



LAMAR UNIVERSITY

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

To: Lamar University employees

From: Payroll Department

Date: Monday, April 11, 2022

Subject: Payroll Schedule Notice

A reminder to all employees of when the scheduled pay dates are for both **Monthly** and **Biweekly** payrolls:

- [Exempt Employees Pay Date](#) is the 1st working day of the month, unless this day falls on a holiday, then the pay day is the day after.
- [Non-Exempt Employees Pay Date](#) are Mondays every two weeks, unless this day falls on a holiday, then the pay day is the day after.

We are aware that some credit unions may post direct deposits earlier than the scheduled pay date; however, Lamar University's file transmission is submitted for the scheduled pay date and not earlier.

The scheduled pay dates are updated in August on the [Lamar University Payroll website](#) for viewing every fiscal year. Please reach out to the Payroll Department via email at payroll@lamar.edu for additional questions.

Sincerely,

Katherine Tristan
Director of Payroll