



2013

Payroll Timekeeper and Approver Schedule

Deadlines listed here are ONLY for biweekly time-entry and monthly exception time and the approvals of biweekly time-entry and monthly exception time.
For EPAN/EPAF/Hiring Proposal deadlines, consult the OneSource website at <http://onesource.unm.edu/>

Bi-Weekly Payroll (2R) Non-exempt Time Entry

Monthly Payroll (5R) Exempt Exception Time

Pay Period		Time Entry Deadline	Pay Date	Pay Period		Exception Time Deadline	Pay Date	
1	12/15/12 - 12/28/12	<i>Note 1</i>	12/21/12	01/04/13	1	01/01/13 - 01/31/13	01/22/13	01/31/13
2	12/29/12 - 01/11/13		01/14/13	01/18/13				
3	01/12/13 - 01/25/13		01/28/13	02/01/13	2	02/01/13 - 02/28/13	02/20/13	02/28/13
4	01/26/13 - 02/08/13		02/11/13	02/15/13				
5	02/09/13 - 02/22/13		02/25/13	03/01/13	3	03/01/13 - 03/31/13	03/20/13	03/29/13
6	02/23/13 - 03/08/13		03/11/13	03/15/13				
7	03/09/13 - 03/22/13	<i>Note 2</i>	03/25/13	03/29/13	4	04/01/13 - 04/30/13	04/22/13	04/30/13
8	03/23/13 - 04/05/13		04/08/13	04/12/13				
9	04/06/13 - 04/19/13		04/22/13	04/26/13	5	05/01/13 - 05/31/13	05/20/13	05/31/13
10	04/20/13 - 05/03/13		05/06/13	05/10/13				
11	05/04/13 - 05/17/13		05/20/13	05/24/13	6	06/01/13 - 06/30/13	06/20/13	06/28/13
12	05/18/13 - 05/31/13		06/03/13	06/07/13				
13	06/01/13 - 06/14/13		06/17/13	06/21/13	7	07/01/13 - 07/31/13	07/22/13	07/31/13
14	06/15/13 - 06/28/13	<i>Note 1</i>	06/28/13	07/05/13				
15	06/29/13 - 07/12/13		07/15/13	07/19/13	8	08/01/13 - 08/31/13	08/20/13	08/30/13
16	07/13/13 - 07/26/13		07/29/13	08/02/13				
17	07/27/13 - 08/09/13		08/12/13	08/16/13	9	09/01/13 - 09/30/13	09/20/13	09/30/13
18	08/10/13 - 08/23/13	<i>Note 2</i>	08/26/13	08/30/13				
19	08/24/13 - 09/06/13		09/09/13	09/13/13	10	10/01/13 - 10/31/13	10/21/13	10/31/13
20	09/07/13 - 09/20/13		09/23/13	09/27/13				
21	09/21/13 - 10/04/13		10/07/13	10/11/13	11	11/01/13 - 11/30/13	11/20/13	11/27/13
22	10/05/13 - 10/18/13		10/21/13	10/25/13				
23	10/19/13 - 11/01/13		11/04/13	11/08/13	12	12/01/13 - 12/31/13	12/13/13	<i>Note 1</i> 12/20/13
24	11/02/13 - 11/15/13		11/18/13	11/22/13				
25	11/16/13 - 11/29/13		12/02/13	12/06/13				
26	11/30/13 - 12/13/13		12/16/13	12/20/13				

Biweekly time entry & approval deadline is 5:00 PM on Monday unless otherwise indicated on the schedule.

Monthly exception time entry & approval deadline is 5:00 PM on the 20th unless otherwise indicated.

Note 1 - Due to the holiday, biweekly time entry/monthly exception time & approvals are due early.

Note 2 - When three biweekly paydays occur within the month, only mandatory deductions are withheld on the third payroll.