

Additional Pay Types

HELPFUL LINKS					
<ul style="list-style-type: none"> • Link to Administrative Rules and Procedures of NMSU: https://legal.nmsu.edu/ • Link to Collective Bargaining Agreement: https://hr.nmsu.edu/elr/labor/ • HR Forms page: http://hr.nmsu.edu/forms/ 					
<i>Pay Type</i>	<i>Policy and Application</i>	<i>Means of Submission</i>	<i>Means of Pay</i>	<i>ERB Definition if applicable</i>	<i>ERB Eligibility and ERB Exclusion Rule if applicable</i>
Awards	Policy: 9.81 Applies to: As defined by the recognition program	Submit via One Time Payment Request Form .	Gross Award paid in regular payroll; Net Award paid on manual check.	ERB Definition: An award is recognition of an exceptional achievement, work, ethic and/or service which significantly contributes to an organizational unit. Awards may be paid from any appropriate restricted or unrestricted funding source and/or donated funds.	ERB Eligibility: Ineligible ERB Exclusion Rule Section B Rule 1: Awards and prizes, pay supplements or salary supplements or other “one-time” payments which do not increase an employee’s annual base pay or which are made in lieu of an increase in base pay, and similar additional payments, as well as allowances or reimbursements for travel, housing, food, equipment or similar items.
Bonuses	Policy: 9.81 Applies to: As defined by the recognition program	Submit via One Time Payment Request Form .	Gross Award paid in regular payroll; Net Award paid on manual check.	ERB Definition: A bonus is defined as recognition for exceptional performance of duties and responsibilities above and beyond the normal scope of an employee’s assigned duties and responsibilities. A bonus is a one-time payment that is paid from instruction and general (I&G) funds, state appropriations and/or any appropriate restricted or unrestricted funding source.	ERB Eligibility: Ineligible ERB Exclusion Rule: 2.82.3.8 Section B Rule 1: Awards and prizes, pay supplements or salary supplements or other “one-time” payments which do not increase an employee’s annual base pay or which are made in lieu of an increase in base pay, and similar additional payments, as well as allowances or reimbursements for travel, housing, food, equipment or similar items.
Call-Back Pay	Article: 28 Sec 11 Policy: 7.14 Applies to: Nonexempt Staff	Submitted as part of nonexempt timesheet .	Included in regular payroll.		ERB Eligibility: Eligible
Course Development	Policy: 7.53 Applies to: Regular & Temp Faculty	Submit via EPAF as an overload or secondary job. Must be submitted as a job indicating the work effort involved as a percentage of Full Time Equivalency (.25 FTE, .50 FTE, etc)	Included in regular payroll.	ERB Definition: Course development is the development of a course for a department/college. Based on a practice implemented via memo in July 2008, course development is compensated on a one time pay form.	ERB Eligibility: Eligible
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Educational Recognition	Article: 18 Sec. 10 Policy: 7.15 Applies to: Regular Faculty & Staff	Submit via PAF and include copy of transcripts and most current performance evaluation.	Added to base salary as part of regular payroll.		ERB Eligibility: Eligible

Holiday Pay	Article: 21 Sec. 1 - 4 Policy: 8.56 Applies to: Regular Nonexempt Staff	Submitted as part of nonexempt timesheet .	Included in regular payroll.		ERB Eligibility: Eligible
Multilingual	Article: 18 Sec. 9 Policy: 7.11 Applies to: Regular Nonexempt Staff	Submit via PAF . Suffix Code: ML	Added to hourly rate as part of regular payroll.	ERB Definition: Compensation to non-exempt incumbents for the additional services of utilizing a second language other than English.	ERB Eligibility: Eligible
On-Call Status & Standby	Article: 28 Sec. 9 & 10 Policy: 7.13 Applies to: Nonexempt Staff	Submitted as overtime pay as part of nonexempt timesheet .	Included in regular payroll.		ERB Eligibility: Eligible
Overtime	Article: 18 Sec. 3 & 28 Sec. 5 Policy: 7.20 Applies to: Nonexempt Staff & Students	Submitted as part of nonexempt timesheet .	Included in regular payroll.		ERB Eligibility: Eligible
Participation/ Attendance Incentive	Policy: (Standard Practice) Applies to: All Faculty, Staff, Students	Submit via One Time Payment Request Form using code "Other" and attach supporting documentation explaining how pay for participation has been determined for attendance at functions such as workshops (no work effort involved).	One-time payment included in regular payroll.	ERB Definition: Participation/Attendance payments intended to provide incentive for attendance at functions such as workshops.	ERB Eligibility: Ineligible ERB Exclusion Rule: 2.82.3.8 Section B Rule 5 Stipends or one-time payments for attending training sessions where such payments are not reimbursed for travel expenses.
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Regents Professor	Policy: (https://provost.nmsu.edu/faculty-and-staff-resources/awards.html) Applies to: Regular Faculty	Submit via PAF when the University Board of Regents has recognized a faculty who has made outstanding contributions to the NMSU mission as a Land Grant University. Regents Professors hold the title for as long as they continue to teach. Suffix Code: RP	Included in regular payroll.	ERB Definition: Regents Professorship was established in 2001 by the New Mexico State University Board of Regents to recognize faculty who have made outstanding contributions to New Mexico State's mission as a land-grant, Carnegie Foundation Doctoral/Research University, and to honor contributions in areas of education, research, extension education and public service.	ERB Eligibility: Eligible
Supplemental	Policy: 7.53 Applies to: Faculty & Exempt Staff	Submit via EPAF . HRS recommends that the hiring department obtain approval from the current home department prior to processing the hire	Included in regular payroll.		ERB Eligibility: Eligible

