
Payment Category	Payment Description or Example	Direct Pay	Employee (employment related)	Student (Non- Employment Related)	Other Payee (not NMSU student or employee)	Payment requires tax document(s)	PCard Option	Account Code
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 apprent is agreed upon, this constitutes a contractual agree ment which must be formally recognized in some contractual form and should not be treated as an honorarium. Honoraris cannot be paid to a University employee or to an organization. Payments for more than 55,000 are considered services, not honoraris. Honorarium payments are paid in lieu of reinbursment of travel expenses or any other payment of fees for service.				×	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 form at from publishers or copyright holders	×					Allowed within PCard purchase limits	739xx
International Insurance	For use by International Programs only	Х						751010 (221000)
Livestock or Feed	Purchase of livestock or feed for livestock typically requiring immediate payment				×	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.e.du)	×						various
Other (Payment Request) - All Options	If not one of the approved examples listed, requires prior guidance from Aggie Service Center (asc@nmsu.edu)		×	×	×	Depends on payment description	N ot allowed	various
Other (Payment Request) - <i>Other Payce</i>	Examples include payments for: royalties, entertainment contracts, DACC student assistance program, game guarantees, Auxiliary Services pass-through payments				×		N ot allowed	various
Other (Payment Request) - Employment Reloted	Examples include payments for: participant incentives paid to employee sponsor for distribution, relocation reimbursement (attach Relocation worksheet), employee reimbursement for Remswhen an urgent stuation exists		×				Not allowed	various

					Payment Request	Taxable		
Payment Category	Payment Description or Example	Direct Pay	Employee (employment related)	Student (Non- Employment Related)	Other Payee (not NMSU student or employee)	Payment requires tax document(s)	PCard Option	Account Code
Other (Payment Request) - Student	Examples include payments for: NCAA student assistance program Approved Student Assistance NCAA, DACC, ASNMSU aide program (757300)			×			N ot allowed	various
Postage/Shipping (outgoing)	USPS, FedEx, UPS	×		1			Preferred	7502xx; 7650xx
Refund	Refund of university revenue - Non-credit courses or training, NM Edge,				×		Not allowed	Revenue code
Sodexo/Catering	Catering services greater than \$2,000 or as needed due to cardholder PCard limits	×					Preferred for purchases less than \$2000	737100
Mileage Reimbursement	Reimbursement of mileage not associated with travel.		×				N ot allowed	Appropriate trave code
Allowance/Participant Pymt/Stipend - Employment Related	Participant incentive or allowance paid to an employee.				no services are perfo ent Request. Paymer		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			×		×	N ot allowed	768900
Allowance/Participant Pymt/Stipend - <i>Other Payce</i>	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 MSU				x	×	Not allowed	768900
Subcontract Payments	Payments to subrecipient of externally sponsored award; requires 'EQ' number be included				x		Not allowed	792xxx

					Payment Request	Taxable Payment		с.
Payment Category	Payment Description or Example	Direct Pay	Employee (employment related)	Student (Non- Employment Related)	Other Payee (not NMSU student or employee)	requires tax document(s)	PCard Option	Account Code
Travel Reimbursement - <i>Employee</i>	Reimbursement to employee for approved business related travel expenses		Process the	ough Travel E:	xpense Report		Not allowed	72xxxx
Travel Reimbursement - Student	Travel reimbursement for non-employment related purpose.			×		X, if not submitted within 90 days of travel	Not allowed	72000; 768000
Trævel Reimbursement - <i>Other Payee</i>	Reimbursement of receipted travel expenses incurred for university business. Payee is not NMSU student, employee, or vendor. Travel				×		Not allowed	768xxx
Utilities	Payments to utility providers - electric, water, gas, telephone, cable/internet	×					Not allowed	755xxx
Wright Express (WEX)	Payment for university WEX account	×					Not allowed	730200

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

NEW MEXICO	STATE UNIVER	RSITY
My Research	NMSU	Administration and Finance
Banner Lookups		? 🗖 🛛 NMSU
Banner Lookups		
Banner Lookups		
HR		? 🗖 🗆

4. Click on Banner Account Codes List

Banner Finance Lookup
Banner Index Lookup - Banner Index Lookup - By Activity - Banner Index Lookup - By Fund - Banner Index Lookup - By Grant - Banner Index Lookup - By Organization - Banner Index and F-Level Org Lookup
Other Banner Finance Information Banner Account Codes List Banner Transaction Types List Banner Commodity Codes List Vendor Tax Form Status Lookup
Need Assistance? Send an email to cognos_help@nmsu.edu.

5. Select Operating Ledger

FI	-Banner Account Code Lookup
	Account code definitions will be updated periodically—please check back often.
Aco	count Type
	General Ledger Operating Ledger Deselect

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

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, Åôs 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
72200	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.
72205	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 $Å$ of 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 GuidanceJ 2 CFR 200.400)
72230	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 Guidance8.2 CFR 200.400)
72235	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 Travelt Commercial airfare charged-t 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 DAV	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.

Account Code	e Account Title	Effective Date	Account Code Description
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 GuidanceJ 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 GuidanceJ 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.
2, Dr. 4	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 Asniey	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.
Ľ	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.
-вапе 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 Guidance2 CFR 200.400)
2 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 ,ÄöArticle 31 - Uniforms and Equipment,Äö 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
, Alex VIIIa,	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 ,Äŭworking 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.
ie 2шоак 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.
μ 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.
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		C120145	Consumable supplies not normally expended in an office environment that are used in the process of conducting federally
/32990	OTHER SUPPLIES FEDERAL EXCLUDED	6/26/15	excluded business activities. (see Uniform GuidanceJ 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.
			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 MNSU 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 or the purpose. This includes means for lacurty start, and student emproyees engaged in business activities.
737100	BUSINESS MEALS/FOOD PRODUCTS	6/26/15	Food Products: Beverages and unprepared, raw tood products or prepared tood items that will not be used for a meai. 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.
			Prepared meals serverd at restaurants. catered meals or banduets served on or off campus that are related to a federally
			excluded function or activity (see Uniform Guidance/ 2 CFR 200.400). Must have a bona fide and substantial NMSU
			business related mumore The naticinate are ensaged in NRI business immediately before during or after the meal 70 or
737990	BUSINESS MEALS FEDERALLY EXCLUDED	6/26/15	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.
000002	DECONTITING. DUD CEDVICE & COETWADE	01/60/6	Recruiting publications or recruiting specific software used to assess and recruit student athletes related to the athletic
740010	Keys	3/ 23/ 15 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	

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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.
			The cost of specified non-usage communication related charges and cable television charges. This account code should not be
750101	COMMUNICATIONS	7/1/50	used for equip purchase. Example: telephone directory charges.
			The cost of metered postage, stamps, bulk mail postage or postage for recruiting purposes. Should not be used for freight
750201	POSTAGE	7/1/50	costs.
750290	POSTAGE FEDERALLY EXCLUDED	11/30/15	Postage purchased for federally excludable function. (see Uniform Guidance -ÔøΩ 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

Account Code	Account Title	Effective Date	Account Code Description
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 -ÔøΩ 2 CFR 200.400)
			Costs for services related to promotion and publicity. Such as speech writing, services related to an activity/event specifically
750810	PUBLICITY AND PUBLIC RELATIONS	7/1/50	to promote and publicize the university/program/college that are not specifically advertising.
			Insurance premiums for land and improvements, buildings, and contents, farm equipment, travel and professional liability
751010	INSURANCE	7/1/50	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 -ÔøΩ 2 CFR 200.400)
			The cost of all general rentals or leases not specified in other 753XXX codes. Vehicle rentals for purposed of travel should be
753001	RENTAL-OTHER NON BUILDING	3/19/10	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
1000		- <u></u>	Costs for services related to maintenance or repair of non-building services. Building repair should be charged to 754100.
754001	NON-BUILDING RM SERVICES	5/5/17	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.
			All maintenance expenses incurred on maintenance agreements, including warranties since they are not added to the value of
754200	MAINTENANCE CONTRACT	7/1/50	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	

Account Code	Account Title	Effective Date	Account Code Description
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.
			Costs associated with the process that evaluates the quality of an institutionÔøΩ academic programs, operations, and support
760300	ACCREDITATION COSTS	7/1/50	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.
			Membership in any civic or community organizations or social clubs, along with sponsoring of an event, as they pertain to a
760640	MEMBERSHIP-FEDERALLY EXCLUDED	4/1/16	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	ROYALITIES	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.
			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. In service should have been provided by the individual. If actual services are being provided, the payment
761510	HONORARIUM	7/1/50	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 notice -crowd control traffic control usbers 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.
			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
765010	FREIGHT	7/1/50	threshold of \$1,000
765100	EMPI OYEF 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	COMPLITER SERVICES	7/1/50	The cost of a committee related communer. The cost of committee charile charid he characted to a committee code

Account Code	e Account Title	Effective Date	Account Code Description
			All software licenses with an initial cost less than 55,000 and any software license (regardless of cost) that is considered a
766100	SOFTWARE IT 5000 OR SUBSCRIPTION	6/5/15	subscription, annual license, or software as a service (Saas).Oøllor Perpetual use software licenses (a.k.a permanent use) greater than \$5 000 lice acrount 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.
			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
768900	TRAINEE ALLOWANCE	7/1/50	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 MISCALARM	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	

