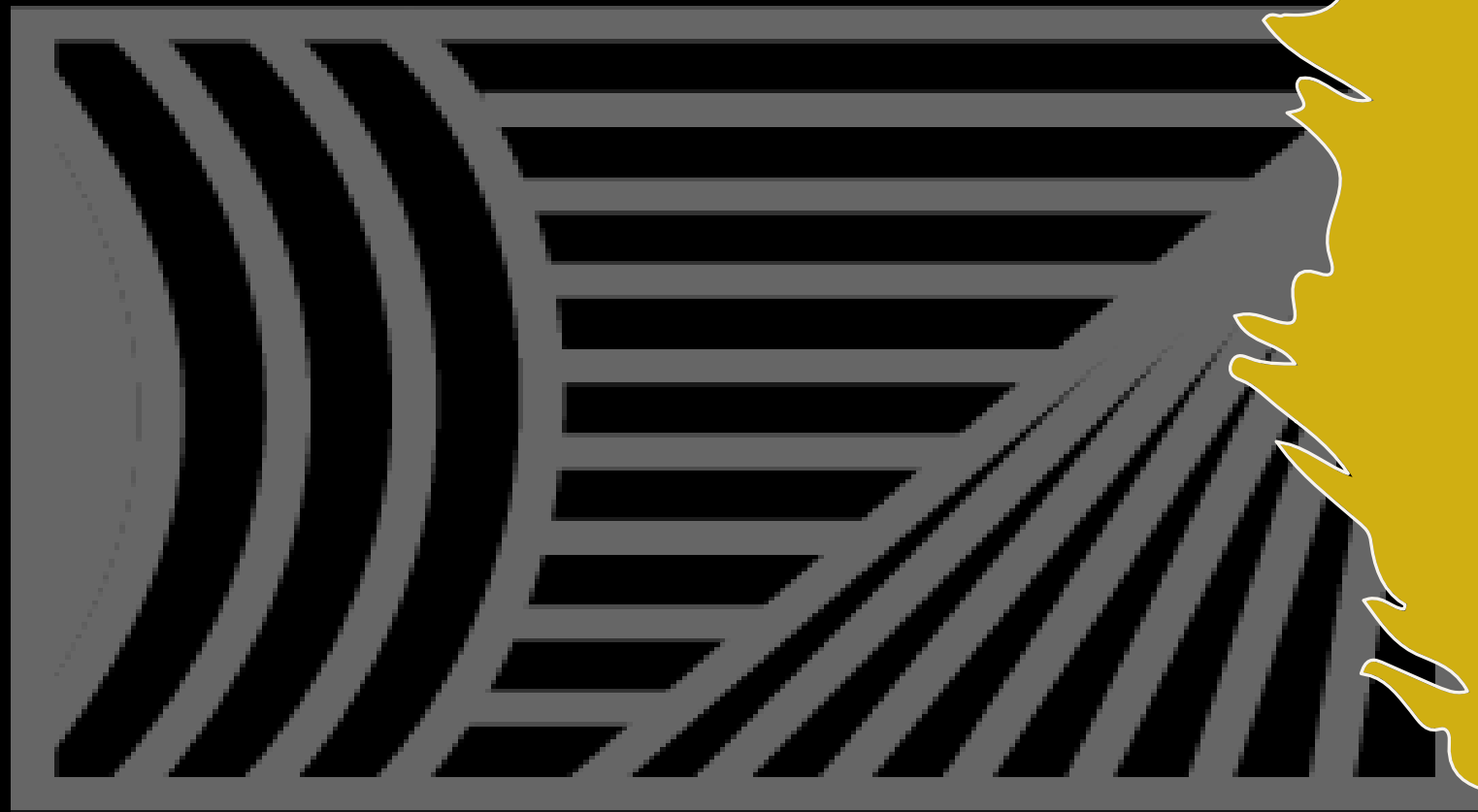
HCM QUARTERLY MEETING

Presented by Central Payroll &
The SHARE HCM Team



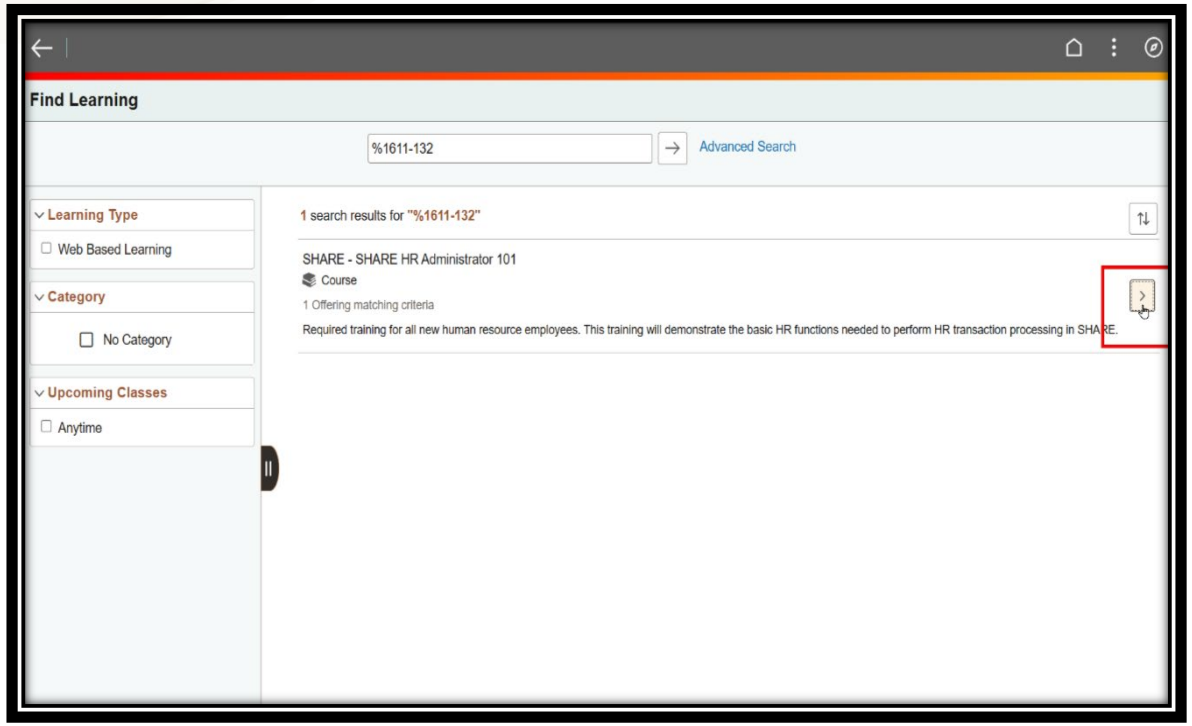


HCM SHARE TEAM



New Mexico
Department *of* Finance
and Administration

SHARE HR Administrator 101 in ELM SONM-1611-132



SHARE HR Admin Training Update

The SHARE Team now offers the SHARE HR Admin training through ELM.

- This training is no longer hosted in person.
- New employees must self-enroll in ELM using class code **SoNM-1611-132**.
- This training is required for all HR users; security access will not be granted until the course is completed.
- The course is open to all HR staff.

TEMP TO PERM – NO BREAK IN SERVICE REQUIRED



In 2023, SPO published an interpretive memo detailing guidelines around employees moving from temp to PERM positions. This memo stopped the requirement of having a one-day break in service when moving an employee from a temp to a perm position.

A break is not needed for the SHARE team to calculate the start of an employee's probationary period; the calculation ignores temp service.



You can read the interpretive memo here: https://www.spo.state.nm.us/wp-content/uploads/2023-001-Interpretive-Memorandum-Temporary-Employees.pdf

MISCELLANEOUS ITEMS

Security – New User IDs

The SHARE security team does not create new user IDs while payroll is processing. Additionally, the security team do not modify current access while payroll is processing.

Requests submitted during payroll processing will be worked on once the lockout period is lifted.

