

LINCOLN UNIVERSITY
Due Dates for Timesheet, SER, and PTR - 2023

EM Pay cycle		MM Pay cycle			ST Pay cycle		
PTR Due Date	EM Pay Date	PTR Due Date	Timesheet Due Date	MM Pay Date	SER Due Date	Timesheet Due Date	ST Pay Date
01/13/23	01/31/23	12/16/22	01/03/23	01/13/23	12/16/22	01/03/23	01/13/23
02/14/23	02/28/23	01/18/23	02/01/23	02/15/23	01/18/23	02/01/23	02/15/23
03/16/23	03/31/23	02/15/23	03/01/23	03/15/23	02/15/23	03/01/23	03/15/23
04/14/23	04/28/23	03/20/23	04/03/23	04/14/23	03/20/23	04/03/23	04/14/23
05/15/23	05/31/23	04/17/23	05/01/23	05/15/23	04/17/23	05/01/23	05/11/23
06/15/23	06/29/23	05/18/23	06/01/23	06/15/23	05/18/23	06/01/23	06/15/23
07/13/23	07/31/23	06/15/23	07/03/23	07/13/23	06/15/23	07/03/23	07/13/23
08/15/23	08/31/23	07/13/23	08/01/23	08/15/23	07/13/23	08/01/23	08/15/23
09/15/23	09/29/23	08/17/23	09/01/23	09/15/23	08/17/23	09/01/23	09/15/23
10/13/23	10/31/23	09/15/23	10/02/23	10/13/23	09/15/23	10/02/23	10/13/23
11/15/23	11/30/23	10/18/23	11/01/23	11/15/23	10/18/23	11/01/23	11/15/23
12/08/23	12/21/23	11/17/23	12/01/23	12/15/23	11/17/23	12/01/23	12/14/23

Dates are subject to change.

- * PTR's or SER's are due to Human Resources (with all necessary signatures) in 101 Young Hall before employee is to begin working.
- * Timesheets are due to the Payroll Office in 207 Young Hall by close of business on due date, as well as PTR or SER received by stated due date, to be included in pay cycle.
- * Benefit enrollment/termination/change forms
- * W-4 forms
- * Direct deposit via Self Service
- * Annuity forms
- * Etc.