

Business process changes in response to COVID-19 Spring 2021

Business Affairs continues to be fully operational during this period of telework. In person services will be available at the various departments or 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. 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) is processing checks **twice a week** on Tuesdays and Thursdays. AP will coordinate pick up of Financial Aid checks with University Accounts Receivable. **All other checks will be mailed.** Any payee setup with a payroll direct deposit will be flagged for AP direct deposit. Please encourage vendors to set up direct deposit by contacting our Vendors team at vendors@nmsu.edu.

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. Additionally, mailing invoices can delay processing so electronic submission of invoices to invoices@nmsu.edu is preferred.

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.

CENTRAL RECEIVING

All packages for orders can be picked up from Central Receiving (1600 E Wells Street) Monday – Friday from 9:00 am to 5:00 pm, no appointments necessary. There are designated parking spots for pick up, if you would like to remain in your vehicle, please call 646-3139 for assistance.

DEPARTMENTAL DEPOSITS

Departmental Deposits can be dropped at the UAR drop box located in Educational Services in a

locked bag during business hours 8 am – 5 pm. 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.

MOBILE DEVICES

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

PAYROLL

Payroll pay dates remain unchanged and all payroll checks not processed as direct deposit will be mailed directly to employees.

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.

Timesheet deadlines are available on the Payroll Services website at <https://payroll.nmsu.edu/timesheet-deadlines/>.

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 an appointment.

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.

PCARD RECONCILIATION

Department personnel should continue to reconcile statements so that expenses are accurately reported. PCard receipt attachment in the reconciliation system is strongly encouraged. 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://pcard.nmsu.edu/wp-content/uploads/sites/54/2020/11/Calendar-2021-public.pdf>

PURCHASES DELIVERED TO HOME ADDRESS

To assist departmental purchases for administrative supplies during telework, residential home delivery is allowed with appropriate departmental approval from Amazon and Staples. For AggieMart users, instructions for adding a temporary home address can be found on the AggieMart Shopping Home page.

RECORDS MANAGEMENT & RETENTION (RMR)

RMR services are operational on a limited basis. In-person services (condition assessments, delivery of confidential records) are available by appointment only at this time. Contact RMROffice@nmsu.edu to schedule.

SPONSORED AWARDS

Office of Management and Budget (OMB) has released Extension of 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/2020/06/M-20-26.pdf>

Electronic Effort Certifications remain due March 31, 2021. 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.

Sponsored Award Payments

- Deposit slips and checks should be scanned to spa_ar@nmsu.edu
- SPA will review and confirm accuracy of posting instructions and ensure deposit to a restricted fund is appropriate
- Upon receipt of e-mail approval, deposit slip and checks can then be taken to UAR for processing.

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 is open.

TRAVEL

Refer to: <https://now.nmsu.edu/plan/travel-guidelines.html>