

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

**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 a holiday or payroll processing schedules, 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.