UAT for the HCM Upgrade

When requesting the removal of a suspension, please attach the settlement agreement or other supporting documentation to the ticket.



THANK YOU





CENTRAL PAYROLL BUREAU

Central Payroll Bureau

ACCELERATED PAYROLL

Central Payroll will be sending out emails reminding agencies that payroll will be accelerated for the coming holidays.

Veterans Day: Wednesday, November 11th

Thanksgiving weekend: Thursday, November 26th & Friday, November 27th

PAYROLL WILL RUN ON MONDAYS; USERS WILL BE LOCKED OUT ON SUNDAY EVENING.



Central Payroll Bureau

PERSONAL LEAVE DAYS

EXECUTIVE AGENCIES

1.7.7.17 NMAC PERSONAL LEAVE DAYS:

A. Employees in career status are entitled to two personal leave days each calendar year. The personal leave days will be consistent with the employee's normal workday. Such leave must be requested and approved in advance.

B. Each personal leave day must be taken during consecutive hours.

C. The personal leave days must be taken by December 31 or they will be lost.

D. Employees who do not take their personal leave days shall not be paid for them upon separation from the classified service.

GOVEX

Exempt employees are eligible for one eight-hour personal leave day per year upon hire. The personal leave will be prorated for employees working less than an eight-hour day. The personal leave day must be taken in one consecutive block. The personal leave day shall be taken at any time between the date of hire and December 31st of any calendar year or it will be forfeited. Exempt employees will not receive payment for an unused personal leave day upon separation.

Central Payroll Bureau

CONTINUED PERSONAL LEAVE DAYS

LOPD

10.12.7.17 PERSONAL LEAVE DAY:

A. Employees in career status are entitled to one personal leave day each calendar year. The personal leave day will be consistent with the employee's normal workday. Such leave must be requested and approved in advance.

B. The personal leave day must be taken during consecutive hours.

C. The personal leave day must be taken by December 31 or it will be lost.

D. Employees who do not take the personal leave day shall not be paid for it upon separation from the department.

DA's 10.4.7.21 PERSONAL LEAVE

21.1 Employees in full-time positions who have completed at least one year of service are entitled to one personal leave day each calendar year. Employees in part-time positions who have completed at least one year of service are entitled to a personal leave prorated to the hours worked.

21.2 The personal leave must be taken during eight consecutive hours or, in the case of part-time employees, consecutive prorated hours.

21.3 The personal leave must be used within the calendar year that it was accrued, or it shall be forfeited.

21.4 Employees who do not take the personal leave shall not be paid for it upon separation from the service.

21.5 The personal leave may be used for any purpose the employee chooses. Such leave must be requested and approved in advance.

ANNUAL LEAVE

- EXECUTIVE AGENCIES 1.7.7.8 NMAC A maximum of 240 hours of annual leave shall be carried forward after the last pay period beginning in December.

- GOVEX Policy: A maximum of 240 hours will be carried forward into the next calendar year after the last pay period beginning in December.

- AOC 5.04 Effective the first full pay period in January 2027, a maximum of 240 hours of annual leave may be carried forward after the last pay period beginning in December of each year.

- AODA 11.6 The maximum carryover of accrued annual leave from one calendar year to the next is no more than 240 hours. Any excess must be used before the end of each calendar year or it shall be forfeited. Each District Attorney shall make every reasonable effort to advise employees of their annual leave status to avoid the loss of accrued leave by employees. The accrued annual leave of each employee shall be adjusted so that no employee begins a calendar year with more accrued annual leave than the maximum permitted.

Central Payroll Bureau

ANNUAL LEAVE CONTINUED

LOPD 10.12.7.8 ANNUAL LEAVE: E. A maximum of 240 hours of annual leave shall be carried forward after the last pay period beginning in December.



DECEMBER 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

ANNUAL LEAVE QUERIES

Queries that will help estimate annual leave accruals through the end of 2026.

- NMS_BN_LEAVE_BAL or NMS_BN_LEAVE_BALANCES_DEPT – These queries identify leave balances; filter for annual and greater than 240
- NMS_BN_LEAVE_ACCRUAL_RATE_EE – Identifies leave accrual rate.
- Combine these queries to estimate future leave balances

Central Payroll Bureau

DIRECT DEPOSITS
BEST PRACTICES

- Have the information input verified by a second set of eyes.
- Ensure the person submitting the documents is the employee:
- Have the paperwork submitted in person.
- If submitted electronically, verify the change by phone. (Locate the contact number in HCM, do not use contact information submitted with forms)
- Ensure the proper documentation is attached. (Bank statement, voided check, or letter from the bank) Never update direct deposit without proper documentation.
- Match the account and routing number on the Direct Deposit Authorization form to the voided check, bank statement, or letter from the bank.
- Be suspicious of “prepaid accounts” such as Green Dot. Most fraud is a result of easy-to-create accounts which are emptied as soon as funds are transferred.
- Uptick in fraudulent requests during periods with tight deadlines or high vulnerability. Fridays, late afternoons, or other deadline-driven periods when payroll staff are under pressure (e.g., “update my direct deposit before payroll closes today”)

Central Payroll Bureau

Data Entry Reminders-
W2s and PERA Files

Addresses:

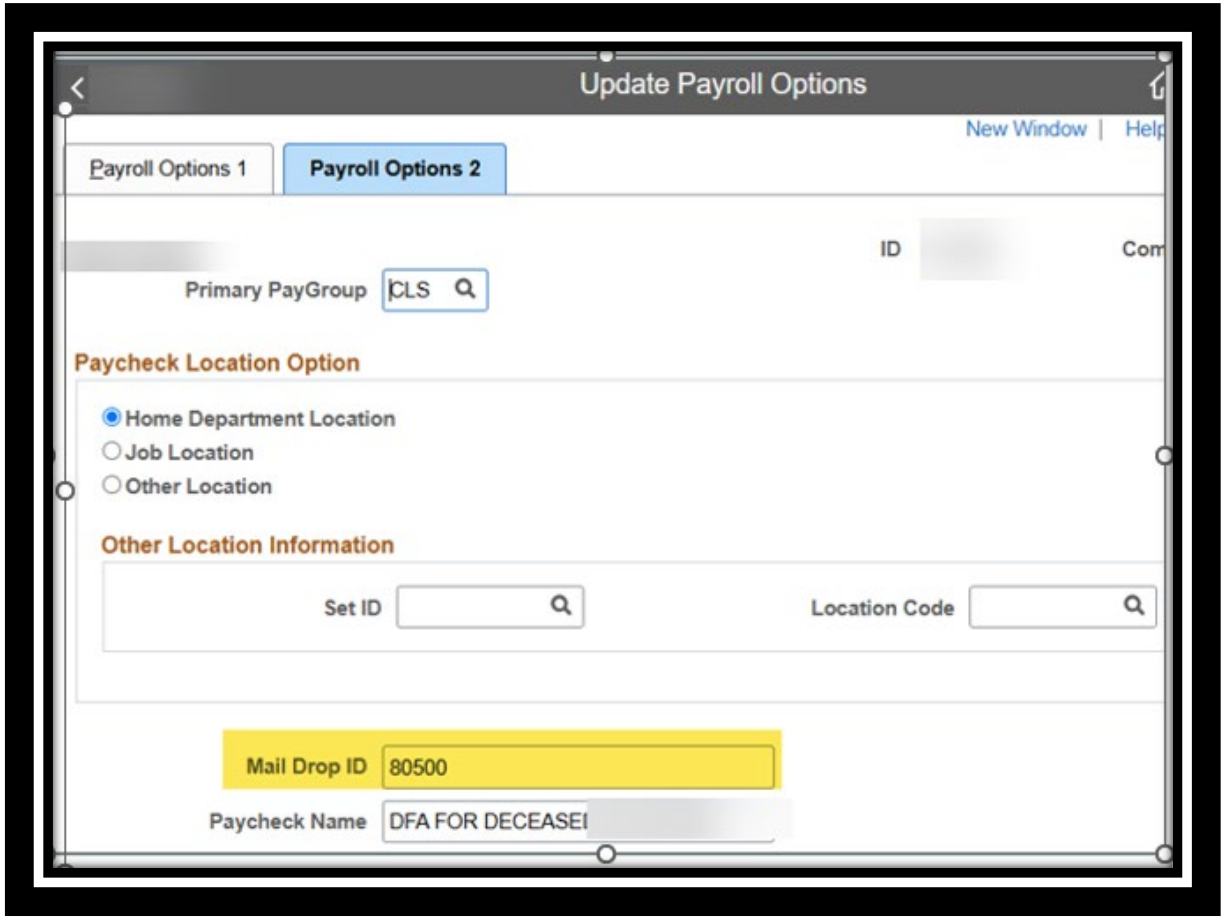
Agencies are responsible for ensuring addresses are entered accurately and correctly. Addresses cannot contain any Spanish punctuation, brackets, colons, or any other special characters (e.g. ñ í # : ; [()).

