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.