



Timekeeper and Approver Schedule 2026

Deadlines listed here are ONLY for biweekly time entry and monthly exception time and the approvals of biweekly time entry and monthly exception time. LoboTime users can find additional information at the Time website <https://time.unm.edu>. 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	12/27/25 - 01/09/26	01/12/26	01/16/26						
2	01/10/26 - 01/23/26	01/26/26	01/30/26		1	01/01/26 - 01/31/26	01/13/26	01/30/26	
3	01/24/26 - 02/06/26	02/09/26	02/13/26						
4	02/07/26 - 02/20/26	02/23/26	02/27/26		2	02/01/26 - 02/28/26	02/12/26	02/27/26	
5	02/21/26 - 03/06/26	03/09/26	03/13/26						
6	03/07/26 - 03/20/26	03/23/26	03/27/26		3	03/01/26 - 03/31/26	03/12/26	03/31/26	
7	03/21/26 - 04/03/26	04/06/26	04/10/26						
8	04/04/26 - 04/17/26	04/20/26	04/24/26		4	04/01/26 - 04/30/26	04/13/26	04/30/26	
9	04/18/26 - 05/01/26	05/04/26	05/08/26						
10	05/02/26 - 05/15/26	05/18/26	05/22/26		5	05/01/26 - 05/31/26	05/12/26	05/29/26	
11	05/16/26 - 05/29/26	06/01/26	06/05/26						
12	05/30/26 - 06/12/26 <i>Note 1</i>	06/12/26	06/18/26		6	06/01/26 - 06/30/26	06/11/26 <i>Early</i>	06/30/26	
13	06/13/26 - 06/26/26 <i>Note 1</i>	06/26/26	07/02/26						
14	06/27/26 - 07/10/26	07/13/26	07/17/26		7	07/01/26 - 07/31/26	07/14/26	07/31/26	
15	07/11/26 - 07/24/26 <i>Note 2</i>	07/27/26	07/31/26						
16	07/25/26 - 08/07/26	08/10/26	08/14/26						
17	08/08/26 - 08/21/26	08/24/26	08/28/26		8	08/01/26 - 08/31/26	08/12/26	08/31/26	
18	08/22/26 - 09/04/26 <i>Note 1</i>	09/04/26	09/11/26						
19	09/05/26 - 09/18/26	09/21/26	09/25/26		9	09/01/26 - 09/30/26	09/14/26	09/30/26	
20	09/19/26 - 10/02/26	10/05/26	10/09/26						
21	10/03/26 - 10/16/26	10/19/26	10/23/26		10	10/01/26 - 10/31/26	10/12/26	10/30/26	
22	10/17/26 - 10/30/26	11/02/26	11/06/26						
23	10/31/26 - 11/13/26	11/16/26	11/20/26		11	11/01/26 - 11/30/26	11/12/26	11/30/26	
24	11/14/26 - 11/27/26	11/30/26	12/04/26						
25	11/28/26 - 12/11/26	12/14/26	12/18/26		12	12/01/26 - 12/31/26	12/11/26 <i>Early</i>	12/22/26	
26	12/12/26 - 12/25/26 <i>Note 1 & Note 2</i>	12/18/26	12/31/26						
1	12/26/26 - 01/08/27	01/11/27	01/15/27		1	01/01/27 - 01/31/27	01/12/27	01/29/27	
2	01/09/27 - 01/22/27	01/25/27	01/29/27						

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.