



## **22-23 Academic Year Payroll Important Dates and Deadlines**

### **Faculty**

First pay for new and returning faculty – August 26, 2022

Deadline for **new** Faculty authorizations and employee paperwork (including completed payroll authorization)– Friday, July 29, 2022 at 4:30 pm

Date on payroll – August 7, 2022

### **Chairs/Supplemental Assignments**

First pay for Chairs/ Supplemental Assignments for fall – August 26, 2022

Deadline for Chairs/ Supplemental Assignments payroll authorizations to Provost Office – Friday, July 29, 2022 by 4:30 pm

Dates for payroll for chairs for fall – August 7, 2022 – December 24, 2022

First pay for Chairs/ Supplemental Assignments for spring – January 27, 2023

Deadline for Chairs/ Supplemental Assignments payroll authorizations to Provost Office – Friday, December 16, 2022 by 4:30 pm

Dates for payroll for chairs for spring – January 8, 2023 – May 13, 2023

First pay for Chairs/ Supplemental Assignments for summer – June 2, 2023

Deadline for Chairs/ Supplemental Assignments payroll authorizations to Provost Office – Friday, May 5, 2023 by 4:30 pm

Dates for payroll for chairs for summer – May 14, 2023 – August 5, 2023

Deadline for any additional supplemental assignment payroll authorization to Provost Office – one week prior to the start of the pay period the assignment takes effect.

### **Overload**

Pay for overload for fall – October 7, 2022

Deadline for load packets to Provost Office – Monday, September 12, 2022 by 4:30 pm

Pay for overload for spring – February 24, 2023

Deadline for load packets to Provost Office – Monday, February 6, 2023 by 4:30 pm



## **Adjuncts**

First pay for Adjuncts for fall – October 7, 2022

Deadline for Adjunct and employee paperwork to HR (including payroll authorization with profile information completed for new adjuncts) – Friday, July 29, 2022 by 4:30 pm

Deadline for load packets to Provost Office – Monday, September 12, 2022 by 4:30 pm

Dates for payroll for fall – September 18, 2022 (on) – December 24, 2022 (off)

Last pay for Adjuncts for fall – December 30, 2022

(Adjuncts will be paid over the last 7 pays of the fall semester)

First pay for Adjuncts for spring – February 24, 2023

Deadline for Adjunct (did not teach in the fall) and employee paperwork to HR (including payroll authorization with profile information completed for new adjuncts) – Tuesday, December 13, 2022 by 4:30 pm

Deadline for load packets to Provost Office – Monday, February 6, 2023 by 4:30 pm

Dates for payroll for spring – February 5, 2023 (on) – May 13, 2023 (off)

Last pay for Adjuncts for spring semesters – May 19, 2023

(Adjuncts will be paid over the last 7 pays of the spring semester)

## **Winter Semester**

First pay for faculty for winter – December 30, 2022

Deadline for faculty payroll authorizations to Provost Office – Monday, December 12, 2022 by 4:30 pm

Dates for payroll for winter – December 11, 2022 (on) – January 21, 2023 (off)

## **Students**

**If you have any questions about the student job board, please contact Yvonne Brown at #2190 or [ybrown@lssu.edu](mailto:ybrown@lssu.edu).**

First pay for Students for fall – September 9, 2022

For Students to receive a paycheck on September 9<sup>th</sup>, they must have an “authorized to work” status on the job board by Monday August 22, 2022 at 4:30 pm

Dates for payroll for academic year – August 22, 2022 (on) – May 5, 2023 (off)