Account Code	Account Title	Effective Date	ate 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		

LOAN INTEREST CANC 71/150 ADAN NOLL COSTS 71/150 ADAMN COLL COSTS 71/150 ADAMN COLL COSTS 71/150 DESOSAL PLANT FACIL 71/150 DEQUIPMENT SOLD 71/150 EQUIPMENT SADED IN 71/150 EQUIPMENT SADED 71/150 EQUIPMENT SOLD 71/150 EQUIPMENT SOLD 71/150 EQUIPMENT SOLD 71/150 EQUIPMENT SOLD 71/150 EQUIPMENT CAP 71/150 EACUNTTERMENT 71/150 EACUNTERMENT 71/150 EACUNTERMENT 71/150 EACUNTERMENT 71/150 EACUNTERMENT 71/150 FAR EQUIPFENTERMENT 71/150	Account Code	a Account Title	Effective Date	Account Code Description
ADMIN COLL COSTS PHYSICAL INVENT ADJ DISPOSAL PLANT FACIL DISPOSAL PLANT FACIL EQUIPMENT SOLD EQUIPMENT TRADED IN EQUIPMENT TRADED IN EQUIP WAREHOUSED EQUIP MENT TRADED IN EQUIP MENT TRADED IN EQUIP STOLEN EQUIP STOLEN EQUIP DESTROYED FAB EQUIP FED NASU TITLE <td>785020</td> <td>LOAN INTEREST CANC</td> <td>7/1/50</td> <td></td>	785020	LOAN INTEREST CANC	7/1/50	
PHYSICAL INVENT ADJ DISPOSAL PLANT FACIL DISPOSAL PLANT FACIL EQUIPMENT TRADED IN EQUIPMENT TRADED IN EQUIPMENT TRADED IN EQUIP WAREHOUSED EQUIP WAREHOUSED EQUIP MISSING EQUIP MISSING EQUIP MISSING EQUIP MISSING EQUIP MISSING EQUIP MISSING EQUIP DESTROYED EQUIP MISSING EQUIP DESTROYED EQUIP FED RECLATION PY EQUIP FED NMSU TITLE FAB EQUIP FED NMSU TITLE FAB EQUIP FED NMSU TITLE INTEREST RETIREMENT PY EQUIP FED NMSU TITLE INTREREST RETIREMENT PY EQUIP FED NMSU TITLE FAB EQUIP FED NMSU TITLE INTREREST RETIREMENT PY EAB EQUIP FED NMSU TITLE	785030	ADMIN COLL COSTS	7/1/50	
DISPOSAL PLANT FACIL DISPOSAL PLANT FACIL EQUIPMENT SOLD EQUIPMENT TRADED IN EQUIPMENT TRADED IN EQUIPMENT TRADED IN EQUIP WAREHOUSED EQUIP WAREHOUSED EQUIP MISSING EQUIP MISSING EQUIP MISSING EQUIP MISSING EQUIP DISSTROYED EQUIP MISSING EQUIP DISSTROYED EQUIP MISSING EQUIP DISSTROYED AGENCY WITHDRAWAL EQUIP DISSTROYED IN EQUIP DISSTROYED AGENCY WITHDRAWAL TFF CONSTRUCT PROJ IN AGENCY WITHDRAWAL IN TFF CONSTRUCT PROJ IN PRECIATION <	785040	PHYSICAL INVENT ADJ	7/1/50	
EQUIPMENT SOLD EQUIPMENT TRADED IN EQUIPMENT TRADED IN EQUIP WAREHOUSED EQUIP WAREHOUSED EQUIP WAREHOUSED EQUIP WAREHOUSED EQUIP MISSING EQUIP DESTROVED EQUIP SCIOLEN EQUIP DESTROVED EQUIP PERCATION PY EQUIP FED NMSU TITLE FABS EQUIP FED NMSU TITLE INCRESCLECQUINT/PREMIUM AMORT PAYMENT SERVICE CHG PRINCIPAL RETIREMENT PAYMENT SERVICE CHG REAQUIP FED NMSU TITLE INTRESCI RETIREMENT PAYMENT SERVICE CHG <t< td=""><td>785050</td><td>DISPOSAL PLANT FACIL</td><td>7/1/50</td><td></td></t<>	785050	DISPOSAL PLANT FACIL	7/1/50	
EQUIPMENT TRADED IN EQUIP WAREHOUSED EQUIP WAREHOUSED EQUIP WAREHOUSED EQUIP WAREHOUSED EQUIP SSTOCKED EQUIP SSTOCKED EQUIP SSTOCKED EQUIP SSTOCKED EQUIP DESTROVED EQUIP PERECIATION PY EQ DEPRECIATION PY EQ DEPRECIATION PY EQUIP FED FED MMSU TITLE FAB EQUIP FED NMSU TITLE FAB EQUIP FED NMSU TITLE INCRESECCUNT/PREMIUM AMORT PAYMENT SERVICE CHG PAYMENT SERVICE CHG DOND DISCOUNT/PREMIUM AMORT PAYMENT SERVICE CHG DOND DISCOUNT/PREMIUM AMORT PAYMENT SERVICE CHG DOND DISCOUNT/PREMIUM AMORT PAYMENT SERVICE CHG DOND D	785051	EQUIPMENT SOLD	7/1/50	
EQUIP CANNIBALIZED EQUIP WAREHOUSED EQUIP WAREHOUSED EQUIP MISSING EQUIP DISTROYED PYEQ DEPRECIATION PYEQ DISTREMENT PYEQ DIPRECIATION PYERENE PYERENE PAREOUP FED FEDERAL TITLE FABR EQUIP FED NMSU TITLE PRINCIPAL RETIREMENT <	785052	EQUIPMENT TRADED IN	7/1/50	
EQUIP WAREHOUSED EQUIP WAREHOUSED EQUIP DESTROYED EQUIP DISTROYED EQUIP DESTROYED EQUIP DESTROYED EQUIP DESTROYED EQUIP DESTROYED EQUIP DESTROYED EQUIP DESTROYED EQUIP DESTROYED EQUIP DESTROYED EQUIP DEPRECIATION EQUIP STATE NMSU TITLE PY EQ.DEPRECIATION EQUIP STATE NMSU TITLE PY EQ.UP FED FEDERAL TITLE EQUIP STATE NMSU TITLE FAB EQUIP FED FEDERAL TITLE EAB EQUIP FED NMSU TITLE FAB EQUIP FED NMSU TITLE EAB EQUIP FED NMSU TITLE FAB EQUIP FED NMSU TITLE EAB SPACE EQUIP FED NMSU TITLE INTREDATE RETIREMENT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT	785053	EQUIP CANNIBALIZED	7/1/50	
EQUIP MISSING EQUIP DESTROYED EQUIP DESTROYED EQUIP DESTROYED EQUIP DESTROYED EQUIP DESTROYED EQUIP DESTROYED EQ NECURN RENT CAP EQ RETURN RENT CAP AGENCY WITHDRAWAL TFF CONSTRUCT PROJ FER EQUIP FED FEDERAL TITLE FAB EQUIP FED FED FALAL FAB EQUIP FED NMSU PEQUIP FED NMSU PERRECIATION PROVID DISCOUNT/PREMINT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PAMENT SERVICE CHG DEBT ISSUANCE EXPENSE DOND DISCOUNT/PREMIUM AMORT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PAMENT SERVICE CHG PAMENT SERVICE CHG PARMENT SERVICE CHG PANMENT SERVICE CHG PARMENT SERVICE CONTRACT SCOND PROND DISCOUNT/PREMIUM AMORT PREPALED BOND AMORT PREPALED ROMOR DEBT ISSUANCE EXPENSE DEBT ISSUANCE EXPENSE DEBT ISSUANCE EXPENSE DEBT ISSUANCE EXPENSE PROND DISCOUNT/PREMIUM AMORT PROND DISCOUNT PREMIUM PROND DISCOUNT PREMIUM PROND DISCOUNT PREMIUM PROND REFUNDING	785054	EQUIP WAREHOUSED	7/1/50	
