

STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND ADMINISTRATION
FINANCIAL CONTROL DIVISION
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Michelle Lujan Grisham
Governor


Olivia Padilla-Jackson
Cabinet Secretary

Donna Trujillo
State Controller
Director

MEMORANDUM

Date: April 1, 2020

To: All State Agency Human Resource Managers and Chief Financial Officers

From: 
Lakisha Holley, Central Payroll Bureau Chief

Subject: DFA FCD Distribution Center Hours

In effort to help stop the spread of COVID-19, the Department of Finance and Administration Distribution Center will only be opened from 11am to 1pm on Monday, Wednesday and Friday of each week beginning tomorrow, April 1, 2020. Checks and any mail will need to be picked up on the Westside entrance of the building, across from the Saveur Café. The doors will be locked but DFA staff will be available to open them as needed. Please call 827-3660 when you arrive. The building will remain closed on Tuesday and Thursday of each week. DFA Central Payroll Bureau staff is still available by phone or email during normal business hours. Do not hesitate to contact us if you have questions or need assistance.

It is imperative to remind employees and supervisors to enter time into HCM. Payroll will start running on Tuesday at 8:00 AM. It would be a good time to encourage employees that receive a physical check to elect to receive direct deposit.

If you should have any questions, please do not hesitate to contact me directly at 505-476-8535.