



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

Table with 2 main sections: Bi-Weekly Payroll (2R) Non-Exempt Time Entry and Monthly Payroll (5R) Exempt Exception Time. Columns include Pay Period, Time Entry Deadline, Pay Date, and Exception Time Deadline.

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.