

Payroll Timekeeper and Approver Schedule 2022

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

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 - Early payroll deadline: Due to a holiday or payroll processing schedules, biweekly time entry & approvals are due early.

Note 2 - When three biweekly paydays occur within a month, only mandatory deductions are withheld on the third payroll.