



Office of the Provost

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MEMORANDUM

To: All NMSU System Faculty

From: Rebecca Campbell, Associate Provost for Academic Administration

cc: University Administrative Council Members; Faculty Supervisors; Academic Department Administrators
Paul Lucero, ICT; Pamela Roggow, Payroll; and Abigail Denham, HRS

Re: Online Access to Faculty Appointment and Compensation Records in Banner

I'm pleased to announce a new "Appointment and Compensation Records" link for all faculty in Banner. This online portal provides faculty more comprehensive and real-time information about their current appointment and compensation records on demand. I want to thank our partners in the Information and Communication Technology, Payroll, and Human Resource Services departments, Academic Affairs who made this possible.

This initiative is part of several ongoing projects related to Strategic Plan Goal #4 review of NMSU's faculty appointment and compensation policies, practices and procedures. Specifically, the portal allows us to eliminate the past practice of notifying faculty of appointment and salary increases through static PDFs in Banner. Thus, the portal not only saves time and processing resources, it eliminates the potential for generating letters with errors. Faculty will no longer need to wonder whether their appointment or compensation changes have been processed yet; now they can check for themselves.

With any change, new concerns emerge. Here are answers to a few things you might be thinking about:

- **Portal Access:** Use the following breadcrumbs, my.nmsu.edu | Employee Tab | Appointment and Compensation Records.
- **What's There:** Current position, regular/temporary status, primary position and base salary, additional positions and associated salary (e.g., summer, overload), date of degrees, CIP code and when relevant, tenure clock.
- **Confidentiality:** No one other than yourself may access your information through this portal as it is the my.nmsu.edu firewall. Your academic leadership cannot access your portal but will continue to use the Cognos reporting tool to access employee Banner records when needed.
- **Questions:** Any questions or concerns about the data displayed should be reported to your college HR administrator for follow up.

We look forward to your [feedback](#) as we roll out this new resource.