

The University of New Mexico

Employee Payroll Schedule



The University of New Mexico

Fiscal Year 2003-2004

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 | 12-Jul | - 25-Jul | Note 1 | 28-Jul | 1-Aug-03 | SUMMER SESSION 2003 | 1 | 12-Jul | - 25-Jul | 25-Jul | 8-Aug-03 | |
| 2 | 26-Jul | - 8-Aug | | 11-Aug | 15-Aug-03 | Jun 09-Jul 03 | 2 | 26-Jul | - 8-Aug | 8-Aug | 22-Aug-03 | |
| 3 | 9-Aug | - 22-Aug | | 25-Aug | 29-Aug-03 | Jul 07-Aug 01 | 3 | 9-Aug | - 22-Aug | 22-Aug | 5-Sep-03 | |
| 4 | 23-Aug | - 5-Sep | | 8-Sep | 12-Sep-03 | SUMMER RESEARCH 2003 | 4 | 23-Aug | - 5-Sep | 5-Sep | 19-Sep-03 | |
| 5 | 6-Sep | - 19-Sep | | 22-Sep | 26-Sep-03 | May 19-May 31 | 5 | 6-Sep | - 19-Sep | 19-Sep | 3-Oct-03 | |
| 6 | 20-Sep | - 3-Oct | | 6-Oct | 10-Oct-03 | Jun 01-Jun 30 | 6 | 20-Sep | - 3-Oct | 3-Oct | 17-Oct-03 | |
| 7 | 4-Oct | - 17-Oct | | 20-Oct | 24-Oct-03 | Jul 01-Jul 31 | 7 | 4-Oct | - 17-Oct | 17-Oct | 31-Oct-03 | |
| 8 | 18-Oct | - 31-Oct | | 3-Nov | 7-Nov-03 | Aug 01-Aug 15 | 8 | 18-Oct | - 31-Oct | 31-Oct | 14-Nov-03 | |
| 9 | 1-Nov | - 14-Nov | | 17-Nov | 21-Nov-03 | FACULTY/STAFF MONTHLY PAYROLLS | 9 | 1-Nov | - 14-Nov | Note 1 | 13-Nov | 26-Nov-03 |
| 10 | 15-Nov | - 28-Nov | | 1-Dec | 5-Dec-03 | 1 Jul 01 - Jul 31 | 10 | 15-Nov | - 28-Nov | Note 1 | 26-Nov | 12-Dec-03 |
| 11 | 29-Nov | - 12-Dec | Note 2 | 12-Dec | 19-Dec-03 | 2 Aug 01 - Aug 31 | 11 | 29-Nov | - 12-Dec | Note 1 | 10-Dec | 23-Dec-03 |
| 12 | 13-Dec | - 26-Dec | Note 2&3 | 17-Dec | 23-Dec-03 | 3 Sep 01 - Sep 30 | 12 | 13-Dec | - 26-Dec | Note 1 | 18-Dec | 09-Jan-04 |
| 13 | 27-Dec | - 9-Jan | | 12-Jan | 16-Jan-04 | 4 Oct 01 - Oct 31 | 13 | 27-Dec | - 9-Jan | | 9-Jan | 23-Jan-04 |
| 14 | 10-Jan | - 23-Jan | | 26-Jan | 30-Jan-04 | 5 Nov 01 - Nov 30 | 14 | 10-Jan | - 23-Jan | | 23-Jan | 6-Feb-04 |
| 15 | 24-Jan | - 6-Feb | | 9-Feb | 13-Feb-04 | 6 Dec 01 - Dec 31 | 15 | 24-Jan | - 6-Feb | | 6-Feb | 20-Feb-04 |
| 16 | 7-Feb | - 20-Feb | | 23-Feb | 27-Feb-04 | 7 Jan 01 - Jan 31 | 16 | 7-Feb | - 20-Feb | | 20-Feb | 5-Mar-04 |
| 17 | 21-Feb | - 5-Mar | | 8-Mar | 12-Mar-04 | 8 Feb 01 - Feb 29 | 17 | 21-Feb | - 5-Mar | | 5-Mar | 19-Mar-04 |
| 18 | 6-Mar | - 19-Mar | | 22-Mar | 26-Mar-04 | 9 Mar 01 - Mar 31 | 18 | 6-Mar | - 19-Mar | | 19-Mar | 2-Apr-04 |
| 19 | 20-Mar | - 2-Apr | | 5-Apr | 9-Apr-04 | 10 Apr 01 - Apr 30 | 19 | 20-Mar | - 2-Apr | | 2-Apr | 16-Apr-04 |
| 20 | 3-Apr | - 16-Apr | | 19-Apr | 23-Apr-04 | 11 May 01 - May 31 | 20 | 3-Apr | - 16-Apr | | 16-Apr | 30-Apr-04 |
| 21 | 17-Apr | - 30-Apr | | 3-May | 7-May-04 | 12 Jun 01 - Jun 30 | 21 | 17-Apr | - 30-Apr | | 30-Apr | 14-May-04 |
| 22 | 1-May | - 14-May | | 17-May | 21-May-04 | | 22 | 1-May | - 14-May | | 14-May | 28-May-04 |
| 23 | 15-May | - 28-May | Note 2 | 28-May | 4-Jun-04 | | 23 | 15-May | - 28-May | | 28-May | 11-Jun-04 |
| 24 | 29-May | - 11-Jun | | 14-Jun | 18-Jun-04 | | 24 | 29-May | - 11-Jun | | 11-Jun | 25-Jun-04 |
| 25 | 12-Jun | - 25-Jun | Note 1 | 28-Jun | 2-Jul-04 | | 25 | 12-Jun | - 25-Jun | Note 1 | 24-Jun | 9-Jul-04 |
| 26 | 26-Jun | - 9-Jul | | 12-Jul | 16-Jul-04 | | 26 | 26-Jun | - 9-Jul | | 9-Jul | 23-Jul-04 |

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

Note 2-Due to the holiday(s), time reports are due EARLY.

Note 3-No Elective Deductions.

Time reports are due at NOON on deadline date.

Monthly employees are paid on the last working day (excludes 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!!