EQUIP STOLEN EQUIP DESTROYED EQUIP DESTROYED EQUIP DESTROYED EQ ISCARD OBSOLETE EQ RETURN RENT CAP EQ RETURN RENT CAP AGENCY WITHDRAWAL TFR CONSTRUCT PROJ EQUIP DEPRECIATION PREQUIP STATE NMSU TITLE FAB EQUIP FED FREMAL TITLE FAB EQUIP FED NMSU TITLE FAB EQUIP FED NMSU TITLE FAB SQUIP FED NMSU TITLE FAB SOUIP FED NMSU TITLE PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT FAB SOUNT/PREMIUM AMORT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PARMENT SERVICE CHG PRINCIPAL RETIREMENT PROND DISCOUNT/PREMILINAMORT PROND DISCOUNT/PREMILINAMORT	785055	EQUIP MISSING	7/1/50	
EQUIP DESTROYED EQUIP DESTROYED EQ DISCARD OBSOLETE EQ RETURN RENT CAP EQ RETURN RENT CAP AGENCY WITHDRAWAL TFR CONSTRUCT PROJ EQUIP DEPRECIATION PR EQUIP FED FED FED RMSU TITLE FAB EQUIP FED NMSU FAB EQUIP FED NMSU PRINCIPAL RETIREMENT FAB SQUIP FED NMSU PRINCIPAL RETIREMENT FAB SQUIP FED NMSU PRINCIPAL RETIREMENT FAB SPACE EQUIP FED NMSU PRINCIPAL RETIREMENT PARNENT SERVICE CHG PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PREPAID BOND AMORT PRINO	785056	EQUIP STOLEN	7/1/50	
EQ DISCARD OBSOLETE EQ RETURN RENT CAP EQ RETURN RENT CAP AGENCY WITHDRAWAL AGENCY WITHDRAWAL ITRE CONSTRUCT PROJ AGENUCY WITHDRAWAL EQUIP DEPRECIATION IFR EQUIP FED FED FRECIATION FEQUIP DEPRECIATION PY EQ DEPRECIATION FAB EQUIP FED NMSU TITLE FAB EQUIP FED NMSU TITLE FAB SPACE EQUIP FED NMSU TITLE FAB SPACE EQUIP FED NMSU TITLE PRINCIPAL RETIREMENT FAB SOLD NONE FED NMSU TITLE PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PRINCIPAL PRINCIPAL RETIREMENT PRINCIPAL PRINCIPAL RETIREMENT PRINCIPAL PREPAID BOND AMORT PRINCIPAL PREPAID BOND AMORT PRINCIPAL <	785057	EQUIP DESTROYED	7/1/50	
EQ.RETURN RENT CAP EQ.RETURN RENT CAP AGENCY WITHDRAWAL TRE CONSTRUCT PROJ TER CONSTRUCT PROJ EQUIP DEPRECIATION PY EQ.DEPRECIATION EQUIP FED FISE NMSU TITLE FAB EQUIP FED NMSU FAB EQUIP FED NMSU FAB SPACE GOUIP FED NMSU TITLE FAB SOUP FED NMSU FAB SOUP FED NMSU TITLE FAB SPACE COUP FED NMSU FAB SOUP FED NMSU TITLE FAB SOUP FED NMSU FAB SOUP FED NMSU FAB SOUP FED NMSU FAB SOUP FED NMSU FAB SOUP FED NMSU FAB SOUP FED NMSU FAB SOUP SERVICE CHG DOBD DISCOUNT/PREMIUM AMORT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT FAB SOUD REFUNDING DOTH DED IN FUND BAL INCRSE DOND INDEBT INCRSE/DECRSE BOND INDEBT INCRSE/DECRSE BOND INDEBT INCRSE/DECRSE BOND INDEBT INCRAINED PRIV TITLE SOFTWARE GT SOOD FERPETUAL SOFTWARE GT SOOD FERPETUAL SOFTWARE GT SOOD FERPETUAL PSL SUB SOUTRACTON PSL SUB SOUTRACT SUT 25 000 SUBCONTRACT SUT 25 000 SUBCONTRACT SUT 25 000 SUBCONTRACT SUF 25 000 SUBCONTRACT SUF ACT ONERHEAD LOADED SUBCONTRACT SUF ACT ONERHEAD LOADED SUBCONTRACT SUT SUT SUBOR SU	785058	EQ DISCARD OBSOLETE	7/1/50	
AGENCY WITHDRAWAL TRF CONSTRUCT PROJ TRF CONSTRUCT PROJ FRE CONSTRUCT PROJ FOUID DEPRECIATION PY EQ DEPRECIATION PY EQ DEPRECIATION PY EQ DEPRECIATION PY EQ DEPRECIATION FAB EQUIP FED MMSU TITLE FAB SPACE EQUIP FED NMSU TITLE FAB SPACE EQUIP FED NMSU TITLE INTEREST RETIREMENT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PAYMENT SERVICE CHG DOND DISCOUNT/PREMIUM AMORT PAYMENT SERVICE CHG DOND DISCOUNT/PREMIUM AMORT PRIVADED IN FUNDBAL INCRSE/DECRSE BOND INDEBT INCRSE/DECRSE B	785059	EQ RETURN RENT CAP	7/1/50	
TRF CONSTRUCT PROJ FRE CONSTRUCT PROJ FOUIP DEPRECIATION PY EQ DEPRECIATION PY EQ DEPRECIATION FAB EQUIP FED FMSU TITLE FAB SQUIP FED NMSU TITLE FAB SPACE CQUIP FED NMSU TITLE FAB SPACE CQUIP FED NMSU TITLE FAB SPACE CQUIP FED NMSU TITLE INTEREST RETIREMENT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PAYMENT SERVICE CHG DOID DISCOUNT/PREMIUM AMORT PAYMENT SERVICE CHG DOIT DED INFUND BAL INCRSE/DECRSE BOND INDEBT	785060	AGENCY WITHDRAWAL	7/1/50	
EQUIP DEPRECIATION EQUIP DEPRECIATION PY EQ DEPRECIATION FAB EQUIP FED IMISU TITLE FAB EQUIP FED NMSU TITLE FAB EQUIP FED NMSU FAB EQUIP FED NMSU FAB EQUIP FED NMSU FAB EQUIP FED NMSU FAB EQUIP FED NMSU FAB FACE EQUIP FED NMSU FAB EQUIP FED NMSU FAB FACE EQUIP FED NMSU FAB FACE EQUIP FED NMSU INTEREST RETIREMENT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PAYMENT SERVICE CHG PREPAID BOND AMORT PREPAID BOND AMORT PREPAID BOND AMORT INCRSE/DECRSE BOND INDEBT INCRSE/DECRSE BOND INDEBT INCRSE/DECRSE BOND IN	785070	TRF CONSTRUCT PROJ	7/1/50	
PY EQ, DEPRECIATION FAB EQUIP FED FRORAL TITLE FAB EQUIP FED NMSU TITLE FAB ROUIP FED NMSU TITLE FAB ROUIP FED NMSU TITLE FAB ROUIP FED NMSU TITLE FAB SPACE EQUIP FED NMSU TITLE INTREST RETIREMENT PRINCIPAL SERVICE CHG PRINCIPAL SERVICE CHG PAYMENT SERVICE CHG DOND DISCOUNT/PREMIUM AMORT PREPAID BOND AMORT PREPAID BOND AMORT INCRSE/DECRSE BOND INDEBT SOFTWARE GT SOOIF PERPETUAL SVC CIR EQP DERR SVC CIR EQP DERR SVC CIR EQP DERR SVL SUB SVC MATERI PSL SUB SVC MATERI PSL SUB SVC CONS PSL SUB SVC CONS SVL SUB SVC CONS SVL SUB SVC MATERI PSL SUB SVC MATERI PSL SUB	785080	EQUIP DEPRECIATION	7/1/50	
FAB EQUIP STATE NMSU TITLE FAB EQUIP FED FEDERAL TITLE FAB EQUIP FED NMSU FAB EQUIP FED NMSU FAB SPACE EQUIP FED NMSU TITLE FAB SPACE EQUIP FED NMSU TITLE FAB SPACE EQUIP FED NMSU TITLE INTEREST RETIREMENT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PREPAID BOLD MORT PREFAID BOND MING OTH DED IN FUND BAL INCRSE/DECRSE BOND INDEBT INCRSE/DECRSE BOND INDEBT INCRSE/DECRSE BOND INDEBT NUCLAIMED PRIV TITLE SOFTWARE GT 5000 IF PERPETUAL SOFTWARE GT 5000 IF PERPETUAL SVC CIR EQP DEPR PSI SUB SVC CONS PSI SUB SVC CONS PSI SUB SVC CONS PSI SUB SVC CONS SUBCONTRACTS GT 25 000 SUBCONTRACT ST 25 000 SUBCONTRACTS GT 25 000 SUBCONTRACT ST 25 000 SUBCONTRACT ST 25 000 SUBCONTRACT ST 25 000 SUBCONTRACT ST 25 000 SUBCONTRACT ST 25 000 SUBCONTRACT ST	785081	PY EQ DEPRECIATION	7/1/50	
