

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

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.