
LAMAR

5. The deadline for a supervisor/approver (bi-weekly payroll) to approve a timesheet is on/before 2:00 pm the Monday after the pay period ends.
6. Deadlines (specific dates) for bi-weekly timesheets are published on the Payroll website.

Monthly Payroll. Exempt employees, faculty (full-time and adjunct), and teaching/graduate students.

1. Exempt employees, faculty, and teaching/graduate students must submit a leave request by the end of the pay period.