

# LAFAYETTE COLLEGE STUDENT PAYROLL INFORMATION

## 2023 Fall and 2024 Interim 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>
9 August 27 to <b>September 15</b>	September 18 10:00 AM	September 19 10:00 AM	Friday, September 22
10 September 16 to <b>October 6</b>	October 9 10:00 AM	October 10 10:00 AM	Friday, October 13
11 October 7 to <b>October 27</b>	October 30 10:00 AM	October 31 10:00 AM	Friday, November 3
*12 <b>October 28 to November 17</b>	<b>November 19 10:00 AM</b>	<b>November 20 10:00 AM</b>	<b>Friday, November 24</b>
13 November 18 to <b>December 8</b>	December 11 10:00 AM	December 12 10:00 AM	Friday, December 15
1 December 9 to <b>December 31</b>	January 2, 2024 10:00 AM	January 3, 2024 10:00 AM	Monday, January 8, 2024
2 January 1 to <b>January 19, 2024</b>	January 22, 2024 10:00 AM	January 23, 2024 10:00 AM	Friday, January 26, 2024

NOTE: There is a change to Pay Period 12 (October 28 to November 17) to the normal schedule. Students need to have their timesheet completed and submitted by Sunday, November 19, so the approvers can approve by their Monday, November 20, deadline. This is due to it being a holiday week and to guarantee payment on Friday, November 24.

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

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 timesheet before your deadline (third column date) 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 [yostd@lafayette.edu](mailto:yostd@lafayette.edu) or 610-330-5135.