

LAFAYETTE COLLEGE STUDENT PAYROLL INFORMATION

2025 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 24, 2025	January 27, 2025 10:00 AM	January 28, 2025 10:00 AM	Friday January 31, 2025
3 January 25 to February 14	February 17 10:00 AM	February 18 10:00 AM	Friday, February 21
4 February 15 to March 7	March 10 10:00 AM	March 11 10:00 AM	Friday, March 14
5 March 8 to March 28	March 31 10:00 AM	April 1 10:00 AM	Friday, April 4
6 March 29 to April 18	April 21 10:00 AM	April 22 10:00 AM	Friday April 25
7 April 19 to May 9	May 12 10:00 AM	May 13 10:00 AM	Friday, May 16
8 May 10 to May 24	May 27 10:00 AM	May 28 10:00 AM	Tuesday, June 3

Students should not be working more than 20 hours per week between all campus position they hold.

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 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 and you do not submit that, it will remain as "Returned" and you will not be paid.

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 studentpayroll@lafayette.edu or 610-330-5135 or 610-330-5142.