

LINCOLN UNIVERSITY
Due Dates for Timesheet, SER, and PTR - 2024

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
01/16/24	02/01/31	12/13/23	01/03/24	01/12/24	12/13/23	01/03/24	01/12/24
02/15/24	02/29/24	01/18/24	02/01/24	02/15/24	01/18/24	02/01/24	02/15/24
03/14/24	03/28/24	02/16/24	03/01/24	03/15/24	02/16/24	03/01/24	03/15/24
04/16/24	04/30/24	03/18/24	04/01/24	04/15/24	03/18/24	04/01/24	04/15/24
05/16/24	05/30/24	04/17/24	05/01/24	05/15/24	04/17/24	05/01/24	05/09/24
06/13/24	06/27/24	05/16/24	06/03/24	06/13/24	05/16/24	06/03/24	06/13/24
07/17/24	07/31/24	06/17/24	07/01/24	07/15/24	06/17/24	07/01/24	07/15/24
08/16/24	08/30/24	07/18/24	08/01/24	08/15/24	07/18/24	08/01/24	08/15/24
09/16/24	09/30/24	08/20/24	09/03/24	09/13/24	08/20/24	09/03/24	09/13/24
10/17/24	10/31/24	09/17/24	10/01/24	10/15/24	09/17/24	10/01/24	10/15/24
11/13/24	11/27/24	10/18/24	11/01/24	11/15/24	10/18/24	11/01/24	11/15/24
12/09/24	12/23/24	11/18/24	12/02/24	12/13/24	11/18/24	12/02/24	12/12/24

Dates are subject to change.

* **PTR's or SER's are due to Human Resources (with all necessary signatures) before employee begins working.**

- * Benefit enrollment/termination/change forms
- * W-4 forms
- * Direct deposit via Self Service
- * Annuity forms
- * Etc.

* **Timesheets are due to the Payroll Office in 207 Young Hall by close of business on due date.**

* **An authorized PTR/SER will need to be completed before employee starts work.**