



NEW MEXICO
**LAW OFFICES OF THE
PUBLIC DEFENDER**

Chief Public Defender
Bennett J. Baur

Memorandum

To: All New LOPD Employees

From: Ronald Herrera, HR Director

Subject: Review of Payable Time and Pay Check Advice

Once you have access to the State's system you will be expected to enter your own time onto an electronic timesheet. You will be trained on how to enter your time however the purpose of this memorandum is to remind you that you also have the ability to "View Payable Time" which means that you may check to ensure that your supervisor has approved your time for the pay period.

Similarly, the State of New Mexico's benefits are shared cost between the state and the employee. Deductions for PERA retirement and other benefits may be inadvertently dropped by the system, resulting in missed deductions for one or more pay periods. The benefit remains in effect even though the deductions may not be taken and missed deductions will be collected as soon as the problem is identified. Please carefully review each pay check/advice to ensure the proper deductions are being taken.

If your check amount goes up or down unexpectedly, check to ensure that the correct number of hours are being paid and that your deductions are correct. If there is a problem, please report it to your district office administrator or Human Resources immediately.

Thank you.