CENTRAL PAYROLL BUREAU

By Gilbert T. Kometa, MBA, CGFM
The Goal Of The Central Payroll Bureau

To produce an accurate and timely bi-weekly payroll for all State of New Mexico employees.
The Objectives Of The Central Payroll Bureau

- Ensure accurate and timely payroll payments to State of New Mexico employees (Payroll administrator).
- Administer and monitor the Time and Labor processes (Time and Labor Administrator).
- Process third party payroll processes (Benefits / Third Party Integration).
- Timely processing of all garnishment requests (Garnishment Administration).
- Reconcile the HCM accounting data with the payroll general ledger accounting entries biweekly.
- Respond to requests and/or inquiries within two business day.
Payroll Bureau Functional Units

Central Payroll Bureau Chief

Payroll Administrator
Time & Labor Administrator
Benefits / Third Party Integration
Garnishment / Adjustment Administrator
## Central Payroll Bureau Contact List

<table>
<thead>
<tr>
<th>Functional Unit</th>
<th>Name</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Payroll Bureau Chief</td>
<td>Gilbert Kometa, MBA, CGFM</td>
<td>505 – 476 – 8535</td>
<td><a href="mailto:GilbertT.Kometa@state.nm.us">GilbertT.Kometa@state.nm.us</a></td>
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<tr>
<td>Payroll Administrator</td>
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<tr>
<td>Payroll Administrator Lead</td>
<td>Maureen Nash</td>
<td>505 – 827 – 3697</td>
<td><a href="mailto:maureen.nash@state.nm.us">maureen.nash@state.nm.us</a></td>
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<tr>
<td>Time &amp; Labor</td>
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<tr>
<td>Time &amp; Labor Manager</td>
<td>Esteban Terrazas</td>
<td>505 – 827 – 3676</td>
<td><a href="mailto:Esteban.Terrazas@state.nm.us">Esteban.Terrazas@state.nm.us</a></td>
</tr>
<tr>
<td>Time &amp; Labor Administrator</td>
<td>Stephanie Sloman</td>
<td>505 – 827 – 3620</td>
<td><a href="mailto:StephanieM.Sloman@state.nm.us">StephanieM.Sloman@state.nm.us</a></td>
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<tr>
<td>Benefits / Third Party Integration</td>
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<tr>
<td>Third Party Integration/Benefits – Lead</td>
<td>Cathy Meyer</td>
<td>505 – 827 – 5891</td>
<td><a href="mailto:Cathy.Meyer1@state.nm.us">Cathy.Meyer1@state.nm.us</a></td>
</tr>
<tr>
<td>Third Party Integration/Benefits Administrat or</td>
<td>Theresa Gallegos</td>
<td>505 – 476 – 3680</td>
<td><a href="mailto:theresa.gallegos@state.nm.us">theresa.gallegos@state.nm.us</a></td>
</tr>
<tr>
<td>Garnishments / Payroll Adjustments</td>
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</tr>
<tr>
<td>Garnishments Administrator</td>
<td>Eleanor Baca</td>
<td>505 – 827 – 3669</td>
<td><a href="mailto:Eleanor.Baca@state.nm.us">Eleanor.Baca@state.nm.us</a></td>
</tr>
<tr>
<td>Payroll Adjustment Administrator</td>
<td>Vacant</td>
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Each functional unit has two employees. This is to ensure continuity of services and cross training.

- Develop and/or update user procedure manuals in all functional areas.
- Streamline and standardize current process.
- Increase communication medium with agencies regarding form submission by creating a new central payroll email account: DFA–CentralPayrollForms@state.nm.us
Improved communication within the bureau by having biweekly bureau meetings to discuss status reports.

Established daily audit processes which identifies payroll issues. Issues identified are researched and resolved within twenty four hours.

Established an ‘Error Log’ to track agency related issue which impedes payroll processing time.
CENTRAL PAYROLL DEADLINES

- All documents entered by Central Payroll are due no later than NOON on the pay period end date.  
  **NB:** In case of short weeks due to holiday, memos are sent with paychecks stating adjusted deadlines for the current pay period end date.

- Manual warrant cutoff is NOON on the Wednesday following payday.  
  **NB:** In case of short weeks due to holiday, this deadline is moved up one day (that is on Tuesday).

- **Manual warrants:**  
  Warrant requests received by 9:00 AM will be processed that morning.  
  Warrant requests received by 11:00 AM will be processed that afternoon.

- Please note that on payday weeks, generally, checks will not be issued until Friday, due to other processes having to be run for 3rd Party payments.

- **FOR PPE 11/09/2012, ALL DOCUMENTS PROCESSED BY CENTRAL PAYROLL ARE DUE IN CENTRAL PAYROLL NO LATER THAN NOON ON THURSDAY, NOVEMBER 8, 2012.**
Manual Warrant Count