

NEW MEXICO HIGHLANDS UNIVERSITY
Payroll Schedule July - December 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 Number	Beginning & Ending Pay Period Dates		Pay Date
												Summer 2018				
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
15	07/07/18	07/20/18	07/23/18 10:00 AM	07/23/18 5:00 PM		07/27/18	15	07/07/18	07/20/18	07/23/18 10:00 AM		07/27/18	15	07/07/18	07/20/18	07/27/18
16	07/21/18	08/03/18	08/06/18 10:00 AM	08/06/18 5:00 PM		08/10/18	16	07/21/18	08/03/18	08/06/18 10:00 AM		08/10/18	16	07/21/18	**7/27/18	08/10/18
17	08/04/18	08/17/18	08/20/18 10:00 AM	08/20/18 5:00 PM		08/24/18	17	08/04/18	08/17/18	08/20/18 10:00 AM		08/24/18	Fall Semester 2018 (incl. GAs)			
18	08/18/18	08/31/18	08/31/18 5:00 PM	08/31/18 5:00 PM		09/07/18	18	08/18/18	08/31/18	08/31/18 5:00 PM		09/07/18	18	***8/22/18	08/31/18	09/07/18
19	09/01/18	09/14/18	09/17/18 10:00 AM	09/17/18 5:00 PM		09/21/18	19	09/01/18	09/14/18	09/17/18 10:00 AM		09/21/18	19	09/01/18	09/14/18	09/21/18
20	09/15/18	09/28/18	10/01/18 10:00 AM	10/01/18 5:00 PM		10/05/18	20	09/15/18	09/28/18	10/01/18 10:00 AM		10/05/18	20	09/15/18	09/28/18	10/05/18
21	09/29/18	10/12/18	10/15/18 10:00 AM	10/15/18 5:00 PM		10/19/18	21	09/29/18	10/12/18	10/15/18 10:00 AM		10/19/18	21	09/29/18	10/12/18	10/19/18
22	10/13/18	10/26/18	10/29/18 10:00 AM	10/29/18 5:00 PM		11/02/18	22	10/13/18	10/26/18	10/29/18 10:00 AM		11/02/18	22	10/13/18	10/26/18	11/02/18
23	10/27/18	11/09/18	11/12/18 10:00 AM	11/12/18 5:00 PM		11/16/18	23	10/27/18	11/09/18	11/12/18 10:00 AM		11/16/18	23	10/27/18	11/09/18	11/16/18
24	11/10/18	11/23/18	11/26/18 11:00 AM	11/26/18 6:00 PM		11/30/18	24	11/10/18	11/23/18	11/26/18 11:00 AM		11/30/18	24	11/10/18	11/23/18	11/30/18
25	11/24/18	12/07/18	12/10/18 10:00 AM	12/10/18 6:00 PM		12/14/18	25	11/24/18	12/07/18	12/10/18 10:00 AM		12/14/18	25	11/24/18	12/07/18	12/14/18
26	12/08/18	12/21/18	12/20/18 4:00 PM	12/20/18 5:00 PM		12/28/18	26	12/08/18	12/21/18	12/20/18 4:00 PM		12/28/18	26	12/08/18	12/14/18	12/28/18
1	12/22/18	01/04/19	01/07/19 10:00 AM	01/07/19 6:00 PM		01/11/19	1	12/22/18	01/04/19	01/07/19 10:00 AM		01/11/19				

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.

**Last scheduled paycheck for seasonal Contingent Faculty is on 8/10/18 for 5 working days (7/23 - 7/27).

***1st scheduled payroll for seasonal Contingent Faculty and Graduate Assistants is 9/07/18 for 8 working days (8/22 - 8/31), if approved contract is received by August 31, 2018