



**Human Resource Services**

New Mexico State University  
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## MEMORANDUM

TO: HR Liaisons and Business Managers  
FROM: Human Resource Services and the Office of the Provost  
DATE: July 14, 2017  
SUBJECT: Change in pay schedule for Temporary Faculty & Graduate Assistants

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This past spring, NMSU started the process to implement a change to allow for a more timely payment of wages/salaries to Temporary Faculty and Graduate Assistants (GA's). The new process changes the two-week "lag" pay cycle to a cycle that is the same as regular faculty. This change in pay schedule will take effect with Fall 2017 hiring actions for Temporary Faculty and GA's. If a temporary faculty or GA's current position continues into the fall semester (past August 13) they will be paid "on-time" and will receive two periods of pay on August 31, 2017.

It is important for originators and approvers to process and complete hiring actions and Personnel Action Forms (PAF) timely and accurately prior to effective date of the action. Failure to do so will result in these employees waiting a significant time for payment, or will yield incorrect pay amounts further complicating this process.

We are asking that you do the following:

- Review the current Payroll Processing Deadlines and Pay Schedule on the payroll website (<http://hr.nmsu.edu/payroll/>) with originators and approvers
- Complete hiring actions on time and accurately
- Submit PAFs for terminations or pay changes on or before processing deadlines to reduce overpayments

Originators and approvers are accountable for ensuring that hiring actions are complete before the beginning of the pay period. We are a caring community and getting all employees paid on time is the "right thing to do".

If you have any questions on this process change please send your questions to [teamhrs@nmsu.edu](mailto:teamhrs@nmsu.edu) or you can contact your HR Business Partner.

CC: Deans, VP's, and CC Presidents