Do not input a PO Box address with a physical address.

Do not include notes (e.g. preferred)

Payroll Sort Keys:

Agencies are responsible for ensuring the payroll sort key or mail drop IDs is correct for W2 distribution. Special attention must be given for deceased employees and 5-day payouts that were processed via payment vouchers.



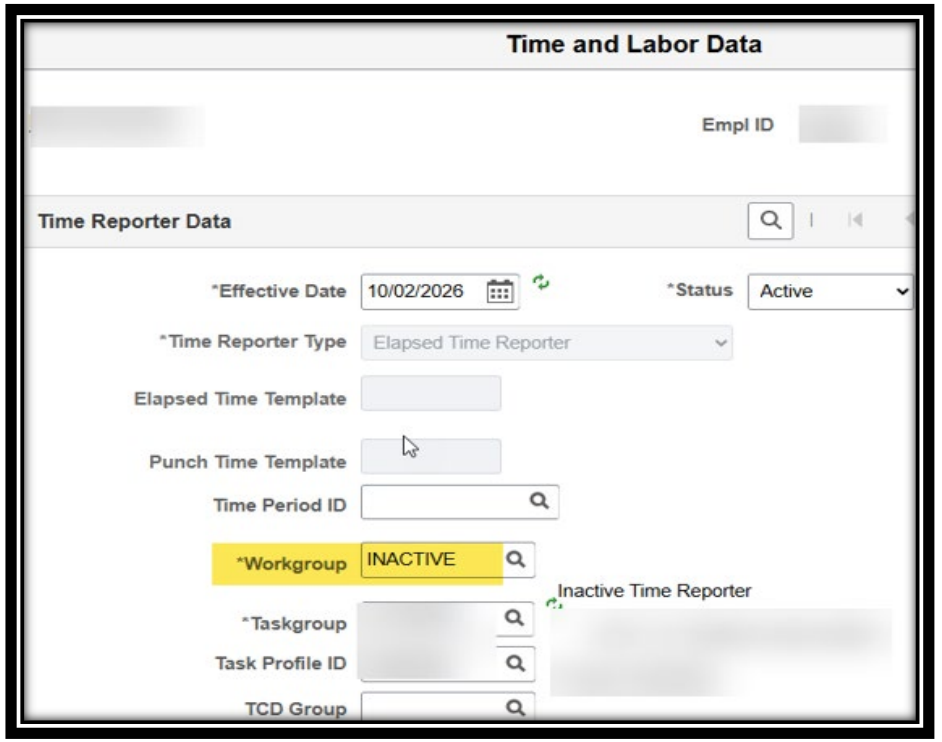
Central Payroll Bureau

Most overpayments are 100% preventable.

Agencies must inactivate the employee's workgroup timely so that holidays are not generated (which are hard to identify simply by looking at the timesheet) or prevent timesheet entries or payable time when the employee is no longer working. This can be future dated or entered in the current pay period. Do not wait until the following pay period.

Make sure that employees' retiring 12/31 have their workgroup inactivated to prevent PPE 1/1/2027 overpayment.

PRINTED CHECKS: In the event the agency receives a physical check for someone who already got paid, or the check is made payable to DFA for Employee ID, please return the check to DFA Central Payroll.



Central Payroll Bureau

With the upcoming holidays, please review employee work schedules to ensure they are set up correctly. An employee's assigned schedule directly affects both the number of hours paid for an observed holiday and the hours accrued for unscheduled observed holidays. To ensure accurate holiday processing, employees must have the correct work schedule assigned, and the schedule's effective date must be the first day of the pay period.

Use the query below to review all assigned work schedules and identify any updates that may be needed.

