

Pacific Lutheran University Faculty/Salaried Staff Payroll Schedule

Salaried Staff (Leave Reporting Only) Faculty/Salaried Staff

Pay #	Leave Reporting Period	Leave Report Due (8:00 PM)	Approvals Due (8:00 PM)
6	5/16/23 - 6/15/23	6/16/2023	6/20/2023
7	6/16/23 - 7/15/23	7/17/2023	7/18/2023
8	7/16/23 - 8/15/23	8/16/2023	8/17/2023
9	8/16/23 - 9/15/23	9/18/2023	9/19/2023
10	9/16/23 - 10/15/23	10/16/2023	10/17/2023
11	10/16/23 - 11/15/23	11/16/2023	11/17/2023
12	11/16/23 - 12/15/23	12/18/2023	12/19/2023
1	12/16/23 - 01/15/24	1/16/2024	1/17/2024
2	1/16/24 - 2/15/24	2/16/2024	2/20/2024
3	2/16/24 - 3/15/24	3/18/2024	3/19/2024
4	3/16/24 - 4/15/24	4/16/2024	4/17/2024
5	4/16/24 - 5/15/24	5/16/2024	5/17/2024

Pay Period	Paydate
6/1/23-6/30/23	6/30/2023
7/1/23-7/31/23	7/28/2023
8/1/23-8/31/23	8/30/2023
9/1/23-9/30/23	9/29/2023
10/1/23-10/31/23	10/30/2023
11/1/23-11/30/23	11/30/2023
12/1/23-12/31/23	12/29/2023
1/1/24-1/31/24	1/30/2024
2/1/24-2/28/24	2/29/2024
3/1/24-3/31/24	3/28/2024
4/1/24-4/30/24	4/30/2024
5/1/24-5/31/24	5/30/2024

Note - All payroll related forms are due the 15th of the month.