FAB EQUIP FED FEDERAL TITLE FAB EQUIP FED NMSU FAB SPACE EQUIP FED NMSU FAB SPACE EQUIP FED NMSU TITLE INTEREST RETIREMENT PRINCIPAL RETIREMENT POND ADONC EXPENSE DOBD SCOUNT/PREMIUM AMORT PREPAID BOND ANORT PREPAID BOND ANORT PREPAID BOND ANORT INCRSE/DECRSE BOND INDEBT	785200	FAB EQUIP STATE NMSU TITLE	7/1/50	
FABR EQUIP FED NMSU FAB SPACE EQUIP FED NMSU TITLE INTEREST RETIREMENT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PAYMENT SERVICE CHG DEBT ISSUANCE EXPENSE DDD DISCOUNT/PREMIUM AMORT PREPAID BOND AMORT PREPAID BOND AMORT INCRSE/DECRSE BOND INDEBT INCRSE/DECRSE BOND INDEBT INCRSE/DECRSE BOND INDEBT INCRSE/DECRSE BOND INDEBT INCRSE CONTRT DEBT NUCAIMED PRIV TITLE SOFTWARE GT 5000 IF PERPETUAL SVC CTR EQP DEPR PSL SUB SVC CONS SUBCONTRACTS GT 25 000 SUBCONTRACTS GT 25 000 SUBCONTRACT STERNAL IDC SUBCONTRACT STERNAL IDC SUBCONTRACT STERNAL IDC	785300	FAB EQUIP FED FEDERAL TITLE	7/1/50	
FAB SPACE EQUIP FED NMSU TITLE INTEREST RETIREMENT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PAYMENT SERVICE CHG DBBT ISSUANCE EXPENSE DDBT ISSUANCE EXPENSE DDT DISCOUNT/PREMIUM AMORT PREPAID BOND AMORT DRED IN FUND BAL LOSS BOND REFUNDING INCRSE/DECRSE BOND INDEBT INCRSE/DECRSE BOND INDEBT INCRSE/DECRSE BOND INDEBT INCRSE/DECRSE BOND INDEBT INCRSE CONTRT DEBT SOFTWARE GT 5000 IF PERPETUAL SVC CTR EQP DEPR PSL SUB SVC AMORT PSL SUB SVC AMORT PSL SUB SVC CONS PSL SUB SVC CONS PSL SUB SVC CONS PSL SUB SVC CONS SUBCONTRACT SUT 25 000 SUBCONTRACT SUT 25 000 SUBCONTRACT SUB SUC SUB SUBCONTRACT SUB SUC SUB SUBCONTRACT SUB SUC SUB SUBCONTRACT SUB SUC SUB SUBCONTRACT SUB SUC	785400	FABR EQUIP FED NMSU	7/1/50	
INTEREST RETIREMENT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PRINCIPAL RETIREMENT PAYMENT SERVICE CHG DEBT ISSUANCE EXPENSE DEBT ISSUANCE EXPENSE DEBT ISSUANCE EXPENSE BOND DISCOUNT/PREMIUM AMORT BOND DISCOUNT/PREMIUM AMORT INCRSE/DECKSE BOND AMORT INCRSE/DECKSE BOND INDEBT INCRSE/DECKSE BOND INDEBT INCRSE/DECKSE BOND INDEBT INCRSE CONTRT DEBT INCRSE CONTRT DEBT INCRSE CONTRT DEBT INCLAIMED PRIV TITLE SOFTWARE GT 5000 F PERPETUAL INCLAIMED PROFERTY REVERSION PSL SUB SVC CABOR PSL SUB SVC CABOR PSL SUB SVC CONS PSL SUB SVC CONS PSL SUB SVC CONS PSL SUB SVC CONS PSL SUB SVC CONS SUBCONTRACTS GT 25 000 SUBCONTRACT SUT 25 000 SUBCONTRACT SUT SOU SUBCONTRACT OVERTEAD LOADED SUBCONTRACT SUT SUT SUT SUBCONTRACT SUT SUT SUBCONTRACT SUBCONTRACT SUT SUBCONTRACT S	785410	FAB SPACE EQUIP FED NMSU TITLE	7/1/50	
PRINCIPAL RETIREMENT PAYMENT SERVICE CHG PAYMENT SERVICE CHG DBET ISSUANCE EXPENSE BOND DISCOUNT/PREMIUM AMORT BOND DISCOUNT/PREMIUM AMORT INCRSE/DECRE BOND INDEBT INCRSE/DECRSE BOND INDEBT INCRSE CONTRT DEBT INCLAIMED PRIV TITLE SOFTWARE GT 5000 IF PERPETUAL SVC CTR EQP DEPR PSL SUB SVC LABOR PSL SUB SVC CONS SUBCONTRACTS LT 25 000 SUBCONTRACT SUT 25 000 SUBCONTRACT SUT SUB SUBCONTRACT SUT SUB SUBCONTRACT SUT SUB	785415	INTEREST RETIREMENT	5/13/14	
PAYMENT SERVICE CHG DEBT ISSUANCE EXPENSE BOND DISCOUNT/PREMIUM AMORT BOND DISCOUNT/PREMIUM AMORT INCREE/DECRS BOND INDEBT INCRSE/DECRS BOND INDEBT INCRSE CONTRT DEBT INCRSE CONTRT DEBT INCRSE CONTRT DEBT SOFTWARE GT 5000 IF PERPETUAL SVC CTR EQP DEPR PSL SUB SVC LABOR PSL SUB SVC LABOR PSL SUB SVC CONS PSL SUB SVC CONS PSL SUB SVC CONS PSL SUB SVC CONS SUBCONTRACTS LT 25 000 SUBCONTRACT SUT 25 000 SUBCONTRACT SUF ZOOD SUBCONTRACT SUF TOVER HEAD LOADED SUBCONTRACT OVER HEAD LOADED SUBCONTRACT SUF TOVER HEAD LOADED	785420	PRINCIPAL RETIREMENT	5/13/14	
DEBT ISSUANCE EXPENSE BOND DISCOUNT/PREMIUM AMORT PREPAID BOND AMORT PREPAID BOND AMORT INCRSE CONTR TOEN OTH DED IN FUND BAL INCRSE CONTR TOEN OTH DED IN FUND BAL INCRSE CONTR TOEN ORT DED IN FUND BAL INCRSE CONTR TOEN INCRSE CONTR TOEN INCRSE CONTR TOEN INCRSE CONTR TOEN INCRSE CONTRATE OF PROPERTY SOFTWARE GT 5000 IF PERPETUAL SVC CTR EQP DEPR SVC CTR EQP DEPR PSL SUB SVC LABOR PSL SUB SVC LABOR PSL SUB SVC LABOR PSL SUB SVC CONS PSL SUB SVC CONS SUBCONTRACTS GT 25 000 SUBCONTRACT OF RATENAL IDC	785430	PAYMENT SERVICE CHG	5/13/14	
BOND DISCOUNT/PREMIUM AMORT PREPAID BOND AMORT PREPAID BOND AMORT LUSS BOND REFUNDING UOTH DED IN FUND BAL INCRSE/DECRSE BOND INDEBT INCRSE/DECRSE BOND INDEBT SOFTWARE GT 5000 IF PERPETUAL SOFTWARE GT 5000 IF PERPETUAL SOFTWARE GT S000 IF PERPETUAL SVC CTR EQP DEPR PSL SUB SVC LABOR PSL SUB SVC LABOR PSL SUB SVC CONS PSL SUB SVC CONS PSL SUB SVC CONS PSL SUB SVC CONS SUBCONTRACT GT 25 000 SUBCONTRACT GT 25 000 SUBCONTRACT GT 25 000 SUBCONTRACT OF RATENAL IDC SUBCONTRACT OF RATENAL IDC SUBCONTRACT OF RATENAL IDC	785435	DEBT ISSUANCE EXPENSE	5/12/14	
