

## 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	12/13/14 - 12/26/14	<b>Note 1</b>	12/19/14	01/02/15					
2	12/27/14 - 01/09/15		01/12/15	01/16/15					
3	01/10/15 - 01/23/15	<b>Note 2</b>	01/26/15	01/30/15	1	01/01/15 - 01/31/15	01/20/15		01/30/15
4	01/24/15 - 02/06/15		02/09/15	02/13/15					
5	02/07/15 - 02/20/15		02/23/15	02/27/15	2	02/01/15 - 02/28/15	02/20/15		02/27/15
6	02/21/15 - 03/06/15		03/09/15	03/13/15					
7	03/07/15 - 03/20/15		03/23/15	03/27/15	3	03/01/15 - 03/31/15	03/20/15		03/31/15
8	03/21/15 - 04/03/15		04/06/15	04/10/15					
9	04/04/15 - 04/17/15		04/20/15	04/24/15	4	04/01/15 - 04/30/15	04/20/15		04/30/15
10	04/18/15 - 05/01/15		05/04/15	05/08/15					
11	05/02/15 - 05/15/15		05/18/15	05/22/15	5	05/01/15 - 05/31/15	05/20/15		05/29/15
12	05/16/15 - 05/29/15		06/01/15	06/05/15					
13	05/30/15 - 06/12/15		06/15/15	06/19/15	6	06/01/15 - 06/30/15	06/22/15		06/30/15
14	06/13/15 - 06/26/15	<b>Note 1</b>	06/26/15	07/02/15					
15	06/27/15 - 07/10/15		07/13/15	07/17/15	7	07/01/15 - 07/31/15	07/20/15		07/31/15
16	07/11/15 - 07/24/15	<b>Note 2</b>	07/27/15	07/31/15					
17	07/25/15 - 08/07/15		08/10/15	08/14/15	8	08/01/15 - 08/31/15	08/20/15		08/31/15
18	08/08/15 - 08/21/15		08/24/15	08/28/15					
19	08/22/15 - 09/04/15	<b>Note 1</b>	09/04/15	09/11/15					
20	09/05/15 - 09/18/15		09/21/15	09/25/15	9	09/01/15 - 09/30/15	09/21/15		09/30/15
21	09/19/15 - 10/02/15		10/05/15	10/09/15					
22	10/03/15 - 10/16/15		10/19/15	10/23/15	10	10/01/15 - 10/31/15	10/20/15		10/30/15
23	10/17/15 - 10/30/15		11/02/15	11/06/15					
24	10/31/15 - 11/13/15		11/16/15	11/20/15	11	11/01/15 - 11/30/15	11/20/15		11/30/15
25	11/14/15 - 11/27/15		11/30/15	12/04/15					
26	11/28/15 - 12/11/15		12/14/15	12/18/15	12	12/01/15 - 12/31/15	12/15/15	<b>Note 1</b>	12/22/15
27	12/12/15 - 12/25/15	<b>Note 1 &amp; Note 2</b>	12/18/15	12/31/15					

**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.