

NMSU Business Rules

The following business rules are followed in the Electronic Effort Certification process.

Effort is only certified for:

- Employees that are paid on grants and/or contracts.
 - Regular payroll based on the following earn codes:
 - REG – Regular Staff Earnings
 - RGA – Regular Academic Earnings
 - RGG – Graduate Student Earnings
 - RGO – Temporary Staff – Other
 - RGT – Temporary Staff Earnings
 - RSF – Regular Student Flat Rate
 - ASR – Adjustment – Special Rate
 - DFA – Deferred Amount
 - SAB – Sabbatical ½ Year Full Pay
 - SAP – Sabbatical Full YR 60% Pay
 - Salaried Employees based on the following employee classes:
 - A1 – Faculty FT Reg – Academic
 - A2 – Faculty PT Reg – Academic
 - A3 – Faculty FT Temp – Academic
 - A4 – Faculty PT Temp – Academic
 - AD – Faculty FT Reg – Deferred Pay
 - B1 – Faculty Reg FT – Annual
 - B2 – Faculty Reg PT – Annual
 - B3 – Faculty FT Temp – Annual
 - B4 – Faculty PT Temp – Annual
 - B5 – Faculty FT Federal – Annual
 - C1 – Faculty FT – Other
 - C2 – Faculty PT – Other
 - E1 – Staff FT Reg – Exempt
 - E2 – Staff PT Reg – Exempt
 - E5 – Staff FT Federal – Exempt
 - SG – Graduate Assistant (RA/TA)
 - PSL Employees will not certify effort but will enter time sheets in the Web Time system.
 - Percentage of effort charged to each fund for an employee must be verified.
 - Variances of 5% or more must be corrected.
 - Corrections to effort are made via the Electronic Labor Redistribution process or through the Payroll Department.
 - Individuals that meet the Effort Certification criteria will need to certify their effort.
 - “On the Fly” queue members cannot be added to the EEC Routing queue.
 - Once effort has been certified, the payroll records will be locked and Electronic Labor Redistributions cannot be processed unless approved by SPA.
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