PREPAID BOND AMORT LOSS BOND REFUNDING UOTH DED IN FUND BAL INCRSE/DECRSE BOND INDEBT INCRSE CONTRT DEBT INCRSE CONTRT DEBT SOFT WARE GT 5000 IF PERPETUAL SOFT KQP DEPR SOFT KOND SOFT KOND PSL CURTR TEBT FABR CQUIP PRIV TITLE SOFT KOND PSL SUB SVC LABOR PSL SUB SVC LABOR PSL SUB SVC LABOR PSL SUB SVC LABOR PSL SUB SVC CONS PSL SUB SVC CONS PSL SUB SVC CONS PSL SUB SVC CONS SUBCONTRACTS GT 25 000 SUBCONTRACT SVE ANAL IDC SUBCONTRACT OVERHEAD LOADED SUBCONTRACT OVERHEAD LOADED SUBCONTRACT OVERHEAD LOADED	785440	BOND DISCOUNT/PREMIUM AMORT	9/19/14	
LOSS BOND REFUNDING OTH DED IN FUND BAL INCRSE/DECRSE BOND INDEBT INCRSE CONTRT DEBT INCRSE CONTRT DEBT FABR EQUIP PRIV TITLE SOFTWARE GT 5000 IF PERPETUAL SOFTWARE GT 5000 IF PERPETUAL SVC CTR EQP DEPR SVC CTR EQP DEPR SVC CTR EQP DEPR PSL SUB SVC LABOR PSL SUB SVC CONS PSL SUB SVC CONS PSL SUB SVC CONS SUBCONTRACTS LT 25 000 SUBCONTRACT OVERHEAD LOADED	785450	PREPAID BOND AMORT	7/1/50	
OTH DED IN FUND BAL INCRSE/DECRSE BOND INDEBT INCRSE CONTRT DEBT INCRSE CONTRT DEBT FABR EQUIP FINT TTLE FABR EQUIP FINT TTLE SOFTWARE GT 5000 IF PERPETUAL SOFTUARE GT 5000 IF PERPETUAL SVC CTR EQP DEPR VUCLAIMED PROPERTY REVERSION PSL SUB SVC LABOR PSL SUB SVC CONS PSL SUB SVC CONS PSL SUB SVC CONS SUBCONTRACTS LT 25 000 SUBCONTRACT OVERHEAD LOADED	785460	LOSS BOND REFUNDING	7/1/50	
INCRSE/DECRSE BOND INDEBT INCRSE CONTRT DEBT INCRSE CONTRT DEBT FABR EQUIP PRIV TITLE SOFTWARE GT 5000 IF PERPETUAL SOFTWARE GT 5000 IF PERPETUAL SOFTUALIMED PROPERTY REVERSION PSL SUB SVC LABOR PSL SUB SVC LABOR PSL SUB SVC CONS SUBCONTRACTS LT 25 000 SUBCONTRACT SUB SOOD SUBCONTRACT OVERHEAD LOADED SUBCONTRACT OVERHEAD LOADED SUBCONTRACT SUB SUC CONS SUBCONTRACT SUB SOOD	785500	OTH DED IN FUND BAL	7/1/50	
INCRSE CONTRT DEBT FABR EQUIP PRIV TITLE SOFTWARE GT 5000 IF PERPETUAL SVC CTR EQP DEPR SVC CTR EQP DEPR UNCLAIMED PROPERTY REVERSION PSL SUB SVC LABOR PSL SUB SVC LABOR PSL SUB SVC CONS PSL SUB SVC CONS PSL SUB SVC CONS PSL SUB SVC CONS SUBCONTRACTS GT 25 000 SUBCONTRACT SGT 25 000 SUBCONTRACT OVERHEAD LOADED SUBCONTRACT OVERHEAD LOADED SUBCONTRACT OVERHEAD LOADED SUBCONTRACT SGT 25 000 SUBCONTRACT OVERHEAD LOADED SUBCONTRACT SGT 25 000 SUBCONTRACT SGT 25 000 SUBCONTRACT SGT 25 000 SUBCONTRACT SGT 25 000	785630	INCRSE/DECRSE BOND INDEBT	1/28/11	
FABR EQUIP PRIV TITLE SOFTWARE GT 5000 IF PERPETUAL SVC CIR EQP DEPR SVC CIR EQP DEPR UNCLAIMED PROPERTY REVERSION PSL SUB SVC LABOR PSL SUB SVC LABOR PSL SUB SVC CONS PSL SUB SVC CONS PSL SUB SVC CONS SUBCONTRACTS LT 25 000 SUBCONTRACT SUD 2000 SUBCONTRACT OVERHEAD LOADED SUBCONTRACT OVERHEAD LOADED SUBCONTRACT EXTERNAL IDC SUBCONTRACT INT IDC	785670	INCRSE CONTRT DEBT	7/1/50	
SOFTWARE GT 5000 IF PERPETUAL SVC CTR EQP DEPR UNCLAIMED PROPERTY REVERSION PSL SUB SVC LABOR PSL SUB SVC LABOR PSL SUB SVC CONS PSL SUB SVC CONS PSL SUB SVC CONS PSL SUB SVC CONS SUBCONTRACTS GT 25 000 SUBCONTRACTS GT 25 000 SUBCONTRACT OVER HAD LOADED SUBCONTRACT OVER HAD LOADED SUBCONTRACT OVER HAD LOADED SUBCONTRACT OVER HAD LOADED SUBCONTRACT STERNAL IDC	785700	FABR EQUIP PRIV TITLE	7/1/50	
SVC CTR EQP DEPR UNCLAIMED PROPERTY REVERSION PSL SUB SVC LABOR PSL SUB SVC LABOR PSL SUB SVC CONS PSL SUB SVC CONS PSL SUB SVC CONS SUBCONTRACTS 517 25 000 SUBCONTRACT 517 25 000 SUBCONTRACT OVERHEAD LOADED SUBCONTRACT OVERHEAD LOADED SUBCONTRACT OVERHEAD LOADED SUBCONTRACT TIT IDC	786000	SOFTWARE GT 5000 IF PERPETUAL	6/5/15	
UNCLAIMED PROPERTY REVERSION PSL SUB SVC LABOR PSL SUB SVC LABOR PSL SUB SVC CONS PSL SUB SVC CONS PSL SUB SVC CONS SUBCONTRACTS LT 25 000 SUBCONTRACTS GT 25 000 SUBCONTRACT OVERHEAD LOADED SUBCONTRACT OVERHEAD LOADED SUBCONTRACT OVERHEAD LOADED SUBCONTRACT FXTERNAL IDC	790400	SVC CTR EQP DEPR	6/29/05	
PSL SUB SVC LABOR PSL SUB SVC MATERI PSL SUB SVC CONS PSL SUB SVC CONS PSL SUB SVC CONS SVECONTRACTS LT 25 000 SUBCONTRACT SUT 25 000 SUBCONTRACT OVERHEAD LOADED SUBCONTRACT EXTENAL IDC SUBCONTRACT INT IDC	791000	UNCLAIMED PROPERTY REVERSION	6/30/11	
PSL SUB SVC MATERI PSL SUB SVC CONS PSL SUB SVC CONS PSL SUB SVC CONS SUBCONTRACTS LT 25 000 SUBCONTRACTS GT 25 000 SUBCONTRACT OVERHEAD LOADED SUBCONTRACT OVERHEAD LOADED SUBCONTRACT FTENAL IDC SUBCONTRACT FTENAL IDC	792010	PSL SUB SVC LABOR	6/29/05	
PSL SUB SVC CONS PSL SUB SVC CONS PSL SUB SVC CONS SUBCONTRACTS LT 25 000 SUBCONTRACT GT 25 000 SUBCONTRACT OVERHEAD LOADED SUBCONTRACT FXTERNAL IDC SUBCONTRACT INT IDC	792020	PSL SUB SVC MATERI	6/29/05	
PSL SUB SVC CONS PSL SUB SVC CONS SUBCONTRACTS LT 25 000 SUBCONTRACT 0VERHEAD LOADED SUBCONTRACT OVERHEAD LOADED SUBCONTRACT EXTERNAL IDC SUBCNTRCT INT IDC	792030	PSL SUB SVC CONS	6/29/05	
SUBCONTRACTS LT 25 000 SUBCONTRACTS GT 25 000 SUBCONTRACT OVERHEAD LOADED SUBCONTRACT EXTERNAL IDC SUBCONTRACT INT IDC	792040	PSL SUB SVC CONS	6/29/05	
SUBCONTRACTS GT 25 000 SUBCONTRACT OVERHEAD LOADED SUBCONTRACT EXTERNAL IDC SUBCNTRCT INT IDC	792100	SUBCONTRACTS LT 25 000	7/1/50	
SUBCONTRACT OVERHEAD LOADED SUBCONTRACT EXTERNAL IDC SUBCNTRCT INT IDC	792200	SUBCONTRACTS GT 25 000	7/1/50	
SUBCONTRACT EXTERNAL IDC SUBCNTRCT INT IDC	792300	SUBCONTRACT OVERHEAD LOADED	7/1/50	
SUBCNTRCT INT IDC	792400	SUBCONTRACT EXTERNAL IDC	7/1/50	
	792500	SUBCNTRCT INT IDC	7/1/50	