NMS_TL_SCHED_ASSIGN_EE_BY_BU

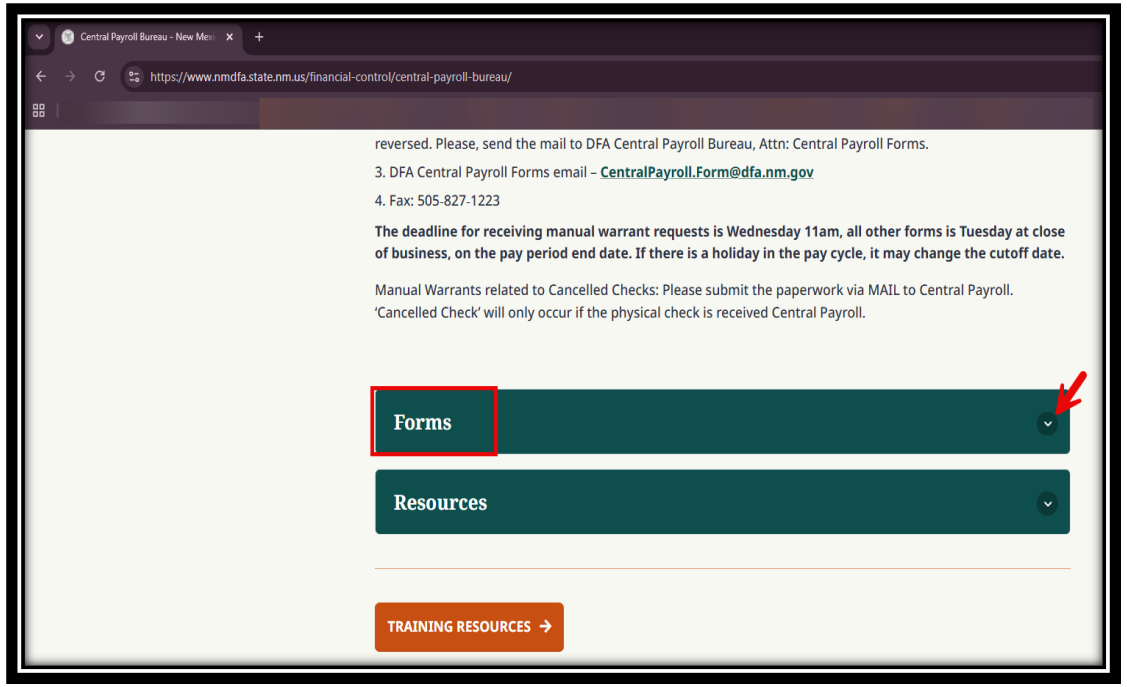
PAYROLL TRAINING UNIT

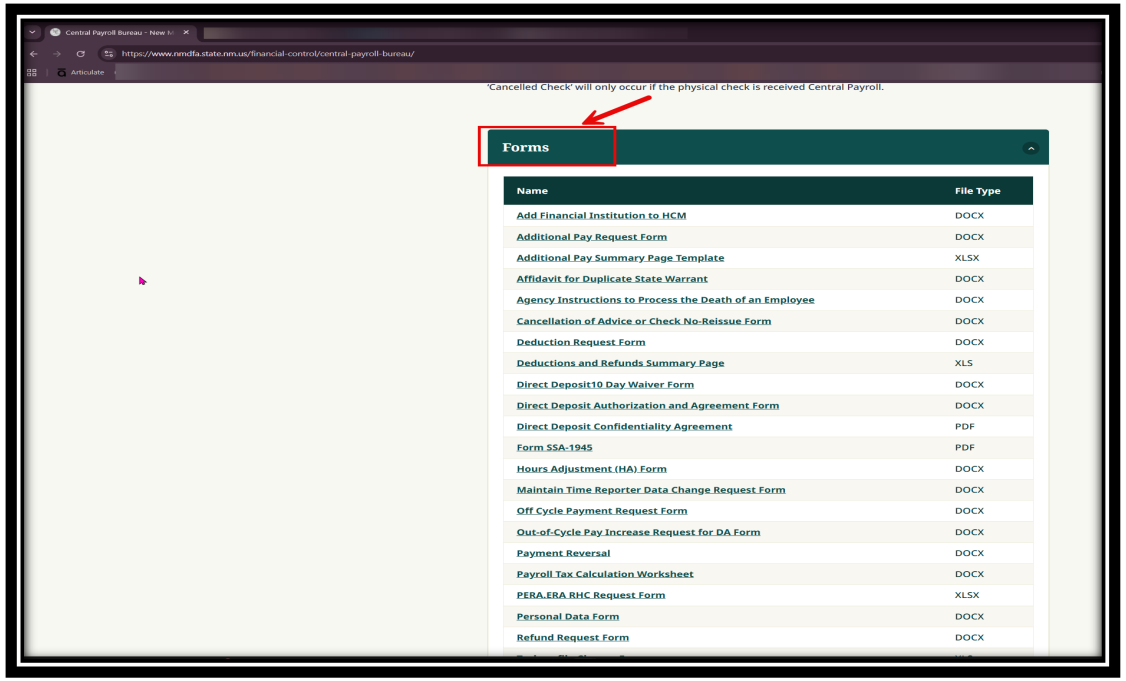
FORMS

Always download the most current forms from the website, as updates are made regularly.

Website: https://www.nmdfa.state.nm.us/financial-control/central-payroll-bureau/

For example, the Manual Warrant form has been replaced by the Off-Cycle Payment Request form, and a new Payment Reversal form has been added.

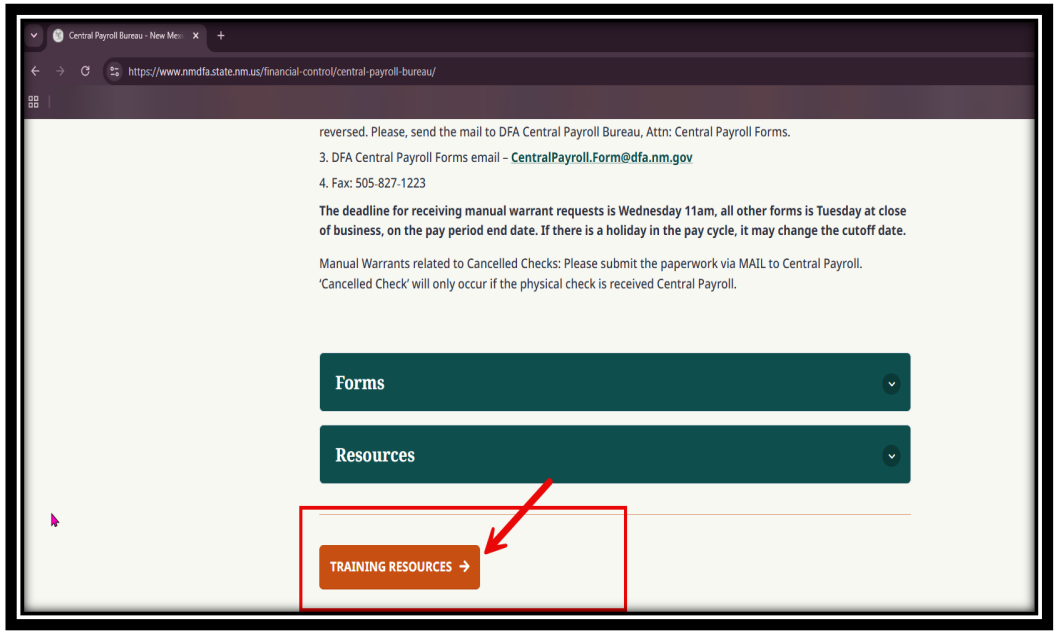


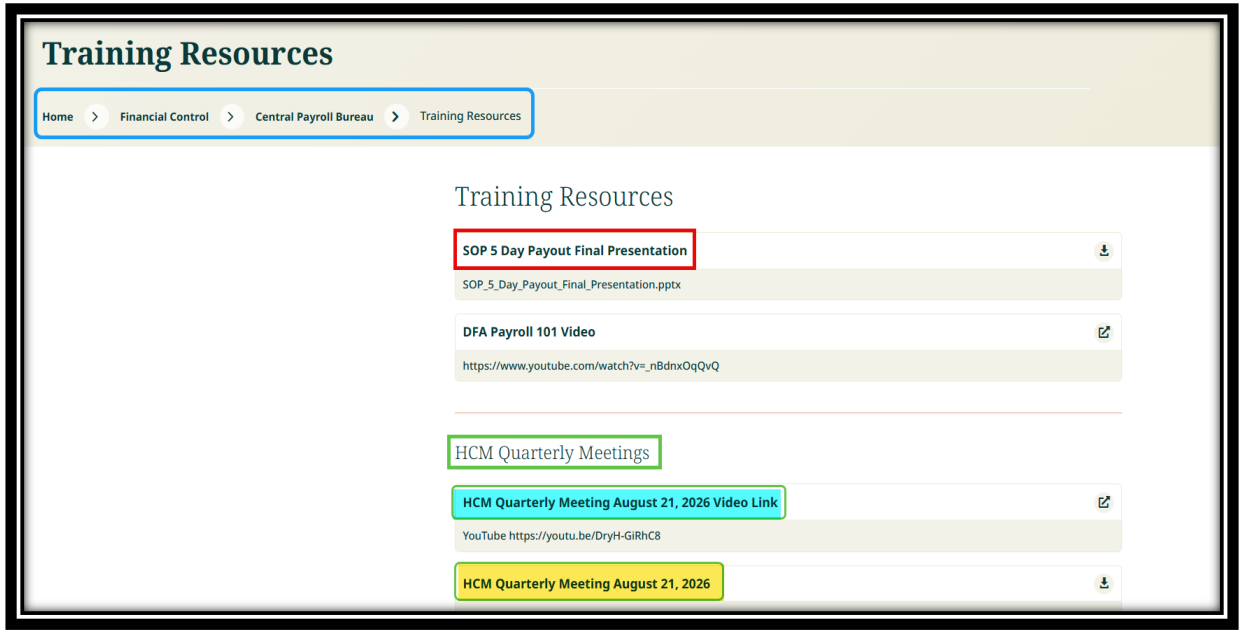


PAYROLL TRAINING UNIT

TRAINING RESPURCES

Our Training Resources page provides agencies with essential materials, including access to recorded Quarterly Meetings, slide decks for all sessions, and the 5-Day Payout Standard Operating Procedure (SOP).





5-DAY PAYOUT

NEW FORM

MEMORANDUM

Date: October 20, 2026

To: Cabinet Secretaries, Agency Heads, Human Resource Managers and Chief Financial Officers

From: Suzette Porter
Suzette Porter, Central Payroll Bureau Chief

Subject: Update to Form Submission System (FSS) –5-Day Payout Process

This memo provides an important update regarding recent enhancements to the Form Submission System (FSS) related to 5-day payout requests.

