

Pacific Lutheran University Payroll Schedules

Hourly Employees - Fiscal Year 2023-24

| Pay # | Pay Period | Timesheet Due (Noon) | Approvals Due (8pm) | Pay Date | Days in PP |
|-------|---------------------|----------------------|---------------------|------------|------------|
| 12 | 6/1/23 - 6/15/23 | 6/16/2023 | 6/16/2023 | 6/23/2023 | 11 |
| 13 | 6/16/23 - 6/30/23 | 7/3/2023 | 7/3/2023 | 7/10/2023 | 11 |
| 14 | 7/1/23 - 7/15/23 | 7/17/2023 | 7/17/2023 | 7/25/2023 | 10 |
| 15 | 7/16/23 - 7/31/23 | 8/1/2023 | 8/1/2023 | 8/10/2023 | 11 |
| 16 | 8/1/23 - 8/15/23 | 8/16/2023 | 8/16/2023 | 8/25/2023 | 11 |
| 17 | 8/16/23 - 8/31/23 | 9/1/2023 | 9/1/2023 | 9/8/2023 | 12 |
| 18 | 9/1/23 - 9/15/23 | 9/18/2023 | 9/18/2023 | 9/25/2023 | 11 |
| 19 | 9/16/23 - 9/30/23 | 10/2/2023 | 10/2/2023 | 10/10/2023 | 10 |
| 20 | 10/1/23 - 10/15/23 | 10/16/2023 | 10/16/2023 | 10/25/2023 | 10 |
| 21 | 10/16/23 - 10/31/23 | 11/1/2023 | 11/1/2023 | 11/9/2023 | 12 |
| 22 | 11/1/23 - 11/15/23 | 11/16/2023 | 11/16/2023 | 11/24/2023 | 11 |
| 23 | 11/16/23 - 11/30/23 | 12/1/2023 | 12/1/2023 | 12/8/2023 | 11 |
| 24 | 12/1/23 - 12/15/23 | 12/18/2023 | 12/18/2023 | 12/22/2023 | 11 |
| 1 | 12/16/23 - 12/31/23 | 1/2/2024 | 1/2/2024 | 1/10/2024 | 10 |
| 2 | 1/1/24 - 1/15/24 | 1/16/2024 | 1/16/2024 | 1/25/2024 | 11 |
| 3 | 1/16/24 - 1/31/24 | 2/1/2024 | 2/1/2024 | 2/9/2024 | 12 |
| 4 | 2/1/24 - 2/15/24 | 2/16/2024 | 2/16/2024 | 2/23/2024 | 11 |
| 5 | 2/16/24 - 2/29/24 | 3/1/2024 | 3/1/2024 | 3/8/2024 | 10 |
| 6 | 3/1/24 - 3/15/24 | 3/18/2024 | 3/18/2024 | 3/25/2024 | 11 |
| 7 | 3/16/24 - 3/31/24 | 4/1/2024 | 4/1/2024 | 4/10/2024 | 10 |
| 8 | 4/1/24 - 4/15/24 | 4/16/2024 | 4/16/2024 | 4/25/2024 | 11 |
| 9 | 4/16/24 - 4/30/24 | 5/1/2024 | 5/1/2024 | 5/10/2024 | 11 |
| 10 | 5/1/24 - 5/15/24 | 5/16/2024 | 5/16/2024 | 5/24/2024 | 11 |
| 11 | 5/16/24 - 5/31/24 | 6/3/2024 | 6/3/2024 | 6/10/2024 | 12 |

Changes to Direct Deposit and W-4 Forms due the 15th and 1st of each month.

All other deductions due the 15th of the month.