

## Time & Leave Entry



The following resources and references pertain to the rules and regulations of entering and reporting time and leave. This is a representative list and is not all-inclusive.

### **NMSU Payroll Website** <http://hr.nmsu.edu/payroll/>

Contents include payroll schedules, FAQ's, payroll forms, and links to relevant State and Federal websites

### **NMSU Business Procedures Manual**

[http://www.nmsu.edu/~boffice/bpm\\_2009/BPM\\_2009.html](http://www.nmsu.edu/~boffice/bpm_2009/BPM_2009.html)

The following sections relate to the time & leave entry process

- Fringe Rates 5B.05
- Personnel Action Form (PAF) 5B.15.15
- Web Time and Leave 5B.15.25
- Overtime Compensation 5B.15.30
- Direct Bank Deposit 5B.20.10
- Distribution of Checks and Advices 5B.20.15
- Salary Deductions 5B.20.30
- Statement of Privacy 5B.20.35
- Taxable Benefits 5B.20.40
- Separated Employees 5B.20.45
- Leave Taken 5B.25
- Pay Dates and Options 5B.30

### **Time and Leave Manual**

<http://training.nmsu.edu/policyprocedure.html> (In the section **Click Here for Online Documentation**)

### **Center for Learning & Professional Development Website**

<http://training.nmsu.edu/>

Contents include user manuals, demos, tutorials, contact lists, and lists of additional training courses offered