



2012

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

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 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.