

NEW MEXICO HIGHLANDS UNIVERSITY
Payroll Schedule January - June 2018

Bi-Weekly Payroll - WEB 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 Number	Beginning & Ending Pay Period Dates		Pay 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				
													Spring Semester 2018 (incl. GAs)				
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
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
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	05/11/18	05/18/18
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 PM	06/01/18	Interession/Summer 2018			
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	07/06/18	07/09/18	10:00 AM	07/13/18	14	06/23/18	07/06/18	07/13/18

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

*Timesheets are not required for Contingent Faculty or Graduate Assistants.

**1st 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).