

Payroll Schedule	Monthly Transactional Processing*	UNMJobs Posting	UNMJobs Hiring Action**	Sabbatical & Academic Leave Requests	Unit 2 Appointment Letter Deadlines
<p>2023</p> <p>2022</p>	<p>Due to the Office for Academic Personnel by:</p> <p>The 7th of every month to ensure time for payroll processing</p> <p>(ex: Non-Standard-Payments, ePAFS, Special Administrative Component Changes, Leave Requests, Compensation Changes, etc.)</p> <p>For summer research processing deadlines see Summer Research Guidelines: https://oap.unm.edu/academic-administrators/summer-research-guidelines/index.html</p>	<p>Continuing and Visiting Faculty: 5 business days prior to posting begin date</p> <p>Research Faculty and Post Docs: 3 business days prior to posting begin date</p> <p>Temporary Part-Time Faculty: 3 business days prior to posting begin date</p>	<p>Continuing Faculty: 20 business days prior to start date.</p> <p>Visiting, Research Faculty, Post Docs: 10 business days prior to start date.</p> <p>Temporary Part-Time Faculty: 10 business days prior to start date</p>	<p>Due to the Office for Academic Personnel by:</p> <p>February 1st for leave occurring in Fall Semester (Semester I)</p> <p>October 1st for leave occurring in Spring Semester (Semester II)</p> <p>For details, see Unit 1 CBA, Article 11, Section E: https://provost.unm.edu/faculty-unionization/index.html</p>	<p>Due to Adjunct Faculty by:</p> <p>May 15th for Fall Semester</p> <p>November 15th for Spring Semester</p> <p>For details, see Unit 2 CBA, Article 12, Section A: https://provost.unm.edu/faculty-unionization/index.html</p>

*For December processing deadlines, see the Winter Break Deadlines posted on the Employee Knowledge Base:
<https://confluence.unm.edu/display/EKB/Winter+Break+Deadlines>

**All hiring actions should be submitted as soon as possible. The processing deadlines prescribe the minimum amount of processing time for each faculty type.