

## 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/questions, consult the Employment Knowledge Base at [confluence.unm.edu](http://confluence.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	12/21/19 - 01/03/20	01/06/20	01/10/20						
2	01/04/20 - 01/17/20 <i>Note 1</i>	01/17/20	01/24/20		1	01/01/20 - 01/31/20	01/13/20	01/31/20	
3	01/18/20 - 01/31/20	02/03/20	02/07/20						
4	02/01/20 - 02/14/20	02/17/20	02/21/20		2	02/01/20 - 02/29/20	02/12/20	02/28/20	
5	02/15/20 - 02/28/20	03/02/20	03/06/20						
6	02/29/20 - 03/13/20	03/16/20	03/20/20		3	03/01/20 - 03/31/20	03/12/20	03/31/20	
7	03/14/20 - 03/27/20	03/30/20	04/03/20						
8	03/28/20 - 04/10/20	04/13/20	04/17/20		4	04/01/20 - 04/30/20	04/14/20	04/30/20	
9	04/11/20 - 04/24/20	04/27/20	05/01/20						
10	04/25/20 - 05/08/20	05/11/20	05/15/20		5	05/01/20 - 05/31/20	05/12/20	05/29/20	
11	05/09/20 - 05/22/20 <i>Note 1 &amp; Note 2</i>	05/22/20	05/29/20						
12	05/23/20 - 06/05/20	06/08/20	06/12/20		6	06/01/20 - 06/30/20	06/12/20	06/30/20	
13	06/06/20 - 06/19/20	06/22/20	06/26/20						
14	06/20/20 - 07/03/20	07/06/20	07/10/20		7	07/01/20 - 07/31/20	07/13/20	07/31/20	
15	07/04/20 - 07/17/20	07/20/20	07/24/20						
16	07/18/20 - 07/31/20	08/03/20	08/07/20		8	08/01/20 - 08/31/20	08/12/20	08/31/20	
17	08/01/20 - 08/14/20	08/17/20	08/21/20						
18	08/15/20 - 08/28/20	08/31/20	09/04/20		9	09/01/20 - 09/30/20	09/15/20	09/30/20	
19	08/29/20 - 09/11/20	09/14/20	09/18/20						
20	09/12/20 - 09/25/20	09/28/20	10/02/20		10	10/01/20 - 10/31/20	10/13/20	10/30/20	
21	09/26/20 - 10/09/20	10/12/20	10/16/20						
22	10/10/20 - 10/23/20 <i>Note 2</i>	10/26/20	10/30/20						
23	10/24/20 - 11/06/20	11/09/20	11/13/20		11	11/01/20 - 11/30/20	11/12/20	11/30/20	
24	11/07/20 - 11/20/20 <i>Note 1</i>	11/20/20	11/27/20						
25	11/21/20 - 12/04/20	12/07/20	12/11/20						
26	12/05/20 - 12/18/20 <i>Note 1</i>	12/18/20	12/24/20		12	12/01/20 - 12/31/20	12/14/20	12/22/20	

Biweekly time entry & approval deadline is **4:00 PM** on Monday unless otherwise indicated on the schedule.  
 Monthly exception time entry & approval deadline is **4:00 PM on the 12th** 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.