72220 Rystone: Kurler 7/29 72220 Rystone: Kurler 7/29 72220 Rystone: Kurler 7/29 72200 Rystone: Kurler 7/29 72300 River, Stone: Kurler 7/29 72400 Microsone: Kurler 7/29 72400 Microsone: Kurler 7/19 72410 Stone: Kurler 7/19	Account Code	e Account Title	Effective Date	ate Account Code Description	
PSL SUB SERVICE MAT OH EXEMPT PSL SUB SERVICE OTHER OH EXEMPT INTRL SUBCONTRACT REIMB INTRL SUBCONTRACT REIMB INSURANCE REIMBURSEMENT INSURANCE REIMBURSEMENT INSURANCE REIMBURSEMENT INCOME TAX EXPENSE AUCTION EXPENSE AUCTION EXPENSE OUT OF TOWN TRIP EXP NUCOME TAX EXPENSE OUT OF TOWN TRIP EXP NUCON EXPENSE OUT OF TOWN TRIP EXP NUCON EXPENSE NUCON TRIP EXP SAN DISBURSEMENT TO NMSU STATISTICIAN MISCELLANEOUS EXPRISE ASN DISBURSEMENT TO NMSU STATISTICIAN MISCELLANEOUS EXPONENT MISCELLANEOUS EXPONENT MISCELLANEOUS EXPONENT MISCELLANEOUS EXPONENT MISCELLANEOUS EXPONENT MISCELLANEOUS EXPONENT <td>792710</td> <td>PSL SUB SERVICE LABOR OH EXEMPT</td> <td>7/1/50</td> <td></td> <td></td>	792710	PSL SUB SERVICE LABOR OH EXEMPT	7/1/50		
PSL SUB SERVICE OTHER OH EXEMPT INTRL SUBCONTFACT REIMB INTRL SUBCONTFACT REIMB INSURANCE REIMBURSEMENT INSURANCE REIMBURSEMENT INCOME TAX EXPENSE ALL SPORT SHOOTOUT EXPENSE ALL SPORT SHOOTOUT EXPENSE INCOME TAX EXPENSE AUCTION EXPENSE INT OF TOWN TRIP EXP NUT OF TOWN TRIP EXP IND SO RAFIE EXPENSE IP OFF BANQUET SO SO RAFIE EXPENSE IP OFF BANQUET IP OFF BANCUES ASN DISBURSEMENT TO NMSU STATISTICAN MISCELLANEOUS EXENSE ASN DISBURSEMENT TO NMSU STATISTICAN MISCELLANEOUS EXERNES	792720	PSL SUB SERVICE MAT OH EXEMPT	7/1/50		
INTRL SUBCONTRACT REIMB INSURANCE REIMBURSEMENT INCOME TAX EXPENSE ALL SPORT SHOOTOUT EXPENSE ALL SPORT SHOOTOUT EXPENSE ALL SPORT SHOOTOUT EXPENSE ALL SPORT SHOOTOUT EXPENSE AUCTION EXPENSE AUCTION EXPENSE COACHES LUNCH EXPENSE INCK OFF BANQUET SOO RAFTE EXPENSE INCK OFF BANQUET SOO RAFTE EXPENSE IPOFE BANQUET SOO RAFTE EXPENSE IPOFE BANQUET SAN DISBURSEMENT TO NMSU PARKING LOT SERVICES ASN DISBURSEMENT TO NMSU IPOSO RECLIPIS TAX MISCELLANEOUS EXPENSE PARKING LOT SERVICES ASN DISBURSEMENT TO NMSU IPONSU EXP CAR ALL MISCELLANEOUS EXPENSE IRONSU EXP CAR ALL NMSU EXP CAR ALL NMSU EXP CAR ALL NMSU EXP CAR ALL NMSU EXP PROM INMSU EXP PROM <td>792730</td> <td>PSL SUB SERVICE OTHER OH EXEMPT</td> <td>7/1/50</td> <td></td> <td></td>	792730	PSL SUB SERVICE OTHER OH EXEMPT	7/1/50		
INSURANCE REIMBURSEMENT INCOME TAX EXPENSE INCOME TAX EXPENSE ALL SPORT SHOOTOUT EXPENSE ALL SPORT SHOOTOUT EXPENSE AUCTION EXPENSE AUCTION EXPENSE UOT OF TOWN TRIP EXP INCK OFF BANQUET INCK OFF BANQUET IND EXP ORT TO NMSU INCK ASN DISBURSEMENT TO NMSU INCK MISCELLANEOUS EXPRISE INCK MISCELLANEOUS EXENSE INCK	792800	INTRL SUBCONTRACT REIMB	7/1/50		
INCOME TAX EXPENSE INCOME TAX EXPENSE ALL SPORT SHOOTOUT EXPENSE ALL SPORT SHOOTOUT EXPENSE AULTON EXPENSE UUT OF TOWN TRIP EXP COACHES LUNCH EXPENSE INCK OFF BANQUET EOUT OF TOWN TRIP EXP S0 50 RAFLE EXPENSE ITIP OFF BANQUET S0 50 RAFLE EXPENSE ITIP OFF BANQUET S6 50 SAFFLE EXPENSE ITIP OFF BANQUET S6 50 SAFFLE EXPENSE ITIP OFF BANQUET S6 50 SAFFLE EXPENSE ITIP OFF BANQUET S7 51 SE SURSE ITIP OFF BANQUET S6 50 SAFFLE EXPENSE ITIP OFF BANDO SAMUEL HOUSING SAMUEL HOUSING SAMUEL HOUSING INSECLEPTS TAX S1 51 TAILSTICIAN INSCELLANEOUS EXPENSE MISCELLANEOUS EXPENSE INSCELLANEOUS EXPENSE MISCELLANEOUS EXPENSE INSU EXP FRAVEL MISCELLANEOUS EXPRISE INSU EXP PARTY ENTER MISU EXP FRAVEL INNSU EXP PARTY ENTER MISU EXP PARTY ENTER INNSU EXP PARTY E	793000	INSURANCE REIMBURSEMENT	7/1/50		
ALL SPORT SHOOTOUT EXPENSE ALL SPORT SHOOTOUT EXPENSE AUCTION EXPENSE AUCTION EXPENSE COACHES LUNCH EXPENSE DUT OF TOWN TRIP EXP OUT OF TOWN TRIP EXP S050 RAFLE EXPENSE IFIN OFF BANQUET S050 RAFLE EXPENSE IFIO OFF BANQUET S050 RAFLE EXPENSE IFIO OFF DANQUET S050 RAFLE EXPENSE IFIO OFF BANQUET S050 RAFLE EXPENSE IFIO OFF BANQUET S050 RAFLE EXPENSE IFIO OFF BANQUET S050 RAFLE EXPENSE IFIO OFF BANCUET S050 RAFLE EXPENSE IFIO OFF SERVICES S050 RAFLE EXPENSE IFIN DISBURSEMENT TO NMSU S1715TICIAN IFID SERVICES S1715TICIAN IRISCELLANEOUS EXENSE S170ENT TALGATE EXPENSE IRISCELLANEOUS EXENSE S100ENT TALLGATE EXPENSE IRISCELLANEOUS EXENSE S100ENT TALLGATE EXPENSE IRISCELLANEOUS EXENSE S100ENT TALLGATE EXPENSE IRINSU EXP PARTY ENTER INMSU EXP RAVEL IRINSU EXP PARATY ENTER INMSU EXP RAVEL IRINSU EXP PARATY ENTER INMSU EXP RAVEL IRINSU EXP PARATY EN	794040	INCOME TAX EXPENSE	7/1/50		
AUCTION EXPENSE AUCTION EXPENSE OUT OF TOWN TRIP EXP DUT OF TOWN TRIP EXP OUT OF TOWN TRIP EXP DUT OF BANQUET S0 50 RAFFLE EXPENSE TIP OFF BANQUET ITP OFF BANQUET S0 50 RAFFLE EXPENSE S1 67 TO NMSU FRANCIOLET GIFT TO NMSU SERVICES ASN DISBURSEMENT TO NMSU PARKING LOT SERVICES MISCELLANEOUS EXPENSE PARKING LOT SERVICES MISU EXP RARTE NMSU EXP RARTE NMSU EXP RARTER NMSU EXP RARTER NMSU EXP RARTE	794050	ALL SPORT SHOOTOUT EXPENSE	7/1/50		
COACHES LUNCH EXPENSE IOUT OF TOWN TRIP EXP OUT OF TOWN TRIP EXP IUT OF TOWN TRIP EXP S0 50 RAFFLE EXPENSE ITP OFF BANQUET S0 50 RAFFLE EXPENSE INT ONSE TIP OFF BANQUET INT ONSE GIFT TO NMSU INT ONSE AGNUELHOUSING INT ONSE S1 PORT TO NMSU INT ONSE ASN DISBURSEMENT TO NMSU INT ONSE ASTISTICIAN INT ONSE MINSU EXP PRAY INT ANUE NMSU EXP PROV INT NUSU NMSU EXP PROV INT NUSU <t< td=""><td>794060</td><td>AUCTION EXPENSE</td><td>7/1/50</td><td></td><td></td></t<>	794060	AUCTION EXPENSE	7/1/50		
OUT OF TOWN TRIP EXP KICK OFF BANQUET 50 50 RAFFLE EXPENSE TIP OFF BANQUET 6 IFT TO NMSU GIFT TO NMSU GIFT TO NMSU FIRNOR TY RADIO SAMUEL HOUSING SAMUEL HOUSING SAMUEL HOUSING SAMUEL HOUSING SAMUEL HOUSING SAMUEL HOUSING SAND ISBURSEMENT TO NMSU RESERVICES ASN DISBURSEMENT TO NMSU RESERVICES MISCELLANEOUS EXPENSE ASN DISBURSEMENT TO NMSU REMBERSHIP DEVELOPMENT INSCELLANEOUS EXPRISE MISCELLANEOUS EXPRISE NMSU EXP TAXUEL NMSU EXP TAXUEL NMSU EXP PARTY ENTER NMSU EXP PARATY	794070	COACHES LUNCH EXPENSE	7/1/50		
