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**LAMAR UNIVERSITY  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Financial Services  
AREA: Payroll**

**Deadlines for Processing Payroll**

**MAPP 05.04.01**

**I. POLICY**

Lamar University (LU) is committed to generating an accurate and timely payroll for all University employees. To meet this goal, deadlines are necessary for the receipt of documentation and approvals required in the payroll process.

**II. PURPOSE AND SCOPE**

This policy falls under the authority of the Texas State University System (TSUS) Rules and Regulations, Chapters III,

**IV. REVIEW AND RESPONSIBILITY**

Responsible Party: Vice President for Finance and Operations

Review Schedule: Every three years on or before September 1

**V. APPROVAL**

Jerome J. Stinson

07/28/2021