



2017

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

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.