KICK OFF BANQUET KICK OFF BANQUET 50 50 RAFFLE EXPENSE FIP OFF BANQUET GIFT TO NMSU GIFT TO NMSU GIFT TO NMSU HENSON TV RADIO BROADCASTING SERVICES SAMUEL HOUSING BROADCASTING SERVICES SAMUEL HOUSING ASN DISBURSEMENT TO NMSU STATISTICIAN MISCELLANEOUS EXPENSE MISCELLANEOUS EXPENSE PARKING LOT SERVICES MISCELLANEOUS EXPENSE MISCELLANEOUS EXPENSE MISCUELANEOUS MISCELLANEOUS EXPENSE MISCUELANEOUS MISU EXP TAUEL MISU EXP TARVEL NMSU EXP PROM MISU EXP PROM NMSU EXP PROM MISU EXP PROM <t< td=""><td>794080</td><td>OUT OF TOWN TRIP EXP</td><td>7/1/50</td><td></td><td></td></t<>	794080	OUT OF TOWN TRIP EXP	7/1/50		
50 So RAFFLE EXPENSE IIP OFF BANQUET TIP OFF BANQUET GIFT TO NMSU GIFT TO NMSU HENSON TV RADIO BROADCASTING SERVICES SAMUEL HOUSING BROADCASTING SERVICES SAMUEL HOUSING BROADCASTING SERVICES STATISTICIAN MISCELLANEOUS EXPENSE MISCELLANEOUS EXPENSE MISCELLANEOUS ERVICES MISCELLANEOUS ERVICES MISCELLANEOUS EXPENSE MISCELLANEOUS EXPENSE MISCELLANEOUS EXPENSE MISCUERTARIA MISCUELANEOUS EXPENSE MISCUERARIA MISCUELANEOUS ERVICES MISCUERARIA MISU EXP TRAVEL MISU EXP PROMENT NMSU EXP PROM MISU EXP PROM NMSU EXP PROM MISU EXP PROM NMSU EXP PROM MISU EXP AVARDS NMSU EXP AVARDS MISU EXP AVARDS MISU EXP AVARDS MISU EXP AVARDS MISU EXP AVARDS MISU EXP AVARDS MISU EXP AVARDS BANQUET MISU EXP AVARDS BANQUET BENE FORTAR MISU EXP AVARDS BANQUET BENE SORTS	794090	KICK OFF BANQUET	7/1/50		
TIP OFF BANQUET TiP OFF BANQUET GIFT TO NMSU HENSON TV RADIO HENSON TV RADIO SAMUEL HOUSING SAMUEL HOUSING SRVICES BROADCASTING SERVICES ASN DISBURSEMENT TO NMSU ASN DISBURSEMENT TO NMSU STATISTICIAN MISCELLANEOUS EXPENSE MISCELLANEOUS EXPENSE MISCELLANEOUS ERVICES NMSU MISSU ERVERNE NMSU NMSU EXP PARTY ENTER NMSU NMSU EXP PROM	794110	50 50 RAFFLE EXPENSE	7/1/50		
GIFT TO NMSU HENSON TV RADIO HENSON TV RADIO SAMUEL HOUSING BROADCASTING SERVICES ASN DISBURSEMENT TO NMSU ASN DISBURSEMENT TO NMSU STATISTICIAN ASN DISBURSEMENT TO NMSU STATISTICIAN MISCELLANEOUS EXPENSE MISCELLANEOUS EXPENSE MISCELLANEOUS EXPENSE NMSU EXP TALL INMSU EXP CAR ALL NMSU EXP PARTY ENTER NMSU EXP PARTER NMSU EXP PARTY ENTER NMSU EXP PARTY ENTER NMSU EXP PARTY ENTE	794130	TIP OFF BANQUET	7/1/50		
HENSON TV RADIO HENSON TV RADIO SAMUEL HOUSING BROADCASTING SERVICES ASN DISBURSEMENT TO NMSU ASN DISBURSEMENT TO NMSU STATISTICIAN MISCELLANEOUS EXPENSE MISCELLANEOUS EXPENSE MISCELLANEOUS EXPENSE MISCELLANEOUS EXPENSE MISCELLANEOUS EXPENSE MISSEREIPTS TAX STUDENT TALLGATE EXPENSE INMSU EXP CAR ALL NMSU EXP CAR ALL NMSU EXP CAR ALL NMSU EXP CAR ALL NMSU EXP PARTY ENTER NMSU EXP PARTER NMSU EXP PARTER SIGN PRODUCTION NMSU EXP PARTING BENE FORTER <td>794150</td> <td>GIFT TO NMSU</td> <td>7/1/50</td> <td></td> <td></td>	794150	GIFT TO NMSU	7/1/50		
SAMUEL HOUSING BROADCASTING SERVICES ASN DISBURSEMENT TO NMSU ASN DISBURSEMENT TO NMSU STATISTICIAN MISCELLANEOUS EXPENSE MISCELLANEOUS EXPENSE MISCELLANEOUS EXPENSE MISCELLANEOUS EXPENSE MISCELLANEOUS EXPENSE MISCELLANEOUS EXPENSE MISCELANEOUS EXPENSE MISCELANEOUS EXPENSE MISCELANEOUS EXPENSE MISCELANEOUS EXPENSE MISU EXP TALLGATE EXPENSE NMSU EXP PARTY ENTER NMSU EXP PARTY ENTER NMSU EXP PROM NMSU EXP PR	794160	HENSON TV RADIO	7/1/50		
BROADCASTING SERVICES BROADCASTING SERVICES ASN DISBURSEMENT TO NMSU STATISTICIAN Inscellaneous expense Miscellaneous expense Miscellaneous expense Parking LOT SERVICES Miscellaneous expense Miscellaneous Miscellaneous Remercence Nisu exp Part <fill< td=""> Miscue expense Nisu exp Proson Miscue expense Nisu exp Businis Miscue expense Nisu exp Businis Miscue expense Sign Production Miscue expense Bene License Plate Bene License Plate Bene License Plate Bene License Plate Bene Sortis Aryands Banquet Bene Sortis Aryands Bene Sortis Aryands Banquet Bene Virtaligate</fill<>	794170	SAMUEL HOUSING	7/1/50		
ASN DISBURSEMENT TO NMSU STATISTICIAN STATISTICIAN MISCELLANEOUS EXPENSE PARKING LOT SERVICES MISCELLANEOUS EXPENSE PARKING LOT SERVICES MISCELANEOUS EXPENSE PARKING LOT SERVICES MISCELANEOUS EXPENSE MISCELANEOUS EXPENSE MISU EXP CAR ALL NMSU EXP CAR ALL NMSU EXP CAR ALL NMSU EXP PROSIC NMSU EXP PROM NMSU EXP PROM	794180	BROADCASTING SERVICES	7/1/50		
STATISTICIAN STATISTICIAN MISCELLANEOUS EXPENSE MISCELLANEOUS EXPENSE PARKING LOT SERVICES Immediate SHIP DEVELOPMENT GROSS RECEIPTS TAX GROSS RECEIPTS TAX STUDENT TAILGATE EXPENSE Immediate SHIP NMSU EXP CAR ALL NMSU EXP PARTY ENTER NMSU EXP PARTY ENTER NMSU EXP PARTY NMSU EXP PARTY ENTER NMSU EXP PARTY NMSU EXP PARTY NMSU EXP PARTY NMSU EXP PARTY NMSU EXP PARTY NMSU EXP PAWARS ImmSU EXP PARTY SIGN PRODUCTION IN NMSU EXP PARTER ImmSU EXP PARTY BENE FORMIC ANARDS BANQUET ImmSU EXP PARTY BENE SORTS APPAREL ImmSU EXP PARTY BENE VIPTALGATE ImmSU EXP PARTY	794190	ASN DISBURSEMENT TO NMSU	7/1/50		
MISCELLANEOUS EXPENSE MISCELLANEOUS EXPENSE PARKING LOT SERVICES E REMBERSHIP DEVELOPMENT GROSS RECEIPTS TAX GROSS RECEIPTS TAX STUDENT TAILGATE EXPENSE STUDENT TAILGATE EXPENSE NIMSU EXP TAVEL NIMSU EXP TRAVEL NIMSU EXP PROSV NMSU EXP PROSV NIMSU EXP PROSV BENE FUENSE NIMSU EXP PROS BENE FUENSE NIMSU EXP PROS BENE PARKING PASS NIMSU EXP PROSV BENE PARKING PASS NIMSU EXP PROSV BENE PARKING PASS NIMSU EXP PROSV BENE SORTS APPAREL BENE SORTS APPAREL	794200	STATISTICIAN	7/1/50		
PARKING LOT SERVICES MEMBERSHIP DEVELOPMENT GROSS RECEIPTS TAX GROSS RECEIPTS TAX STUDENT TAILGATE EXPENSE INDSU EXP CAR ALL NMSU EXP PARTY ENTER BENE FUENSE BENE FUENSE BENE PARTNE BB GAME BENE PARKING PASS BENE PARKING PASS BENE SPORTS APPAREL BENE VIPTALGATE	794260	MISCELLANEOUS EXPENSE	7/1/50		
