

**NEW MEXICO HIGHLANDS UNIVERSITY
Payroll Schedule June - December - 201**

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 Semester 2017															
14	06/24/17	07/07/17	07/10/17 10:00 AM	7/10/17 5:00 PM	07/14/17		14	06/24/17	07/07/17	07/10/17 10:00 AM	07/14/17	14	06/24/17	07/07/17	07/14/17
15	07/08/17	07/21/17	07/24/17 10:00 AM	7/24/17 5:00 PM	07/28/17		15	07/08/17	07/21/17	07/24/17 10:00 AM	07/28/17	15	07/08/17	07/21/17	07/28/17
16	07/22/17	08/04/17	08/07/17 10:00 AM	8/7/17 5:00 PM	08/11/17		16	07/22/17	08/04/17	08/07/17 10:00 AM	08/11/17	**16	07/22/17	08/04/17	08/11/17
Fall Semester 2017 (incl. GAs)															
17	08/05/17	08/18/17	08/21/17 10:00 AM	8/21/17 5:00 PM	08/25/17		17	08/05/17	08/18/17	08/21/17 10:00 AM	08/25/17	***17	08/05/17	08/18/17	08/25/17
18	08/19/17	09/01/17	09/01/17 5:00 PM	9/5/17 10:00 AM	09/08/17		18	08/19/17	09/01/17	09/01/17 5:00 PM	09/08/17	18	08/19/17	09/01/17	09/08/17
19	09/02/17	09/15/17	09/18/17 10:00 AM	9/18/17 5:00 PM	09/22/17		19	09/02/17	09/15/17	09/18/17 10:00 AM	09/22/17	19	09/02/17	09/15/17	09/22/17
20	09/16/17	09/29/17	10/02/17 10:00 AM	10/2/17 5:00 PM	10/06/17		20	09/16/17	09/29/17	10/02/17 10:00 AM	10/06/17	20	09/16/17	09/29/17	10/06/17
21	09/30/17	10/13/17	10/16/17 10:00 AM	10/16/17 5:00 PM	10/20/17		21	09/30/17	10/13/17	10/16/17 10:00 AM	10/20/17	21	09/30/17	10/13/17	10/20/17
22	10/14/17	10/27/17	10/30/17 10:00 AM	10/30/17 5:00 PM	11/03/17		22	10/14/17	10/27/17	10/30/17 10:00 AM	11/03/17	22	10/14/17	10/27/17	11/03/17
23	10/28/17	11/10/17	11/13/17 10:00 AM	11/13/17 5:00 PM	11/17/17		23	10/28/17	11/10/17	11/13/17 10:00 AM	11/17/17	23	10/28/17	11/10/17	11/17/17
24	11/11/17	11/24/17	11/27/17 10:00 AM	11/27/17 5:00 PM	12/01/17		24	11/11/17	11/24/17	11/27/17 10:00 AM	12/01/17	24	11/11/17	11/24/17	12/01/17
25	11/25/17	12/08/17	12/11/17 10:00 AM	12/11/17 5:00 PM	12/15/17		25	11/25/17	12/08/17	12/11/17 10:00 AM	12/15/17	25	11/25/17	12/08/17	12/15/17
26	12/09/17	12/22/17	12/20/17 5:00 PM	12/20/17 5:00 PM	12/29/17		26	12/09/17	12/22/17	12/20/17 5:00 PM	12/29/17	26	12/09/17	12/22/17	12/29/17

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.

**Last scheduled payroll for summer teaching courses "Faculty" is 8/11/17 for 1 weeks' pay (7/24 - 7/28).

***1st scheduled paycheck for Contingent Faculty and Graduate Assistants is on 9/25/17 for 3 days pay (8/16 - 8/18), if contracts are received by 8/11/17.