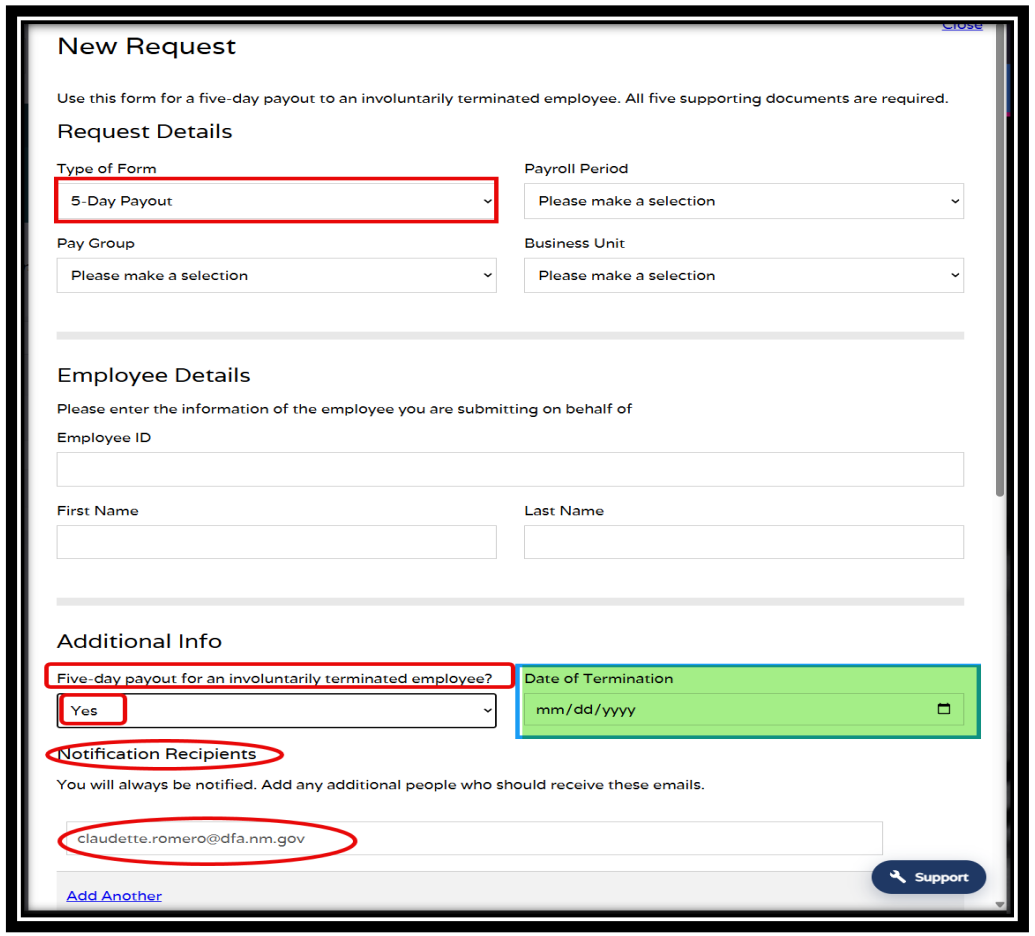
1. **New Ticket Type for 5-Day Payouts**
   A designated ticket type has been added within FSS specifically for 5-day payout requests. Agencies will now be required to indicate the employee's last day of employment when submitting the request. This information will assist agencies in identifying and confirming the applicable 5-day payout period.
2. **Automated Notification Process**
   Notifications related to 5-day payouts will now be generated automatically. Agencies may add the appropriate HR personnel's email addresses to ensure timely email alerts when:
   • The calculated check is ready for agency review, and
   • The payment has been completed and is ready for pickup or printing.
3. **Update to Agency Review Requirements**
   We have revised the agency review portion of the process. Agencies will no longer be required to obtain confirmation from the HR Director or HR Manager that the calculated paycheck is correct. Instead, each agency may establish its own internal review and approval process. However, the appropriate agency personnel must now confirm within FSS that the calculated check is accurate before the payout is finalized.
4. **Training and Additional Review Opportunities**
   These changes will be reviewed in detail during the following sessions:
   • CPB Training Unit Open Hours: October 21st at 3:00 p.m.
   • HCM Quarterly Meeting: November 3rd, 9:00 a.m.

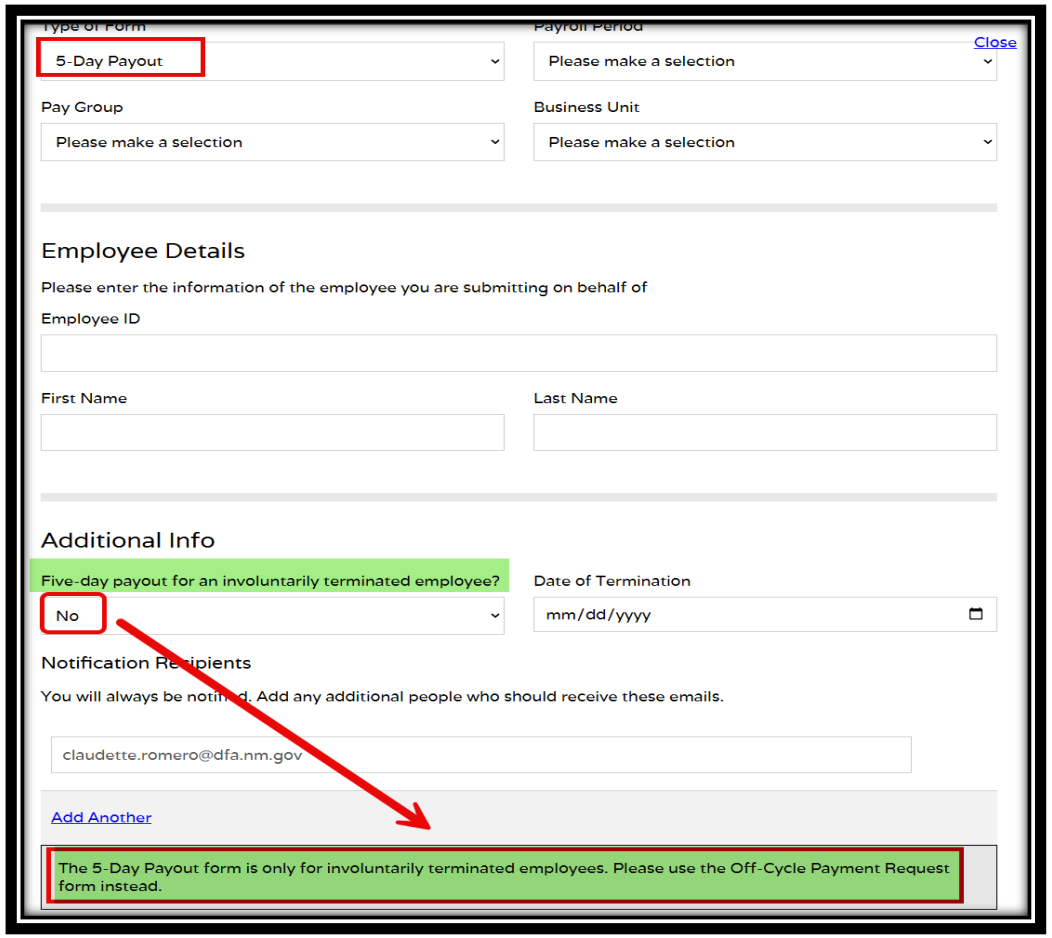
All agency HR and payroll personnel are encouraged to attend to ensure a clear understanding of the updated process and to address any questions. These updates are intended to streamline workflows, reduce manual steps, and ensure timely communication throughout the 5-day payout process.

