

LAFAYETTE COLLEGE STUDENT PAYROLL INFORMATION

2023 Interim and Spring Pay Schedule

<u>Time Report Period</u>	<u>Student's Online Time Sheet Due</u>	<u>Approver's Online Due Dates</u>	<u>Check Date</u>
1 December 10 to December 31	January 2, 2023 10:00 AM	January 3, 2023 10:00 AM	Friday January 6, 2023
2 January 1 to January 20, 2023	January 23, 2023 10:00 AM	January 24, 2023 10:00 AM	Friday January 27, 2023
3 January 21 to February 10	February 13 10:00 AM	February 14 10:00 AM	Friday, February 17
4 February 11 to March 3	March 6 10:00 AM	March 7 10:00 AM	Friday, March 10
5 March 4 to March 24	March 27 10:00 AM	March 28 10:00 AM	Friday, March 31
6 March 25 to April 14	April 17 10:00 AM	April 18 10:00 AM	Friday April 21
7 April 15 to May 5	May 8 10:00 AM	May 9 10:00 AM	Friday, May 12
8 May 6 to May 20	May 22 10:00 AM	May 23 10:00 AM	Wednesday, May 31

All students must submit their online time sheet on or before the online time sheet due date (second column). It is recommended that you submit by the end of the pay periods rather than waiting until the due date on the second column. No

If you do not submit your hours, I may not be able to submit them on your behalf. Some approvers may want them before the date in the second column. If I do submit them, they will not approve them since you missed their deadline. You will not be paid on the check date.

Approvers: If you return any student's time sheet, they must re-submit the time sheet before your deadline (third column) so that you can approve it. If they don't re-submit, you will not be able to approve and they will miss the pay period.

If you have any questions regarding the student payroll process, please contact studentpayroll@lafayette.edu or 610-330-5135.