

### **50-3 Payroll**

50-3-1 Purpose • 50-3-2 Policy • 50-3-3 Administration  
50-3-4 Time Sheets for Non-Exempt Employees • 50-3-5 Leave Entry for Professional, At-Will,  
or 12-Month Faculty Employees • 50-3-6 Leave Reporting for Faculty

- 1. Purpose.** The purpose of this policy and procedures is to establish how faculty, staff and students will be paid for their services.
- 2. Policy.** The general policies of the Eastern New Mexico University System (the System) are as follows:
  - A. Payments to faculty under their contracts will be paid over a nine (9) or ten (10) month period unless the faculty member arranges with the Office of Human Resources to receive the contract amount over twelve (12) months.
  - B. Pay periods cover a two-week period.
  - C. No employee, regardless of designation, will be paid before the necessary forms, including a Personnel Action Notice (PAN), are prepared and submitted to the Office of Human Resources by the deadline for the period to be paid. If the PAN is received after the deadline, the payment will be paid on the next payroll after the required paperwork has been processed.
  - D. Employees will continue in a paid status until the termination PAN is submitted. ENMU will seek redress of any overpayments to employees in compliance with NMSA 1978 §30-23-2.

Paying or receiving public money for services not rendered consists of knowingly making or receiving payment or causing payment to be made from public funds where such payment purports to be for wages, salary or remuneration for personal services that have not been rendered.

Nothing in this section shall be construed to prevent the payment of public funds where such payments are intended to cover lawful remuneration to public officers or public employees for vacation periods, absences from employment because of sickness or other lawfully authorized purposes.

Whoever commits the act of paying or receiving public money for services not rendered is guilty of a fourth-degree felony.

The foregoing policies and procedures are implemented by the following:

#### **Procedures**

- 3. Administration.** These policies and procedures shall be administered by the ENMU System director of Human Resources with oversight of the ENMU System chief financial officer (CFO).
- 4. Time Sheets for Non-Exempt Employees.**

- A. ENMU utilizes department time entry for non-exempt employees. One person (timekeeper) from each unit or department should be responsible for the completion and submission of the payroll time sheets to payroll.
- B. Departments are responsible for keeping a record of their non-exempt employees' hours worked outside of the electronic timesheets (department timesheets).
- C. Each employee should sign his or her department time sheet certifying that his or her hours are correct before the timekeeper submits them to payroll using department time entry.
- D. The department's timekeeper shall enter each employees' time via Banner by the deadline set by the Office of Human Resources for each pay period.
- E. If a department fails to enter or approve time resulting in the employee or student employee not being paid on a regular payday, the Office of Human Resources will cut the missed check no later than by Wednesday of the following week. The department will be responsible for notifying the employee or student of the error and informing the employee or student when Human Resources notifies the department that the check is ready. The CFO must approve the check to be cut outside of a regular payroll.
- F. If an employee fails to submit time by the timesheet deadline, the missed hours will be retroactively paid out on the next payroll.
- G. The hours for which each employee is to be paid must be recorded for each day in the appropriate spaces.
- H. The hours worked for both weeks should be recorded using the code "REG." Any overtime hours should also be recorded using "REG." Banner automatically calculates overtime for all hours worked over 40 hours per week.
- I. Time taken during regular working hours as Vacation should be recorded using the code "VAC." Holiday hours for recognized ENMU holidays for which employees are to be paid should be recorded using the code "HOL." If an employee worked during a recognized University holiday, the hours should be recorded using "HLW." Time taken during regular working hours as Sick Leave should be recorded using the code "SCK." The hours should be entered in the space for the applicable day(s) designated with the hours taken. For more information on how to enter these or other types of leave, reference ENMU AGP&P 40-7, "Leave."
- J. The timekeeper will need to choose "Submit for Approval" for each time sheet as it is completed before the supervisor can view and approve it.
- K. The supervisor or department head must approve each time sheet via SSB/Employee Dashboard certifying that the employee/s hours are correct by the deadline set by the Office of Human Resources/Payroll for each pay period.

- L. Rates of pay may be changed through proper processing of a PAN at the beginning of a bi-weekly pay period.
- M. A PAN must be submitted promptly to the Office of Human Resources for all transfers and terminations. Transferred or terminated employees will continue to appear in Banner until a PAN is submitted.
- N. Any questions regarding time sheets should be directed to the Office of Human Resources/Payroll.

**5. Leave Entry for Professional, At-Will, or 12-month Faculty Employees.**

- A. All professional, at-will, and 12-month faculty employees are required to submit any Vacation (if applicable) or sick leave used via SSB/Employee Dashboard by the deadline set by the Office of Human Resources.
- B. The supervisor must approve each employees' leave request via SSB/Employee Dashboard certifying that the employee/s leave submission is correct by the deadline set by the Office of Human Resources/Payroll.
- C. If an employee fails to submit leave by the deadline, the missed leave should be reported to the Office of Human Resources immediately.

**6. Leave Reporting for Faculty**

- A. Faculty will report their sick leave and personal leave through their department chair or dean's office.
- B. The department is responsible for reporting faculty sick leave to Human Resources for proper deduction from the faculty member's sick leave accruals.

Approved by the Board of Regents, December 14, 2007.

Amendments approved by the Board of Regents, March 29, 2019