

# The University of New Mexico Employee Payroll Schedule



The University of New Mexico

## Fiscal Year 2002-2003

**Bi-Weekly Staff Payroll (2R)**  
Non-exempt, Temporary, On-Call

**Monthly Payroll (5R)**  
Faculty, Exempt Staff, G.A., T.A., R.A.

**Bi-Weekly Student Payroll (4R)**  
Student and Work Study

Pay Period			Time Report Deadline	Check Date	Pay Period	Check Date	Pay Period			Time Report Deadline	Check Date
1	29-Jun	- 12-Jul	15-Jul	19-Jul-02	<b>SUMMER SESSION 2002</b>		1	29-Jun	- 12-Jul	12-Jul	26-Jul-02
2	13-Jul	- 26-Jul <i>Note 1</i>	29-Jul	2-Aug-02	Jun 03 - Jun 28	28-Jun-02	2	13-Jul	- 26-Jul	26-Jul	9-Aug-02
3	27-Jul	- 9-Aug	12-Aug	16-Aug-02	Jul 01-Jul 26	26-Jul-02	3	27-Jul	- 9-Aug	9-Aug	23-Aug-02
4	10-Aug	- 23-Aug	26-Aug	30-Aug-02	<b>SUMMER RESEARCH 2002</b>		4	10-Aug	- 23-Aug	23-Aug	6-Sep-02
5	24-Aug	- 6-Sep	9-Sep	13-Sep-02	May 14-May 31	31-May-02	5	24-Aug	- 6-Sep	6-Sep	20-Sep-02
6	7-Sep	- 20-Sep	23-Sep	27-Sep-02	Jun 01-Jun 30	28-Jun-02	6	7-Sep	- 20-Sep	20-Sep	4-Oct-02
7	21-Sep	- 4-Oct	7-Oct	11-Oct-02	Jul 01-Jul 31	2-Aug-02	7	21-Sep	- 4-Oct	4-Oct	18-Oct-02
8	5-Oct	- 18-Oct	21-Oct	25-Oct-02	Aug 01-Aug 09	9-Aug-02	8	5-Oct	- 18-Oct	18-Oct	1-Nov-02
9	19-Oct	- 1-Nov	4-Nov	8-Nov-02	<b>FACULTY/STAFF MONTHLY PAYROLLS</b>		9	19-Oct	- 1-Nov	1-Nov	15-Nov-02
10	2-Nov	- 15-Nov	18-Nov	22-Nov-02	1 Jul 01 - Jul 31	31-Jul-02	10	2-Nov	- 15-Nov <i>Note 1</i>	13-Nov	27-Nov-02
11	16-Nov	- 29-Nov	2-Dec	6-Dec-02	2 Aug 01 - Aug 31	30-Aug-02	11	16-Nov	- 29-Nov <i>Note 1</i>	27-Nov	13-Dec-02
12	30-Nov	- 13-Dec <i>Note 2</i>	12-Dec	20-Dec-02	3 Sep 01 - Sep 30	30-Sep-02	12	30-Nov	- 13-Dec <i>Note 1</i>	6-Dec	20-Dec-02
13	14-Dec	- 27-Dec <i>Note 1 &amp; 2</i>	18-Dec	3-Jan-03	4 Oct 01 - Oct 31	31-Oct-02	13	14-Dec	- 27-Dec <i>Note 1</i>	16-Dec	10-Jan-03
14	28-Dec	- 10-Jan	13-Jan	17-Jan-03	5 Nov 01 - Nov 30	27-Nov-02	14	28-Dec	- 10-Jan	10-Jan	24-Jan-03
15	11-Jan	- 24-Jan	27-Jan	31-Jan-03	6 Dec 01 - Dec 31	20-Dec-02	15	11-Jan	- 24-Jan	24-Jan	7-Feb-03
16	25-Jan	- 7-Feb	10-Feb	14-Feb-03	7 Jan 01 - Jan 31	31-Jan-03	16	25-Jan	- 7-Feb	7-Feb	21-Feb-03
17	8-Feb	- 21-Feb	24-Feb	28-Feb-03	8 Feb 01 - Feb 28	28-Feb-03	17	8-Feb	- 21-Feb	21-Feb	7-Mar-03
18	22-Feb	- 7-Mar	10-Mar	14-Mar-03	9 Mar 01 - Mar 31	31-Mar-03	18	22-Feb	- 7-Mar	7-Mar	21-Mar-03
19	8-Mar	- 21-Mar	24-Mar	28-Mar-03	10 Apr 01 - Apr 30	30-Apr-03	19	8-Mar	- 21-Mar	21-Mar	4-Apr-03
20	22-Mar	- 4-Apr	7-Apr	11-Apr-03	11 May 01 - May 31	30-May-03	20	22-Mar	- 4-Apr	4-Apr	18-Apr-03
21	5-Apr	- 18-Apr	21-Apr	25-Apr-03	12 Jun 01 - Jun 30	30-Jun-03	21	5-Apr	- 18-Apr	18-Apr	2-May-03
22	19-Apr	- 2-May	5-May	9-May-03			22	19-Apr	- 2-May	2-May	16-May-03
23	3-May	- 16-May	19-May	23-May-03			23	3-May	- 16-May	16-May	30-May-03
24	17-May	- 30-May	2-Jun	6-Jun-03			24	17-May	- 30-May	30-May	13-Jun-03
25	31-May	- 13-Jun	16-Jun	20-Jun-03			25	31-May	- 13-Jun	13-Jun	27-Jun-03
26	14-Jun	- 27-Jun <i>Note 2</i>	27-Jun	3-Jul-03			26	14-Jun	- 27-Jun	27-Jun	11-Jul-03
27	28-Jun	- 11-Jul	14-Jul	18-Jul-03			27	28-Jun	- 11-Jul	11-Jul	25-Jul-03

*Note 1*-When three biweekly payday occur within the month, only mandatory deductions are withheld.

*Note 2*-Due to the holiday(s), time reports are due EARLY. Time reports are due at NOON on deadline date.

Monthly employees are paid on the last working day (excluding weekends) of the month.

Allow sufficient time for PANS to process through Human Resources (or appropriate Source Data Station) and Controller's for account approval.

*Note 1*-Due to the holiday(s), time reports are due EARLY at the Student Employment Office.

Student time reports are due at Student Employment no later than 5:00 p.m. on the document deadline date.  
**NEW STUDENTS-ALLOW 4 WEEKS FOR 1ST CHECK.**