If you have questions or need assistance with the updated FSS features, please contact our CPB's Training Unit at cpbtrainers@state.nm.us

5-DAY PAYOUT

NEW FORM

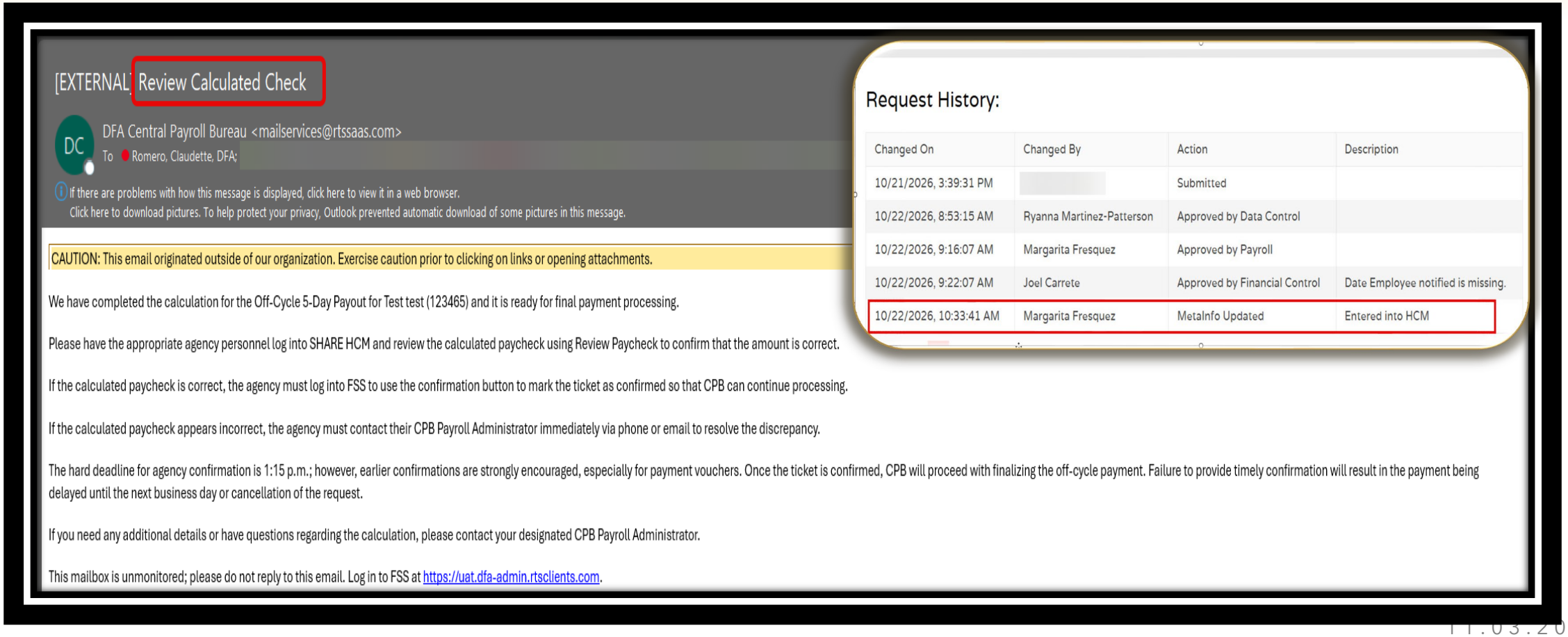




5-DAY PAYOUT

NEW FORM

Once the Payroll Administrator checks the box "Entered into HCM," the agency receives an email prompting them to review and confirm the calculated paycheck in HCM.



[EXTERNAL] Review Calculated Check

DC

DFA Central Payroll Bureau <mailservices@rtssaas.com>

To Romero, Claudette, DFA;

If there are problems with how this message is displayed, click here to view it in a web browser.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

CAUTION: This email originated outside of our organization. Exercise caution prior to clicking on links or opening attachments.

We have completed the calculation for the Off-Cycle 5-Day Payout for Test test (123465) and it is ready for final payment processing.

Please have the appropriate agency personnel log into SHARE HCM and review the calculated paycheck using Review Paycheck to confirm that the amount is correct.

If the calculated paycheck is correct, the agency must log into FSS to use the confirmation button to mark the ticket as confirmed so that CPB can continue processing.

If the calculated paycheck appears incorrect, the agency must contact their CPB Payroll Administrator immediately via phone or email to resolve the discrepancy.

The hard deadline for agency confirmation is 1:15 p.m.; however, earlier confirmations are strongly encouraged, especially for payment vouchers. Once the ticket is confirmed, CPB will proceed with finalizing the off-cycle payment. Failure to provide timely confirmation will result in the payment being delayed until the next business day or cancellation of the request.

If you need any additional details or have questions regarding the calculation, please contact your designated CPB Payroll Administrator.

This mailbox is unmonitored; please do not reply to this email. Log in to FSS at https://uat.dfa-admin.rtsclients.com.

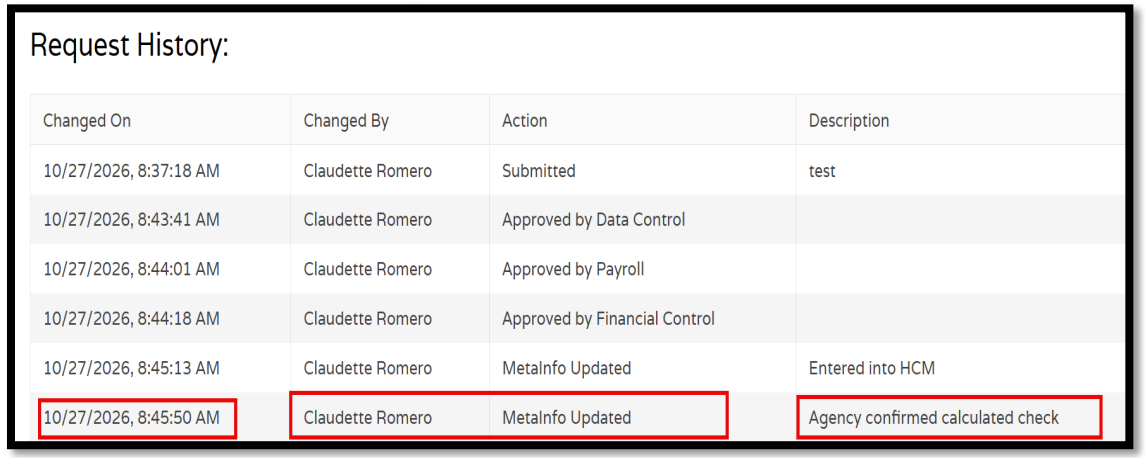
Request History:

Changed On	Changed By	Action	Description
10/21/2026, 3:39:31 PM		Submitted	
10/22/2026, 8:53:15 AM	Ryanna Martinez-Patterson	Approved by Data Control	
10/22/2026, 9:16:07 AM	Margarita Fresquez	Approved by Payroll	
10/22/2026, 9:22:07 AM	Joel Carrete	Approved by Financial Control	Date Employee notified is missing.
10/22/2026, 10:33:41 AM	Margarita Fresquez	MetaInfo Updated	Entered into HCM

5-DAY PAYOUT

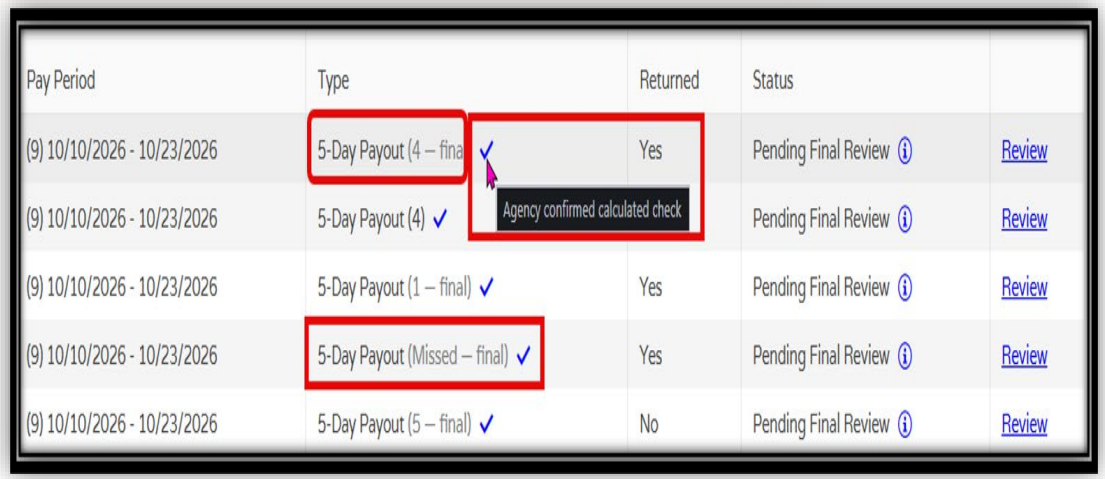
KEY POINTS

- Agencies now determine who has the authority to approve and confirm calculated checks.
  - It is no longer required that an HR Director or Manager perform the confirmation.
- FSS records the individual who confirmed the check for documentation.
- Once the agency confirms the calculated check in FSS, a checkmark appears to notify Central Payroll of completion.
- A countdown is displayed showing how many days remain for processing.
  - Example: **5-Day Payout (4)**
  - The countdown appears in **red** until all required steps are completed.



