

MEMORANDUM



MARQUETTE
UNIVERSITY
Office of the Comptroller

Date: July 30, 2021

From: Julie Laubenstein, Payroll Manager

To: Graduate Assistants Stipends for Academic Year 2021-2022

Graduate assistantship stipends will be paid in equal installments every two weeks beginning with the third student check date in August. Remember, these dates are for stipends only. Any other payments to graduate students should follow the student payroll period end dates which can be found at: www.marquette.edu/comptroller/payroll.html

o Academic year stipends: paid 20 payments starting with check date 19 of fall through check date 12 of spring.

o Fall semester only stipends: paid on the last 10 period dates of the calendar year.

o Spring semester only stipends: paid on the 2nd through the 11th period dates of the calendar year that align with spring pay periods.

o Summer semester only stipends: paid on the 12th through the 17th period dates of the calendar year that align with summer pay periods.

o Other, non-academic term stipends: paid according to dates of assignment, following standard student pay periods, and pro-rated accordingly.

Please see the back of this sheet for specific Payroll Check dates for the 2020-2021 Academic Year.

All student employees should enroll in direct deposit for payroll. Direct deposit ensures that your pay is automatically deposited in your bank account each payday, eliminating trips to the bank, lost checks and payment delays for vacations. You can enroll by logging on to CheckMarq, going to Quick Links, selecting the Bursar tab, clicking on the link "sign up for direct deposit" and providing account information.

Please feel free to contact me for more information or if you have questions.

Regards,

Julie Laubenstein
Payroll Manager, Comptroller's Office

Graduate Biweekly Rate Payments Aug 21 – May 22

Payment Date	Academic		Spring Semester Only	Other Assignment Dates-Prorate amounts by date worked	
	Year Stipend	Fall Semester Stipend Only		Period Start Date	Period End Date
9/8/2021	X	X		8/15/2021	8/28/2021
9/22/2021	X	X		8/29/2021	9/11/2021
10/6/2021	X	X		9/12/2021	9/25/2021
10/20/2021	X	X		9/26/2021	10/9/2021
11/3/2021	X	X		10/10/2021	10/23/2021
11/17/2021	X	X		10/24/2021	11/6/2021
12/1/2021	X	X		11/7/2021	11/20/2021
12/15/2021	X	X		11/21/2021	12/4/2021
12/29/2021	X	X		12/5/2021	12/18/2021
1/12/2022	X	X		12/19/2021	1/1/2022
1/26/2022	X		X	1/2/2022	1/15/2022
2/9/2022	X		X	1/16/2022	1/29/2022
2/23/2022	X		X	1/30/2022	2/12/2022
3/9/2022	X		X	2/13/2022	2/26/2022
3/23/2022	X		X	2/27/2022	3/12/2022
4/6/2022	X		X	3/13/2022	3/26/2022
4/20/2022	X		X	3/27/2022	4/9/2022
5/4/2022	X		X	4/10/2022	4/23/2022
5/18/2022	X		X	4/24/2022	5/7/2022
6/1/2022	X		X	5/8/2022	5/21/2022