

# Budget Matrix

June 01, 2023

## Budget Office Action Review Matrix

### Postings

Positions that are funded by the funds below need to route to the Budget Office.

Starting with PageUp (June 2023) Budget Office does not need to see postings.

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Additional questions for the Budget Office, email: [position@nmsu.edu](mailto:position@nmsu.edu)

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June 01, 2023

## Budget Office Action Review Matrix

### Hiring Proposals

Positions that are funded by the funds below, need to route to the Budget Office only if the salary offer is higher than the salary budget in Banner (NBAPBUD).

Funds	Las Cruces Campus – I&G Salary Funds	
110000	Admin Salaries	
110003	Faculty Salaries	Process Not HR/ Provost Office Process
120000	Admin Salaries	
120003	Faculty Salaries	Process Not HR/ Provost Office Process

Funds	ICT – I&G Funds	
110080	Information & Communication Technologies (ICT)	

Funds	Exhibit 18 – I&G Funds	
111260	Center for Learning & Professional Development	

Funds	Athletics Fund	
110164	Athletics	

ACES Funds		
	AES	CES
	110024	110045
	110057	111442
	111849	111969
	110685	

For the Funds above, use the below table. Include the funding source in field "Identify Funding Source" before routing to the Budget Office. Please note, the funding source is typically different from the position's salary index.

	Do Send to Budget	Do Not Send to Budget
Hiring Proposals	1.) Only positions funded by Funds above. 2.) If the salary offer is higher than the salary budget (NBAPBUD).	1.) Positions not funded by any of the Funds above. 2.) If the salary budget (NBAPBUD) is equal to or less than the salary offer.

**July & August** months - Send everything in PageUp (Postings, Hiring Proposals, Actions) to Budget. Due to the fiscal year change and the budget roll, NBAPBUD may not be current. **Only positions funded by the Funds above.**

Community College Hiring Proposals - Do not route to the Budget Office.

For more documentation on I&G funded position budgeting, see the Budget Resources page:

<https://inside.nmsu.edu/budget/budget-resources/>

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### Reclassifications (Budget Increase)

Positions that are funded by the funds below, need to route to the Budget Office only if attributes are being changed in Banner NBAPBUD. More importantly, increases to the salary budget.

Funds	Main Campus – I&G Salary Funds	
110000	Admin Salaries	
110003	Faculty Salaries	Process Not HR/ Provost Office Process
120000	Admin Salaries	
120003	Faculty Salaries	Process Not HR/ Provost Office Process

Funds	ICT – I&G Funds
110080	Information & Communication Technologies (ICT)

Funds	Exhibit 18 – I&G Funds
111260	Center for Learning & Professional Development

Funds	Athletics Fund
110164	Athletics

ACES Funds		
	AES	CES
	110024	110045
	110057	111442
	111849	111969
	110685	

For the Funds above, use the below table. Include the funding source in field "Identify Funding Source" before routing to the Budget Office. Please note, the funding source is typically different from the position's salary index.

	Do Send to Budget	Do Not Send to Budget
Reclass	1.) Changes to NBAPBUD that will increase the salary budget for filled or vacant positions (dollars-Labor Distribution, FTE, or Index).	1.) Positions not funded by any of the Funds above. 2.) If there is a change to any of the following attributes that will increase the salary budget (dollars-Labor Distribution, FTE, or Index).
<b>July &amp; August</b> months - Send everything in PageUp (Postings, Hiring Proposals, Actions) to Budget. Due to the fiscal year change and the budget roll, NBAPBUD may not be current. <b>Only positions funded by the Funds above.</b>		
Community College Reclassifications - Do not route to the Budget Office.		

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### New Positions

Before routing to the Budget Office, check the following has been completed or included in the PageUp form.

Attribute Checklist													
New Positions	<p><u>Non-Exempt &amp; Exempt:</u> All attributes have been provided:</p> <table border="0"> <tr> <td><input type="checkbox"/> Org</td> <td><input type="checkbox"/> Pay Level</td> <td><input type="checkbox"/> Salary Amount</td> </tr> <tr> <td><input type="checkbox"/> PCLS</td> <td><input type="checkbox"/> FTE</td> <td><input type="checkbox"/> Index/es &amp; Percentages for each</td> </tr> <tr> <td><input type="checkbox"/> Position Title</td> <td><input type="checkbox"/> Bargaining Unit Eligibility</td> <td><input type="checkbox"/> Funding Source (only for Funds below)</td> </tr> <tr> <td><input type="checkbox"/> ECLS</td> <td><input type="checkbox"/> Reports to Position # &amp; Title</td> <td></td> </tr> </table>	<input type="checkbox"/> Org	<input type="checkbox"/> Pay Level	<input type="checkbox"/> Salary Amount	<input type="checkbox"/> PCLS	<input type="checkbox"/> FTE	<input type="checkbox"/> Index/es & Percentages for each	<input type="checkbox"/> Position Title	<input type="checkbox"/> Bargaining Unit Eligibility	<input type="checkbox"/> Funding Source (only for Funds below)	<input type="checkbox"/> ECLS	<input type="checkbox"/> Reports to Position # & Title	
	<input type="checkbox"/> Org	<input type="checkbox"/> Pay Level	<input type="checkbox"/> Salary Amount										
	<input type="checkbox"/> PCLS	<input type="checkbox"/> FTE	<input type="checkbox"/> Index/es & Percentages for each										
	<input type="checkbox"/> Position Title	<input type="checkbox"/> Bargaining Unit Eligibility	<input type="checkbox"/> Funding Source (only for Funds below)										
<input type="checkbox"/> ECLS	<input type="checkbox"/> Reports to Position # & Title												
<p><u>Faculty:</u> Same list as above, including the following:</p> <table border="0"> <tr> <td><input type="checkbox"/> PCLS Title</td> <td><input type="checkbox"/> Position Group Code</td> <td><input type="checkbox"/> NORC</td> <td><input type="checkbox"/> CIP Code</td> </tr> </table>	<input type="checkbox"/> PCLS Title	<input type="checkbox"/> Position Group Code	<input type="checkbox"/> NORC	<input type="checkbox"/> CIP Code									
<input type="checkbox"/> PCLS Title	<input type="checkbox"/> Position Group Code	<input type="checkbox"/> NORC	<input type="checkbox"/> CIP Code										
<p><u>Community College Positions:</u> Use the Non-Exempt &amp; Exempt and Faculty Attribute Checklist above. The Funding Details section must be entered with the Labor Distribution. The "Identify Funding Source" field is not required.</p>													

New positions funded by the Funds below require a funding source in the field, "Identify Funding Source."

Funds	Main Campus – I&G Salary Funds	
110000	Admin Salaries	
110003	Faculty Salaries	Process Not HR/ Provost Office Process
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