

From: [Financeusers](#) on behalf of [DAnne Stuart](#)
To: [financeusers](#)
Subject: Financeusers Business changes in response to COVID-19
Date: Tuesday, March 24, 2020 11:44:08 AM
Attachments: [COVID Business Ops 3.23.20.pdf](#)

Good Morning Finance Users,

Please review the attached document for important information regarding Business Operations during the COVID situation.

Thank you,

D'Anne Stuart

Administration and Finance

575-646-7793 or 575-202-1910

Telework Hours: 8:00 am – 5:00 pm M-F

[Corona Virus Information](#)

BE BOLD. Shape the Future.

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Business process changes in response to COVID-19

March 23, 2020

Business Affairs will continue to provide services remotely during this period of telework. In person services will be available at the various departments by appointment.

To get the most up-to-date information, please direct all business related questions to the Aggie Service Center (ASC) at asc@nmsu.edu or by calling 575-646-2000 and leaving a message. All voice messages will route to email and staff are responding as quickly as possible. ASC staff are prepared to assist you in a timely manner to ensure continuity of all business operations. If you have additional questions, not specifically addressed here, please submit to asc@nmsu.edu.

Below includes key operational information. Continue to monitor the [ASC website](#) for the latest information and updated FAQs.

ACCOUNTS PAYABLE

Accounts Payable (AP) will be processing checks **once a week on Wednesdays**. AP will contact UAR and DACC for coordination of pick up for Financial Aid checks. **All other checks will be mailed**. Any payee setup with a payroll direct deposit will be flagged for AP direct deposit.

As a best practice and to ensure timely payment, all PO invoices should be submitted directly to Accounts Payable at invoices@nmsu.edu by the vendor. Please communicate this requirement with any vendor sending PO invoices directly to the department.

For non-PO invoices received by the department, we strongly encourage requesting vendors send all bills and invoices by email to a department group email.

AUDITS

External audits are on-going. All requests for audits should be forwarded to auditliaison@nmsu.edu.

DEPARTMENTAL DEPOSITS

Departmental Deposits can be made by appointment. Email uaraccounting@nmsu.edu to schedule an appointment.

DIGITAL SIGNATURE

Digital signature (with Adobe symbol, date/time stamp)* is always allowed for finance and payroll transactions. If needed, we will accept email confirmation of approval from appropriate authority. *[Adobe Digital Signature Setup Instructions](#)

MAIL SERVICES

Daily mail service to departments has been suspended. NMSU Mailroom, located on-campus at 3533 Locust Street, will be open from 11:00 am to 5:00 pm to allow departmental staff to pick-up and drop-off mail. The mailroom will also serve as the central receiving location for package delivery for buildings that have been closed.

MOBILE DEVICES

Mobile device policy (BPM-9) is temporarily inactive to allow colleges and divisions flexibility to accommodate telework.

PAYROLL

All payroll checks not processed as direct deposit will be mailed directly to employees. Payroll pay dates remain unchanged. The my.NMSU web timesheet deadline will be temporarily extended for the next few pay periods.

Extended my.NMSU Timesheet Deadlines

Pay Period	New Due Date
3/1/20 - 3/15/20	March 24
3/16/20 - 3/31/20	April 7
4/1/20 - 4/15/20	April 23

We strongly encourage employees and students to set direct deposit through my.nmsu.edu to expedite receipt of payments. Direct deposit set up:

Log in to **my.nmsu.edu**, under the employee tab select **DIRECT DEPOSIT ENROLLMENT**. Select all payment types for direct deposit, **Payroll Primary & Financial Aid and University Reimbursements**.

During this time, it is important employees and students confirm mailing address is correct. Address update:

Log in to **my.nmsu.edu**, under the Personal Information tab select **Addresses and Phones** and follow instructions to update current Permanent/Home address as needed.

PAYROLL FORMS

Labor Personnel Action Form (LPAF): Scan and email to payroll.services@nmsu.edu

Paper Time Sheets: Scan and email to payroll.services@nmsu.edu

Staff should make every effort to utilize electronic timesheet in my.nmsu.edu for expedited payments.

Leave Report Adjustment Form: Scan and email to payroll.services@nmsu.edu

One Time Payment Requests: Scan and submit through Aggie Service Desk using 'One Time Payment Request' template. To obtain Aggie Service Desk (ASD) access go to <https://asc.nmsu.edu/>, using 'Aggie Service Desk' drop down, select 'Request Access to Aggie Service Desk' and complete on-line form.

W-4 Form: US Postal Service, mail to Payroll Services, NMSU, MSC 3PAY, PO Box 30001, Las Cruces, NM 88003-8001. Original signature only accepted.

Foreign National Employee Tax Treaty Documents: Email asc@nmsu.edu for assistance or to set up a meeting.

PCARD USAGE

For purchase of tangible property, including equipment, up to \$3,000 please use a university PCard. PCard may also be used to procure non-recurring services such as one-time rentals. Recurring service arrangements or professional service contracts need to be procured through normal process.

For tangible property of \$1,000 or more requiring tagging, please contact centralproperty@nmsu.edu to ensure property is properly recorded and identified for tagging.

PCARD RECONCILIATION

Department personnel should continue to reconcile statements so that expenses are accurately reported. PCard receipt attachment in the reconciliation system is not currently required. Receipts should be kept as required under NMSU's Record Management and Retention policies. At this time, PCard reconciliation and approval cycles remain in effect as previously published at <https://hr.nmsu.edu/pcard/wp-content/uploads/sites/54/2019/11/PCard-cycle-dates-2020.pdf>.

PURCHASES DELIVERED TO HOME ADDRESS

To assist departmental purchases during telework, residential home delivery is allowed with appropriate departmental approval. For AggieMart users, instructions for adding a temporary home address are forthcoming.

RECORDS MANAGEMENT & RETENTION (RMR)

RMR services are suspended until further notice.

SPONSORED AWARDS

Office of Management and Budget (OMB) has released OMB Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19) due to Loss of Operations and can be found at: <https://www.whitehouse.gov/wp-content/uploads/2020/03/M-20-17.pdf> It provides flexibility to grant recipients performing essential research and services necessary to carry out the emergency response related to COVID-19.

Electronic Effort Certifications remain due March 31, 2020. You may contact spa_sysadmin@nmsu.edu with questions.

Sponsored award invoices and financial reports continue to be submitted. Report of Final Expenses (RFE) should continue to be submitted timely for final invoices. You may contact spa_fm@nmsu.edu with questions.

STUDENT REFUNDS

Student refunds are being processed once a week. Checks will be processed as normal by UAR and DACC. Students should go into my.nmsu.edu to ensure they have the most current address listed.

SURPLUS PROPERTY

Surplus property warehouse will be closed until further notice.

TRAVEL REIMBURSEMENTS FOR CANCELLATIONS

Payment Request Form may be used to request reimbursement of travel costs associated with cancelled trips.