

LAFAYETTE COLLEGE STUDENT PAYROLL INFORMATION

2024 Interim and Spring Pay Schedule

<u>Time Report Period</u>	<u>Student's Online Timesheet Due</u>	<u>Approver's Online Due Dates</u>	<u>Check Date</u>
2 January 1 to January 19, 2024	January 22, 2024 10:00 AM	January 23, 2024 10:00 AM	Friday January 26, 2024
3 January 20 to February 9	February 12 10:00 AM	February 13 10:00 AM	Friday, February 16
4 February 10 to March 1	March 4 10:00 AM	March 5 10:00 AM	Friday, March 8
5 March 2 to March 22	March 25 10:00 AM	March 26 10:00 AM	Friday, March 29
6 March 23 to April 12	April 15 10:00 AM	April 16 10:00 AM	Friday April 19
7 April 13 to May 3	May 6 10:00 AM	May 7 10:00 AM	Friday, May 10
8 May 4 to May 19	May 21 10:00 AM	May 22 10:00 AM	Wednesday, May 29

All students must submit their online time sheet on or before the online timesheet 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 exceptions will be**

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 or 610-330-5135.