



PAYROLL

Timekeeper and Approver Schedule 2025

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

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.

Payroll Department

As Of: October 29, 2024