**STUDENT PAY SCHEDULE**

**SUMMER 2021**

 **Students Approver’s**

 **Time Report Period Online Time Sheet Due Online Due Date Check Date**

1 May 30 to June 11 June 14 10:00 AM June 15 10:00 AM Friday, June 18

2 June 12 to June 30 July 2 10:00 AM July 3 10:00 AM Friday, July 9

3 July 1 to July 16 July 19 10:00 AM July 20 10:00 AM Friday, July 23

4 July 17 to July 30 August 2 10:00 AM August 3 10:00 AM Friday, August 6

5 July 31 to August 13 August 16 10:00 AM August 17 10:00 AM Friday, August 20

6 August 14 to August 27 August 30 10:00 AM August 31 10:00 AM Friday, September 3

**Important Note:**  It is important 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).

We strongly encourage all students to use 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.

If you have any questions regarding the student payroll process, please contact Darlene Yost at yostd@lafayette.edu or 610-330-5135 or Geoff Schoeneck at schoeneg@lafayette.edu or 610-330-5142.