

**NEW MEXICO HIGHLANDS UNIVERSITY
Payroll Schedule July - December 2019**

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 (SU)* 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 2019																	
14	06/22/19	07/06/19	07/09/19	10:00 AM	07/09/19	5:00 PM	07/12/19	14	06/22/19	07/06/19	07/09/19	10:00 AM	07/12/19	14	06/22/19	07/06/19	07/12/19
15	07/06/19	07/19/19	07/22/19	10:00 AM	07/22/19	5:00 PM	07/26/19	15	07/06/19	07/19/19	07/22/19	10:00 AM	07/26/19	15	07/06/19	07/19/19	07/26/19
16	07/20/19	08/02/19	08/05/19	10:00 AM	08/05/19	5:00 PM	08/09/19	16	07/20/19	08/02/19	08/05/19	10:00 AM	08/09/19	16	07/20/19	**7/27/19	08/09/19
17	08/03/19	08/16/19	08/19/19	10:00 AM	08/19/19	5:00 PM	08/23/19	17	08/03/19	08/16/19	08/19/19	10:00 AM	08/23/19				
Fall Semester 2019 (incl. GAs)																	
18	08/17/19	08/30/19	08/30/19	5:00 PM	08/30/19	5:00 PM	09/06/19	18	08/17/19	08/30/19	08/30/19	5:00 PM	09/06/19	18	**8/22/19	08/30/19	09/06/19
19	08/31/19	09/13/19	09/16/19	10:00 AM	09/16/19	5:00 PM	09/20/19	19	08/31/19	09/13/19	09/16/19	10:00 AM	09/20/19	19	08/31/19	09/13/19	09/20/19
20	09/14/19	09/27/19	09/30/19	10:00 AM	09/30/19	5:00 PM	10/04/19	20	09/14/19	09/27/19	09/30/19	10:00 AM	10/04/19	20	09/14/19	09/27/19	10/04/19
21	09/28/19	10/11/19	10/14/19	10:00 AM	10/14/19	5:00 PM	10/18/19	21	09/28/19	10/11/19	10/14/19	10:00 AM	10/18/19	21	09/28/19	10/11/19	10/18/19
22	10/12/19	10/25/19	10/28/19	10:00 AM	10/28/19	5:00 PM	11/01/19	22	10/12/19	10/25/19	10/28/19	10:00 AM	11/01/19	22	10/12/19	10/25/19	11/01/19
23	10/26/19	11/08/19	11/11/19	10:00 AM	11/11/19	5:00 PM	11/15/19	23	10/26/19	11/08/19	11/11/19	10:00 AM	11/15/19	23	10/26/19	11/08/19	11/15/19
24	11/09/19	11/22/19	11/25/19	11:00 AM	11/25/19	6:00 PM	11/29/19	24	11/09/19	11/22/19	11/25/19	11:00 AM	11/29/19	24	11/09/19	11/22/19	11/29/19
25	11/23/19	12/06/19	12/09/19	10:00 AM	12/09/19	6:00 PM	12/13/19	25	11/23/19	12/06/19	12/09/19	10:00 AM	12/13/19	25	11/23/19	12/06/19	12/13/19
26	12/07/19	12/20/19	12/20/19	4:00 PM	12/20/19	5:00 PM	12/27/19	26	12/07/19	12/20/19	12/20/19	4:00 PM	12/27/19	26	12/07/19	12/14/19	12/27/19
1	12/21/19	01/03/20	01/06/20	10:00 AM	01/06/20	6:00 PM	01/10/20	1	12/21/19	01/03/20	01/06/20	10:00 AM	01/10/20				

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 8/09/19 for 5 working days (7/22 - 7/26).

***1st scheduled payroll for seasonal Contingent Faculty and Graduate Assistants is 9/06/19 for 8 working days (8/21- 8/31), if approved contract is received by August 30, 2019