Request History:

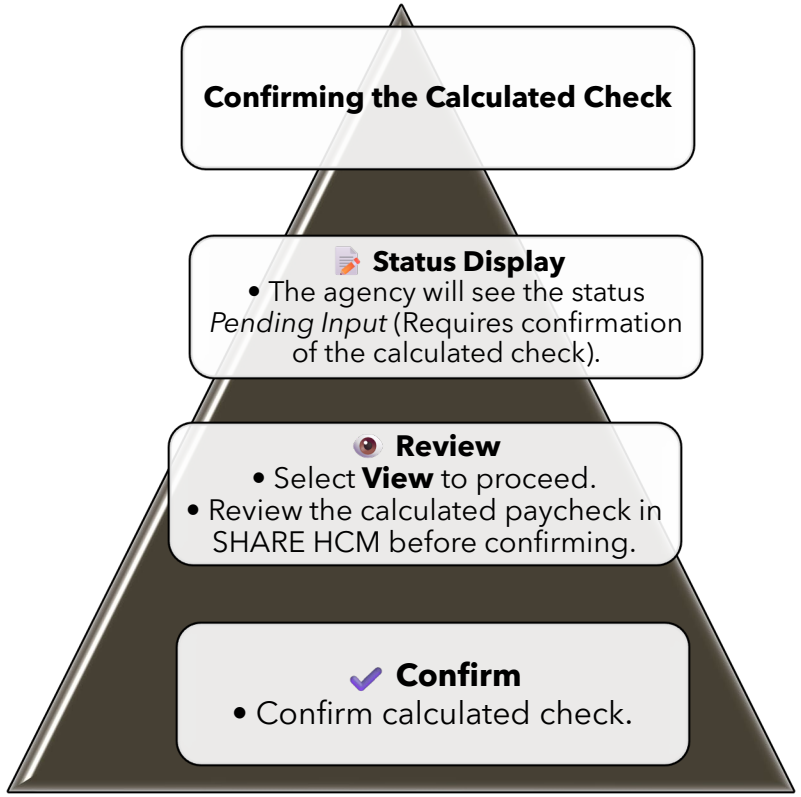
Changed On	Changed By	Action	Description
10/27/2026, 8:37:18 AM	Claudette Romero	Submitted	test
10/27/2026, 8:43:41 AM	Claudette Romero	Approved by Data Control	
10/27/2026, 8:44:01 AM	Claudette Romero	Approved by Payroll	
10/27/2026, 8:44:18 AM	Claudette Romero	Approved by Financial Control	
10/27/2026, 8:45:13 AM	Claudette Romero	MetaInfo Updated	Entered into HCM
10/27/2026, 8:45:50 AM	Claudette Romero	MetaInfo Updated	Agency confirmed calculated check

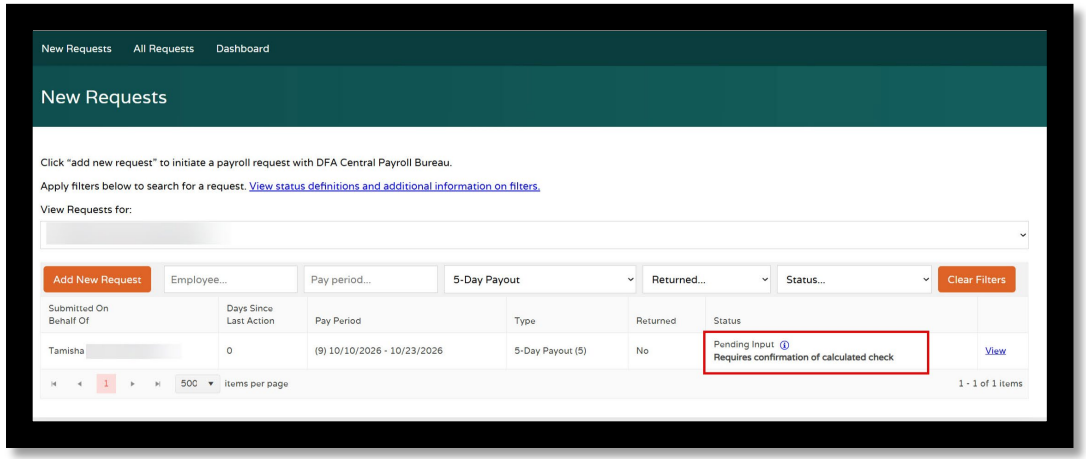


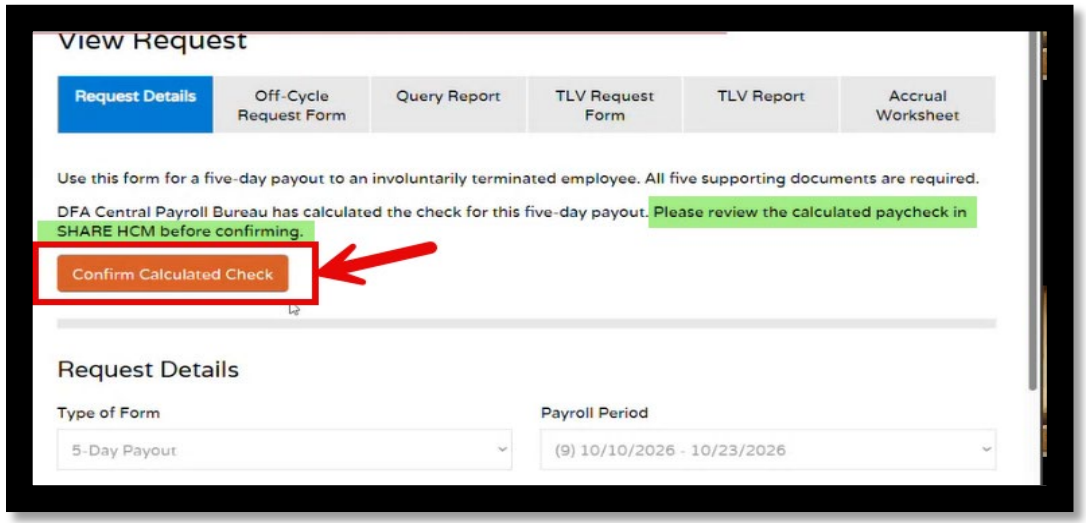
Pay Period	Type	Returned	Status	
(9) 10/10/2026 - 10/23/2026	5-Day Payout (4 – fina ✓	Yes	Pending Final Review	Review
(9) 10/10/2026 - 10/23/2026	5-Day Payout (4) ✓		Pending Final Review	Review
(9) 10/10/2026 - 10/23/2026	5-Day Payout (1 – final) ✓	Yes	Pending Final Review	Review
(9) 10/10/2026 - 10/23/2026	5-Day Payout (Missed – final) ✓	Yes	Pending Final Review	Review
(9) 10/10/2026 - 10/23/2026	5-Day Payout (5 – final) ✓	No	Pending Final Review	Review

