NEW MEXICO HIGHLANDS UNIVERSITY Payroll Schedule January - June 2018																	
Bi-Weekly Payroll - <u>WEB</u> Timesheet & Leave Reporting Students, Hourly (non-exempt) & Salaried (exempt) Staff							Bi-Weekly Payroll - Timesheet On-call Temporary Staff (non-exempt)						Bi-Weekly Payroll (BI)* Contingent Faculty & Graduate Assistants				
	Employee																
Payroll Number	Beginning & Ending Pay Period Dates		Submit to Supervisor for Approval	SUPERVISORS Approve By	Pay Date	Payroll Number	Beginning & Ending Pay Period Dates		Timesheet Due Date	DUE to HR By:	Pay Date	Payroll Beginning & Ending Number Pay Period Dates			Pay Date		
Number	ray remou bates		ιοι Αρριοναι	Approve by	ray Date	Number	. Tuy i chou butes		Due Date	TIK Dy.	ray Date			ou Dates	r ay Date		
1	12/23/17	01/05/18	01/08/18 10:00 AM	01/08/18 5:00 PM	01/12/18	1	12/23/17	01/05/18	01/08/18	10:00 AM	01/12/18						
													ing Semeste	<u> </u>			
2	01/06/18	01/19/18	01/22/18 10:00 AM	01/22/18 5:00 PM	01/26/18	2	01/06/18	01/19/18	01/22/18	10:00 AM	01/26/18	2**	01/17/18	01/19/18	01/26/18		
3	01/20/18	02/02/18	02/05/18 10:00 AM	02/05/18 5:00 PM	02/09/18	3	01/20/18	02/02/18	02/05/18	10:00 AM	02/09/18	3	01/20/18	02/02/18	02/09/18		
	01/20/10	02/02/10	02/03/10 10:00 / 1111	02/03/10 3.00 1 111	02,03,10	3	01/20/10	02/02/10	02,03,10	10.007.11	02,03,23	J	01/20/10	02,02,10	02,03,10		
4	02/03/18	02/16/18	02/19/18 10:00 AM	02/19/18 5:00 PM	02/23/18	4	02/03/18	02/16/18	02/19/18	10:00 AM	02/23/18	4	02/03/18	02/16/18	02/23/18		
5	02/17/18	03/02/18	03/05/18 10:00 AM	03/05/18 5:00 PM	03/09/18	5	02/17/18	03/02/18	03/05/18	10:00 AM	03/09/18	5	02/17/18	03/02/18	03/09/18		
6	03/03/18	03/16/18	03/19/18 10:00 AM	03/19/18 5:00 PM	03/23/18	6	03/03/18	03/16/18	03/19/18	10:00 AM	03/23/18	6	03/03/18	03/16/18	03/23/18		
		, ,												, .			
7	03/17/18	03/30/18	04/02/18 10:00 AM	04/02/18 5:00 PM	04/06/18	7	03/17/18	03/30/18	04/02/18	10:00 AM	04/06/18	7	03/17/18	03/30/18	04/06/18		
	02/24/40	04/40/40	04/45/40 40 00 444	04/45/40 5 00 044	04/00/40		02/24/40	04/42/40	04/45/40	40.00.444	04/00/40	0	02/24/40	04/40/40	04/00/40		
8	03/31/18	04/13/18	04/16/18 10:00 AM	04/16/18 5:00 PM	04/20/18	8	03/31/18	04/13/18	04/16/18	10:00 AM	04/20/18	8	03/31/18	04/13/18	04/20/18		
9	04/14/18	04/27/18	04/30/18 10:00 AM	04/30/18 5:00 PM	05/04/18	9	04/14/18	04/27/18	04/30/18	10:00 AM	05/04/18	9	04/14/18	04/27/18	05/04/18		
10	04/28/18	05/11/18	05/14/18 10:00 AM	05/14/18 5:00 PM	05/18/18	10	04/28/18	05/11/18	05/14/18	10:00 AM	05/18/18	10***	04/28/18		05/18/18		
11	05 /12 /10	05/25/10	OF /25 /40 5:00 DM	05/20/48 40:00 444	06/01/10	11	05/12/10	05/25/10	05/25/40	E.00 DN4	06/04/40		Intersession/Summer 2018 11 05/12/18 05/25/18 0				
11	05/12/18	05/25/18	05/25/18 5:00 PM	05/29/18 10:00 AM	06/01/18	11	05/12/18	05/25/18	05/25/18	5:00 PIVI	06/01/18	11	05/12/18	05/25/18	06/01/18		
12	05/26/18	06/08/18	06/11/18 10:00 AM	06/11/18 5:00 PM	06/15/18	12	05/26/18	06/08/18	06/11/18	10:00 AM	06/15/18	12	05/26/18	06/08/18	06/15/18		
												Summer 2018					
13	06/09/18	06/22/18	06/25/18 10:00 AM	06/25/18 5:00 PM	06/29/18	13	06/09/18	06/22/18	06/25/18	10:00 AM	06/29/18	13	06/09/18	06/22/18	06/29/18		
14	06/23/18	07/06/18	07/09/18 10:00 AM	07/09/18 5:00 PM	07/13/18	14	06/23/18	07/06/19	07/09/18	10.00 444	07/13/18	14	06/23/18	07/06/18	07/13/18		
14	00/23/18	07/00/18	07/05/10 10.00 AIVI	07/05/10 3.00 PIVI	0//13/18	14	00/23/18	07/00/18	07/05/18	10.00 AIVI	0//13/18	14	00/23/18	07/00/18	0//13/18		

All late timesheets not submitted or approved by the deadlines; will NOT be processed on the regularly scheduled pay date.

^{*}Timesheets are <u>not required</u> for Contingent Faculty or Graduate Assistants.

^{**1}st scheduled paycheck for Contingent Faculty and Graduate Assistants is on 1/26/18 for 3 days pay (1/17 - 1/19), if contracts are received by 1/19/18.

^{***}Last scheduled payroll for Contingent Faculty and Graduate Assistants is 5/18/18 for 2 weeks' pay (4/28 - 5/11).