

# Payroll Timekeeper and Approver Schedule 2021



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

**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.