

# LAFAYETTE COLLEGE STUDENT PAY SCHEDULE

## SUMMER 2024

	<u>Time Report Period</u>	<u>Student's</u> <u>Online Time Sheet Due</u>		<u>Approver's</u> <u>Online Due Date</u>		<u>Check Date</u>
1	May 20 to May 31	June 3	10:00 AM	June 4	10:00 AM	Friday, June 7
<b>*2</b>	<b>*June 1 to June 14</b>	<b>*June 17</b>	<b>10:00 AM</b>	<b>*June 17</b>	<b>2:00 PM</b>	<b>Friday, June 21</b>
<b>*3</b>	<b>*June 15 to June 30</b>	<b>*July 1</b>	<b>10:00 AM</b>	<b>*July 1</b>	<b>2:00 PM</b>	<b>Friday, July 5</b>
4	July 1 to July 12	July 15	10:00 AM	July 16	10:00 AM	Friday, July 19
5	July 13 to July 26	July 29	10:00 AM	July 30	10:00 AM	Friday, August 2
6	July 27 to August 9	August 12	10:00 AM	August 13	10:00 AM	Friday, August 16
7	August 10 to August 24	August 26	10:00 AM	August 27	10:00 AM	Friday, August 30

**\* NOTE: Both Student and Approver time sheets will be due the same day. Approvers will have a later time. This is because Juneteenth (June 19th) and July 4th being a HOLIDAY and will need to have the payroll completed earlier to guarantee payment on Friday, June 21st and July 5th.**

**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). **You should not be working more than 36.25 hours per week during the summer.**

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.