

---

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 report each month, documenting any leave taken within a pay period. If no leave was taken, the employee must still submit a leave report documenting this fact.
2. The deadline for an employee (monthly7 (e)JJ0 Tc 0 T.005 Tc 0.dnc 0.003adu evoyl