MEMBERSHIP DEVELOPMENT MEMBERSHIP DEVELOPMENT GROSS RECEIPTS TAX EROSS RECEIPTS TAX STUDENT TALIGATE EXPENSE NINSU EXP CAR ALL NMSU EXP TRAVEL NINSU EXP PARTY ENTER NMSU EXP PARTY ENTER NINSU EXP PAROM NMSU EXP AWARDS NINSU EXP AWARDS NMSU EXP AWARDS NINSU EXP ADMIN NMSU EXP ADMIN NINSU EXP ADMIN BENE FUENCE NINSU EXP ADMIN BENE FUENSE NINSU EXP ADMIN BENE FUENSE NINSU EXP ADMIN BENE POLACTION NINSU EXP ADMIN BENE FUENSE NINSU EXP ADMIN BENE FUENSE NINSU EXP ADMONET BENE SOUTS APPAREL NINSU EXP ADMONET BENE VIPTALGATE NINSU EXP ADMONET	794270	PARKING LOT SERVICES	7/1/50		
GROSS RECEIPTS TAX STUDENT TAILGATE EXPENSE STUDENT TAILGATE EXPENSE INMSU EXP TRAVEL NMSU EXP PROV NMSU EXP PROM NMSU EXP AWARDS NMSU EXP AWARDS BANQUET BENE LOTEN EVENE BENE OTTOR BENE FORME AWARDS BANQUET BENE SORTS APPREL BENE VIPTALGATE	794320	MEMBERSHIP DEVELOPMENT	7/1/50		
STUDENT TAILGATE EXPENSE INMSU EXP CAR ALL NMSU EXP TRAVEL NMSU EXP TRAVEL NMSU EXP TRAVEL NMSU EXP TRAVEL NMSU EXP PARTY ENTER NMSU EXP PARTY ENTER NMSU EXP PARTY ENTER NMSU EXP PROSVC NMSU EXP AWARDS SIGN PRODUCTION NINSU EXP AWARDS BENE TEAM CHARTER BENE PARKING PASS BENE SPORTS APPAREL BENE VIPTALGATE	794330	GROSS RECEIPTS TAX	7/1/50		
NMSU EXP CAR ALL NMSU EXP TRAVEL NMSU EXP TRAVEL NMSU EXP PARTY ENTER NMSU EXP PARTY ENTER NMSU EXP PARTY ENTER NMSU EXP PROSVC NMSU EXP AWARDS AGGIE KIDS CLUB EXPENSE SIGN PRODUCTION IN KIND EXP BENE TEAM CHARTER BENE ACADEMIC AWARDS BANQUET BENE SPORTS APPAREL BENE VIPTALGATE	794340	STUDENT TAILGATE EXPENSE	7/1/50		
NMSU EXP TRAVEL NMSU EXP GFT FL NMSU EXP PARTY ENTER NMSU EXP PARTY ENTER NMSU EXP PROSVC NMSU EXP AWARDS NMSU EXP AWARDS AGGIE KIDS CLUB EXPENSE AGGIE KIDS CLUB EXPENSE SIGN PRODUCTION IN KIND EXP BENE TEAM CHARTER BENE PARKING PASS BENE SPORTS APPAREL BENE VIPTALGATE	794350	NMSU EXP CAR ALL	7/1/50		
NMSU EXP GFT FL NMSU EXP PARTY ENTER NMSU EXP PROSVC NMSU EXP AWARDS NNSU EXP AWARDS NNSU EXP AWARDS NNSU EXP AWARDS NNSU EXP AWARDS BANQUET BENE LICENSE PLATE BENE UTER B GAME BENE LORDICTION BENE PLATE BENE PARKING PASS BENE SPORTS APPAREL BENE VIPTALGATE	794360	NMSU EXP TRAVEL	7/1/50		
NMSU EXP PARTY ENTER NMSU EXP PROSVC NMSU EXP AUARDS NMSU EXP AUARDS NNSU EXP AUARDS NNSU EXP AUARDS NNSU EXP AUARDS AGGIE KIDS CLUB EXPENSE SIGN PRODUCTION IN KIND EXP BENE TEAM CHARTER BENE LUCENSE PLATE BENE ACADEMIC AWARDS BANQUET BENE SPORTS APPAREL BENE VIPTALGATE	794370	NMSU EXP GFT FL	7/1/50		
INMSU EXP PROSVC INMSU EXP PR PROM INMSU EXP PROM INMSU EXP AWARDS AGGIE KIDS CLUB EXPENSE SIGN PRODUCTION IN KIND EXP BENE TEAM CHARTER BENE DATE BENE ACADEMIC AWARDS BANQUET BENE SPORTS APPAREL BENE VIPTALGATE	794380	NMSU EXP PARTY ENTER	6/29/0		
NMSU EXP PR PROM NMSU EXP AWARDS NMSU EXP AWARDS NMSU EXP AWARDS NMSU EXP AUARDS NMSU EXP BUSMIS AGGIE KIDS CLUB EXPENSE AGGIE KIDS CLUB EXPENSE SIGN PRODUCTION IN KIND EXP BENE TEAM CHARTER BENE TEAM CHARTER BENE ULCENSE PLATE BENE ULCENSE PLATE BENE ULTEN BE GAME BENE ACADEMIC AWARDS BANQUET BENE SPORTS APPAREL BENE VIPTALIGATE	794390	NMSU EXP PROSVC	7/1/50		
NMSU EXP AWARDS NMSU EXP ADMIN NMSU EXP BUSMIS AGGIE KIDS CLUB EXPENSE AGGIE KIDS CLUB EXPENSE SIGN PRODUCTION IN KIND EXP BENE TEAM CHARTER BENE TEAM CHARTER BENE LUCENSE PLATE BENE ULCENSE PLATE BENE ULCENSE PLATE BENE ULTEN BE GAME BENE ACADEMIC AWARDS BANQUET BENE SPORTS APPAREL BENE VIPTALIGATE	794400	NMSU EXP PR PROM	7/1/50		
NMSU EXP ADMIN NMSU EXP BUSMLS AGGIE KIDS CLUB EXPENSE SIGN PRODUCTION IN KIND EXP SIGN PRODUCTION IN KIND EXP BENE TEAM CHARTER BENE TEAM CHARTER BENE DIAME PICTURE BENE ULCENSE PLATE BENE DIAME PICTURE BENE VERNAGE PLATE	794410	NMSU EXP AWARDS	7/1/50		
NMSU EXP BUSMLS AGGIE KIDS CLUB EXPENSE ISIGN PRODUCTION IN KIND EXP IN KIND EXP BENE TEAM CHARTER BENE TEAM CHARTER BENE LICENSE PLATE BENE ULCENSE PLATE BENE ULTENSE BENE ULTENSE BENE VIPAREL BENE VIPAREL	794420	NMSU EXP ADMIN	7/1/50		
AGGIE KIDS CLUB EXPENSE SIGN PRODUCTION IN KIND EXP BENE TEAM CHARTER BENE LICENSE PLATE BENE LICENSE PLATE BENE PNAME PICTURE BENE PARKING PASS BENE ACADEMIC AWARDS BANQUET BENE SPORTS APPAREL BENE SPORTS APPAREL	794430	NMSU EXP BUSMLS	7/1/50		
SIGN PRODUCTION IN KIND EXP BENE TEAM CHARTER BENE LICENSE PLATE BENE PNAME PICTURE BENE PNAME PICTURE BENE PARKING PASS BENE ADEMIC AWARDS BANQUET BENE SPORTS APPAREL BENE VIPTALIGATE BENE VIPTALIGATE	794450	AGGIE KIDS CLUB EXPENSE	7/1/50		
IN KIND EXP BENE TEAM CHARTER BENE LICENSE PLATE BENE LICENSE PLATE BENE PNAME PICTURE BENE PNAME PICTURE BENE PARKING PASS BENE ACADEMIC AWARDS BANQUET BENE SPORTS APPAREL BENE VIPTALIGATE	794460	SIGN PRODUCTION	7/1/50		
BENE TEAM CHARTER BENE LICENSE PLATE BENE LICENSE PLATE BENE UTEP BB GAME BENE UTEP BB GAME BENE PARKING PASS BENE ACADEMIC AWARDS BANQUET BENE SPORTS APPAREL BENE VIPTALGATE	794490	IN KIND EXP	7/1/50		
BENE LICENSE PLATE BENE PNAME PICTURE BENE UTEP BB GAME BENE PARKING PASS BENE ACADEMIC AWARDS BANQUET BENE SPORTS APPAREL BENE VIPTALIGATE	794500	BENE TEAM CHARTER	7/1/50		
BENE PNAME PICTURE BENE UTEP BB GAME BENE PARKING PASS BENE ACADEMIC AWARDS BANQUET BENE SPORTS APPAREL BENE VIPTALIGATE	794510	BENE LICENSE PLATE	7/1/50		
BENE UTEP BB GAME BENE PARKING PASS BENE ACADEMIC AWARDS BANQUET BENE SPORTS APPAREL BENE VIPTALIGATE	794520	BENE PNAME PICTURE	7/1/50		
BENE PARKING PASS BENE ACADEMIC AWARDS BANQUET BENE SPORTS APPAREL BENE VIPTAILGATE	794530	BENE UTEP BB GAME	7/1/50		
BENE ACADEMIC AWARDS BANQUET BENE SPORTS APPAREL BENE VIPTAILGATE	794540	BENE PARKING PASS	7/1/50		
BENE SPORTS APPAREL BENE VIPTAILGATE	794550	BENE ACADEMIC AWARDS BANQUET	7/1/50		
BENE VIPTAILGATE	794560	BENE SPORTS APPAREL	7/1/50		
	794570	BENE VIPTAILGATE	7/1/50		

Account Code		ETTECTIVE Date	
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	
2000967	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	

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

This completes the manual.