

LAFAYETTE COLLEGE STUDENT PAYROLL INFORMATION

2024 Fall and 2025 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 25 to September 13	September 16 10:00 AM	September 17 10:00 AM	Friday, September 20
10 September 14 to October 4	October 7 10:00 AM	October 8 10:00 AM	Friday, October 11
11 October 5 to October 25	October 28 10:00 AM	October 29 10:00 AM	Friday, November 1
12 October 26 to November 15	November 18 10:00 AM	November 19 10:00 AM	Friday, November 22
13 November 16 to December 6	December 9 10:00 AM	December 10 10:00 AM	Friday, December 13
*1 December 7 to December 31	January 2, 2025 10:00 AM	January 2, 2025 3:00 PM	Tuesday, January 7, 2025
2 January 1 to January 24, 2025	January 27 10:00 AM	January 28 10:00 AM	Friday, January 31

Student should not be working more than 20 hours per week between ALL campus positions they hold.

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. If you have a returned timesheet, please make the correct and re-submit as soon as possible (before the approver's

*** NOTE: Approver will need to approve the January 2nd by 3:00 PM. I need to have the payroll done by January 3rd so student can receive payment on January 7th.**

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.