

# LAFAYETTE COLLEGE STUDENT PAY SCHEDULE

## SUMMER 2023

	<u>Time Report Period</u>	<u>Student's</u>		<u>Approver's</u>		<u>Check Date</u>
		<u>Online Time Sheet Due</u>		<u>Online Due Date</u>		
1	May 21 to June 16	June 19	10:00 AM	June 20	10:00 AM	Friday, June 23
2	June 17 to June 30	July 3	10:00 AM	<b>*July 3</b>	<b>3:00 PM</b>	Friday, July 7
3	July 1 to July 14	July 17	10:00 AM	July 18	10:00 AM	Friday, July 21
4	July 15 to July 28	July 31	10:00 AM	August 1	10:00 AM	Friday, August 4
5	July 29 to August 11	August 14	10:00 AM	August 15	10:00 AM	Friday, August 18
6	August 12 to August 26	August 28	10:00 AM	August 29	10:00 AM	Friday, September 1

**\* NOTE: Both Student and Approver time sheets will be due the same day. Approvers will have a late time. This is because July 4th being a HOLIDAY.**

**Important Note:** It is important for you to complete and submit your online timesheets at the end of each pay period (end date on 1st column) to guarantee that you will be paid on the check date (last column).

We strongly encourage all students to utilize direct deposit. It provides a secure method for each student's paycheck to be electronically transmitted to the bank of their choice. All checks will be mailed to the check address listed on file in Banner.

If you have any questions regarding the student payroll process, please contact [studentpayroll@lafayette.edu](mailto:studentpayroll@lafayette.edu) or 610-330-5135.