Agency confirmed calculated check

AGENCY-CONFIRM CALCULATED CHECK

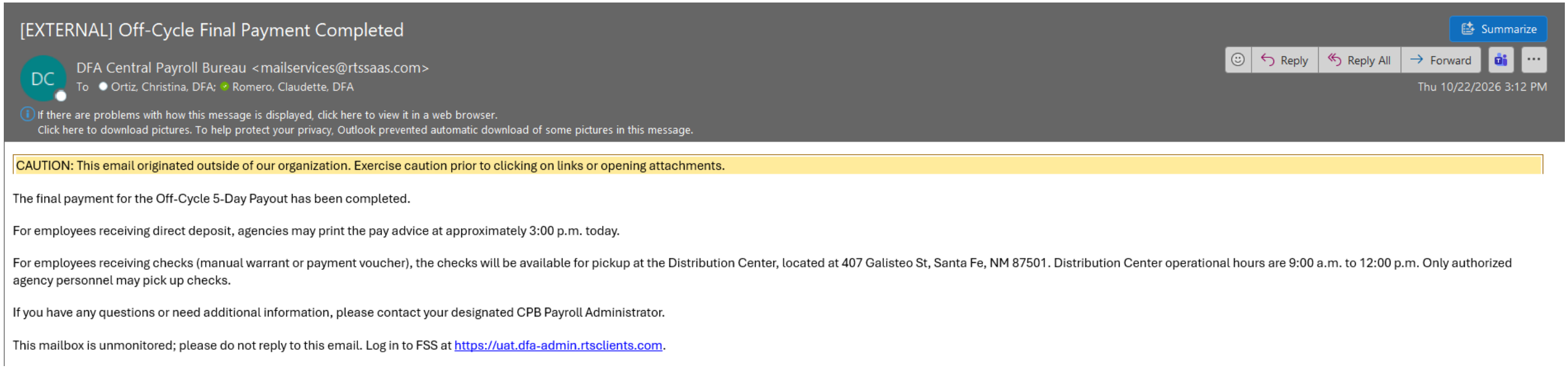






5-DAY PAYOUT

Off-Cycle Final Payment Completed



[EXTERNAL] Off-Cycle Final Payment Completed

Summarize

DC

DFA Central Payroll Bureau <mailservices@rtssaas.com>

To Ortiz, Christina, DFA; Romero, Claudette, DFA

Reply | Reply All | Forward

Thu 10/22/2026 3:12 PM

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

CAUTION: This email originated outside of our organization. Exercise caution prior to clicking on links or opening attachments.

The final payment for the Off-Cycle 5-Day Payout has been completed.

For employees receiving direct deposit, agencies may print the pay advice at approximately 3:00 p.m. today.

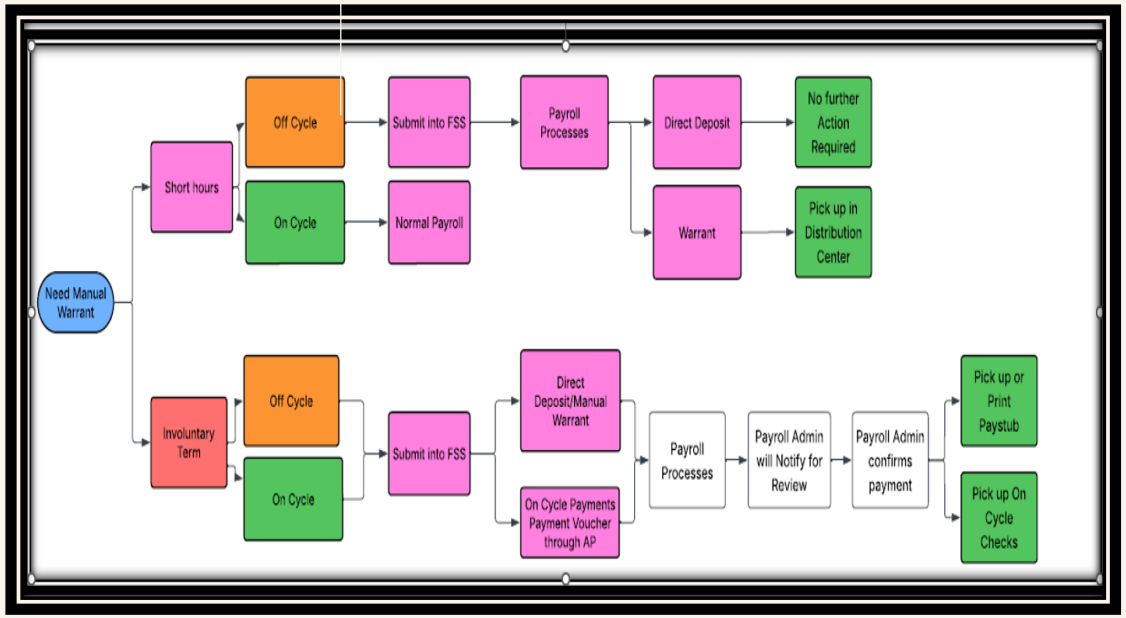
For employees receiving checks (manual warrant or payment voucher), the checks will be available for pickup at the Distribution Center, located at 407 Galisteo St, Santa Fe, NM 87501. Distribution Center operational hours are 9:00 a.m. to 12:00 p.m. Only authorized agency personnel may pick up checks.

If you have any questions or need additional information, please contact your designated CPB Payroll Administrator.

This mailbox is unmonitored; please do not reply to this email. Log in to FSS at https://uat.dfa-admin.rtsclients.com.

5 DAY PAYOUT REFERENCE MATERIALS

Payment Processing Flowchart



5 Day Payout Required Forms

Off-Cycle Request Form

TLV Request Form

Accrual Worksheet

If this is a request for a Payment Voucher for an On-Cycle 5-Day Payout, include the queries:

NMS_TL_PAYTM_OUTSTANDING_EE
and
HRT_TL_PAYABLE_TIME_DETAILS

Attach it to the request.
(Submit vis FSS)

Terminal Leave Request Form Instructions 2026

TLV Report
Run in HCM
Menu→Time and Labor→NMS Terminal Leave Report
(Submit via FSS)

Final Wage Verification Instructions

WAGES CONCEDED TO BE DUE TEMPLATE

SOP 5 Day Payout

Off/On Cycles in the Pay Period

Off-Cycle

On-Cycle

Payments issued during On-Cycle will be paid via a payment voucher



INCORRECT SSN (SOCIAL SECURITY NUMBER)

Impact of an Incorrect Social Security Number

- **PERA Retirement**
- Retirement contributions and service credit may be recorded under an incorrect SSN, causing discrepancies in the employee's PERA account.
- **W-2 Reporting**
- An incorrect SSN can lead to inaccurate wage reporting to the IRS and SSA, potentially delaying tax processing and earnings credit.
- **Job Data and SHARE Records**
- All employment records tied to the wrong SSN must be corrected to ensure accurate employment history and payroll reporting.
- **Employee Benefits (Medical, Dental, Vision)**
- Enrollment and claims may be linked to the incorrect SSN, which can cause delays, coverage issues, or claim denials.



CPB Trainers Open Hours

The Central Payroll Training team will host an open Microsoft Teams meeting bi-weekly on Wednesdays from 3:00 p.m. to 4:00 p.m.
Teams Meeting Link: https://tinyurl.com/CPBTrainers

Participants may join at any time during the hour to ask questions regarding Central Payroll forms, existing requests in the FSS, or general inquiries about the FSS.

Please note: This is an open forum accessible to staff from any State agency. To ensure confidentiality, refrain from sharing sensitive information during these sessions.



PAYROLL TRAINING UNIT

STATE OF NEW MEXICO

DEPARTMENT OF FINANCE AND ADMINISTRATION

Claudette Romero
Payroll Training Supervisor
P: 505-376-3067
E: Claudette.Romero@dfa.nm.gov

TRAINING INTAKE FORM



CENTRAL PAYROLL BUREAU

YOUTUBE CHANNEL

CPB TRAINERS EMAIL

BOOK TIME WITH CPB TRAINERS

THANK YOU

