

NEW MEXICO HIGHLANDS UNIVERSITY
Payroll Schedule FY 2009/2010

Bi-Weekly Payroll (BI) Staff, Temporary, Students, Graduate Assistants*						Bi-Weekly Payroll (BW) Faculty				Bi-Weekly Payroll (BI) Adjunct Faculty			
Payroll Number	Pay Period		Timesheet Due Date	Timesheet is due in HR	Pay Date	Payroll Number	Pay Period		Pay Date	Payroll Number	Pay Period		Pay Date
										SUMMER SEMESTER 2009			
14	06/20/09	07/03/09	07/06/09	12:00 noon	07/10/09	14	06/27/09	07/10/09	07/10/09	14	06/20/09	07/03/09	07/10/09
15	07/04/09	07/17/09	07/20/09	12:00 noon	07/24/09	15	07/11/09	07/24/09	07/24/09	15	07/04/09	07/17/09	07/24/09
16	07/18/09	07/31/09	08/03/09	12:00 noon	08/07/09	16	07/25/09	08/07/09	08/07/09	16	07/18/09	07/31/09	08/07/09
17	08/01/09	08/14/09	08/17/09	12:00 noon	08/21/09	17	08/08/09	08/21/09	08/21/09	FALL SEMESTER 2009			
18	08/15/09	08/28/09	08/31/09	12:00 noon	09/04/09	18	08/22/09	09/04/09	09/04/09	18	08/15/09	08/28/09	09/04/09
19	08/29/09	09/11/09	09/14/09	12:00 noon	09/18/09	19	09/05/09	09/18/09	09/18/09	19	08/29/09	09/11/09	09/18/09
20	09/12/09	09/25/09	09/28/09	12:00 noon	10/02/09	20	09/19/09	10/02/09	10/02/09	20	09/12/09	09/25/09	10/02/09
21	09/26/09	10/09/09	10/12/09	12:00 noon	10/16/09	21	10/03/09	10/16/09	10/16/09	21	09/26/09	10/09/09	10/16/09
22	10/10/09	10/23/09	10/26/09	12:00 noon	10/30/09	22	10/17/09	10/30/09	10/30/09	22	10/10/09	10/23/09	10/30/09
23	10/24/09	11/06/09	11/09/09	12:00 noon	11/13/09	23	10/31/09	11/13/09	11/13/09	23	10/24/09	11/06/09	11/13/09
24	11/07/09	11/20/09	11/20/09	5:00 PM	11/25/09	24	11/14/09	11/27/09	11/25/09	24	11/07/09	11/20/09	11/25/09
25	11/21/09	12/04/09	12/07/09	12:00 noon	12/11/09	25	11/28/09	12/11/09	12/11/09	25	11/21/09	12/04/09	12/11/09
26	12/05/09	12/18/09	12/18/09	5:00 PM	12/22/09	26	12/12/09	12/25/09	12/22/09	26	12/05/09	12/18/09	12/22/09

Late timesheets and timesheets without signatures will be returned to the department and will **NOT** be processed on the regularly scheduled pay date.

*Timesheets are not required for Graduate Assistants.

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Payroll Number	Pay Period		Timesheet Due Date	Timesheet is due in HR	Pay Date	Payroll Number	Pay Period		Pay Date	Payroll Number	Pay Period		Pay Date
1	12/19/09	01/01/10	01/04/10	12:00 noon	01/08/10	1	12/26/09	01/08/10	01/08/10	SPRING SEMESTER 2010			
2	01/02/10	01/15/10	01/15/10	5:00 PM	01/22/10	2	01/09/10	01/22/10	01/22/10	3	01/16/10	01/29/10	02/05/10
3	01/16/10	01/29/10	02/01/10	12:00 noon	02/05/10	3	01/23/10	02/05/10	02/05/10	4	01/30/10	02/12/10	02/19/10
4	01/30/10	02/12/10	02/15/10	12:00 noon	02/19/10	4	02/06/10	02/19/10	02/19/10	5	02/13/10	02/26/10	03/05/10
5	02/13/10	02/26/10	03/01/10	12:00 noon	03/05/10	5	02/20/10	03/05/10	03/05/10	6	02/27/10	03/12/10	03/19/10
6	02/27/10	03/12/10	03/15/10	12:00 noon	03/19/10	6	03/06/10	03/19/10	03/19/10	7	03/13/10	03/26/10	04/01/10
7	03/13/10	03/26/10	03/26/10	5:00 PM	04/01/10	7	03/20/10	04/02/10	04/01/10	8	03/27/10	04/09/10	04/16/10
8	03/27/10	04/09/10	04/12/10	12:00 noon	04/16/10	8	04/03/10	04/16/10	04/16/10	9	04/10/10	04/23/10	04/30/10
9	04/10/10	04/23/10	04/26/10	12:00 noon	04/30/10	9	04/17/10	04/30/10	04/30/10	10	04/24/10	05/07/10	05/14/10
10	04/24/10	05/07/10	05/10/10	12:00 noon	05/14/10	10	05/01/10	05/14/10	05/14/10	SUMMER SEMESTER 2010			
11	05/08/10	05/21/10	05/24/10	12:00 noon	05/28/10	11	05/15/10	05/28/10	05/28/10	11	05/08/10	05/21/10	05/28/10
12	05/22/10	06/04/10	06/07/10	12:00 noon	06/11/10	12	05/29/10	06/11/10	06/11/10	12	05/22/10	06/04/10	06/11/10
13	06/05/10	06/18/10	06/21/10	12:00 noon	06/25/10	13	06/12/10	06/25/10	06/25/10	13	06/05/10	06/18/10	06/25/10
14	06/19/10	07/02/10	07/02/10	5:00 PM	07/09/10	14	06/26/10	07/09/10	07/09/10	14	06/19/10	07/02/10	07/09/10

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