



# LAKE SUPERIOR STATE UNIVERSITY

## IMPORTANT PAYROLL DATES

### Summer FACULTY/ADJUNCT Payroll dates are as follows:

#### 1<sup>st</sup> 6-week courses

Date on Payroll: 5/14/2023

Date off Payroll: 6/24/2023

(Spread over 3 pay periods)

Payroll Authorizations for 1<sup>st</sup> 6-week courses are due to the Provost Office by Monday, May 22 at 12:00 pm.

#### 2<sup>nd</sup> 6-week courses

Date on Payroll: 6/25/2023

Date off Payroll: 8/05/2023

(Spread over 3 pay periods)

Payroll Authorizations for 2<sup>nd</sup> 6-week courses are due to the Provost Office by Friday, June 30 at 12:00 pm.

#### 12-week courses

Date on Payroll: 5/14/2023

Date off Payroll: 8/05/2023

(Spread over 6 pay periods)

Payroll Authorizations for 12-week courses are due to the Provost Office by Monday, May 22 at 12:00 pm.

#### School Chair Supplemental Assignments-Summer Semester:

Date on Payroll: 5/14/2023

Date off Payroll: 8/05/2023

Payroll Authorizations for Supplemental Assignments are due to the Provost Office by Monday, May 22 at 12:00 pm.

The first faculty/adjunct paycheck for summer is June 2<sup>nd</sup>.

**New Adjuncts must not begin work until they complete their employee paperwork in Human Resources.**

The account code for summer faculty/adjunct is 6126.

### Summer STUDENT Payroll dates are as follows:

Date on Payroll: 5/7/2023

Date off Payroll: 8/19/2023

The first student paycheck for summer is May 19<sup>th</sup>. Please note: **Students must not begin working for you for summer until they are AUTHORIZED for summer. (This includes students that are working for you this spring semester; they must be re-authorized for summer.)**

There are 15 weeks of summer student employment. The minimum wage rate is \$13. Federal Work Study for summer ends June 24, 2023. The account code for summer departmental students is 6611.