

July to December 2007

**Due to the Banner Conversion this schedule will only be used until 12-31-07**

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		
			<b>SUMMER SESSION 2007</b>						
1	07/07/07 - 07/20/07	07/23/07	07/27/07	06/29/07	1	07/07/07 - 07/20/07	07/20/07	08/03/07	
			Jun 04-Jun 29	08/03/07					
			Jul 02-Jul 31						
2	07/21/07 - 08/03/07	08/06/07	08/10/07						
3	08/04/07 - 08/17/07	08/20/07	08/24/07	<b>SUMMER RESEARCH 2007</b>					
			May 14-May 31	06/01/07					
			Jun 01-Jun 30	06/29/07					
4	08/18/07 - 08/31/07	<b>Note 2</b>	<b>08/31/07</b>	08/03/07	4	08/18/07 - 08/31/07	<b>Note 1</b>	<b>08/30/07</b>	09/14/07
5	09/01/07 - 09/14/07	09/17/07	09/21/07	08/10/07	5	09/01/07 - 09/14/07	09/14/07	09/28/07	
			Aug 01-Aug 10						
			<b>FACULTY/STAFF MONTHLY PAYROLLS</b>						
6	09/15/07 - 09/28/07	10/01/07	10/05/07	07/31/07	6	09/15/07 - 09/28/07	09/28/07	10/12/07	
7	09/29/07 - 10/12/07	10/15/07	10/19/07	08/31/07	7	09/29/07 - 10/12/07	10/12/07	10/26/07	
			1 Jul 01 - Jul 31						
			2 Aug 01 - Aug 31						
8	10/13/07 - 10/26/07	10/29/07	11/02/07	09/28/07	8	10/13/07 - 10/26/07	10/26/07	11/09/07	
9	10/27/07 - 11/09/07	11/12/07	11/16/07	10/31/07	9	10/27/07 - 11/09/07	<b>Note 1</b>	11/06/07	11/21/07
10	11/10/07 - 11/23/07	<b>Note 1 &amp; 2</b>	11/26/07	11/30/07	10	11/10/07 - 11/23/07	<b>Note 1</b>	11/19/07	12/07/07
11	11/24/07 - 12/07/07	12/10/07	12/14/07	11/30/07	11	11/24/07 - 12/07/07	<b>Note 1</b>	12/03/07	12/21/07
12	12/08/07 - 12/21/07	<b>Note 2</b>	12/14/07	12/21/07	12	12/08/07 - 12/21/07	<b>Note 1 &amp; 2</b>	12/10/07	12/21/07
			6 Dec 01 - Dec 31						
				12/21/07	See also Student Employment Payroll Schedule at <a href="http://www.unm.edu/~wsestudy/paysched.html">http://www.unm.edu/~wsestudy/paysched.html</a>				
<b>Note 1-When three biweekly pay days occur within the month, only mandatory deductions are withheld.</b>			<b>Monthly employees are paid on the last working day of the month.</b>		<b>Note 1-Due to the holiday(s), time reports are due EARLY at Student Employment Office.</b>				
<b>Note 2-Due to the holiday(s), time reports are due EARLY.</b>			<i>Allow sufficient time for PANS to process through appropriate EDC and Controllers for account approval.</i>		<b>Note 2-Time reports due early due to Banner Conversion.</b>				
<i>Time reports due no later than noon on deadline date.</i>					<i>Student time reports are due at Student Employment no later than 5:00 p.m. on the deadline date.</i>				
					<b>NEW STUDENTS-ALLOW 4 WEEKS FOR 1ST CHECK!!</b>				

PAYROLL DEPARTMENT AND STUDENT EMPLOYMENT DEADLINES