DIFFERENTIALS:

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Acting Assignment Differential	Policy: (Comp Guidelines) Applies to: Faculty & Exempt Staff	Submit via PAF . Suffix Code: SP	Included in regular payroll.		ERB Eligibility: Eligible
Admin Differential	Policy: (standard practice) Applies to: Regular Faculty	Submit via PAF . Suffix Code: AD	Included in regular payroll.	ERB Definition: Specific to Faculty holding and administrative function (other than Department Head). These are administrative functions beyond normal expectations of the job (teaching/research/service).	ERB Eligibility: Eligible
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Area Differential	Article: 18 Sec. 6 Policy: 7.10 Applies to: Staff	Submit via PAF . Provided to offset a Cost of Living (COL) difference when the COL is higher than Las Cruces. Differential is provided for the duration of permanent assignment in a location outside of Las Cruces. Suffix Code: AR	Included in regular payroll.	ERB Definition: Differential provided to offset a cost of living difference, when the cost of living is higher than Las Cruces. Differential is provided for the duration of permanent assignment in a location outside of Las Cruces.	ERB Eligibility: Eligible
Department Head Differential	Policy: 6.71 Applies to: Regular Faculty	Submit via PAF . Faculty members assigned Admin duties as a Department Head should be assigned a differential to compensate for the addition of admin duties to their faculty status. This must be determined and approved by the Dean or Community College President. Suffix Code: DH	Included in regular payroll.	Eligibility: Faculty members assigned administrative duties as Academic Department Head will be assigned a differential to compensate for the addition of administrative duties to their faculty status. When the incumbent is removed from the role, the differential is stopped.	ERB Eligibility: Eligible
Excluded Pay Differential	Policy: (standard practice) Applies to: Faculty & Exempt Staff	Submit via PAF . Compensable amounts excluded from ERB eligible wages which fall outside of other differential categories not based on additional work or service effort. Suffix Code: EP	Included in regular payroll.	ERB Definition: Excluded pay differentials are compensable amounts excluded from ERB eligible wages, which fall outside of other differential categories. This differential is not based on additional work or service effort.	ERB Eligibility: Ineligible ERB Exclusion Rule: 2.82.3.8 Section B Rule 3 Payment made by a local administration unit to a member where services are not rendered.
Hardship Pay Differential	Article: 18 Sec. 7 Policy: 7.12 Applies to: Regular Exempt & Nonexempt Staff	Submit via PAF . Suffix Code: HP	Included in regular payroll.	ERB Definition: High Risk Assignment/Hardship- Hazardous or dangerous work clearly outside of standard duties, or temporary assignment in a hostile or inhospitable location outside of the United States; or longer term temporary assignment within the United States that clearly demonstrates a hardship (away from family over major holidays, etc.). The amount of the differential for locations outside the US will follow Department of State Allowance Guidelines.	ERB Eligibility: Ineligible ERB Exclusion Rule: 2.82.3.8 Section B Rule 7 Additional pay or a pay differential above the "standard" rate solely based on the employee performing the duties at a different location or in a non-standard day or time are ineligible.

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Interim Assignment Differential	Policy: (Comp Guidelines) Applies to: Faculty, Exempt & Nonexempt Staff	Submit via PeopleAdmin for assignment to a vacant position or submit via PAF if employee will remain in their current position. Suffix Code: IN	Included in regular payroll.	ERB Definition: Temporary assignment of 30 days or greater to a higher level classification with full authority and responsibility.	ERB Eligibility: Eligible
Professorship/ Endowed Chair	Policy: 18.10 Applies to: Regular Faculty	Submit via PAF as differential and include a copy of selection criteria guidelines as agreed to by the donor. Suffix Code: PF	Included in regular payroll.	ERB Definition: An endowed chair is supported by income from an endowment fund established by a gift or gifts from private sources and is made available to a distinguished faculty member in support of his/her teaching, research, and service activities.	ERB Eligibility: Eligible
Shift Differential	Article: 18 Sec. 4 Policy: 7.10 Applies to: Nonexempt Staff	Submit via PAF .	Included in regular payroll.		ERB Eligibility: Eligible
Special Differential	Policy: (standard practice) Applies to: Regular Exempt Staff	Submit via PAF and included memo detailing the duties the differential is for. Special differentials may be requested for staff assigned temporary duties in a higher classification beyond normal expectations of the job for a concurrent extended period of time exceeding 1 month, but not to exceed 1 year. Suffix Code: SP	Included in regular payroll.	ERB Definition: Specific to Staff- For a staff member assigned temporary duties in a higher level classification beyond normal expectations of the job for a concurrent extended period of time exceeding one month, not to exceed one year.	ERB Eligibility: Eligible
Temporary assignment to position of another level	Article: 18 Sec. 2D Policy: Applies to: Regular Exempt & Nonexempt Staff	Submit via PAF . Employee selected for assignment must meet minimum qualifications of vacant position being assumed. Assignment must exceed 30 days but not 1 year.	Included in regular payroll.		ERB Eligibility: Eligible