

MEMORANDUM



MARQUETTE
UNIVERSITY
Office of the Comptroller

Date: June 16, 2020

From: Julie Laubenstein, Payroll Manager

To: Graduate Assistants Stipends for Academic Year 2020-2021

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 18 of fall through check date 11 of spring.
- o *Fall semester only stipends*: paid on the last 10 check dates of the calendar year.
- o *Spring semester only stipends*: paid on the 2nd through the 11th check dates of the calendar year that align with spring pay periods.
- o *Summer semester only stipends*: paid on the 12th through the 17th check 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 20 – May 21

Payment date	Academic Year Stipend	Fall Semester Stipend only	Spring Semester Stipend only	Other Assignment Dates – prorate amounts by dates worked:
9-Sep-20	X	X		Aug 16 - Aug 29
23-Sep-20	X	X		Aug 30 - Sep 12
7-Oct-20	X	X		Sep 13 - Sep 26
21-Oct-20	X	X		Sep 27 - Oct 10
4-Nov-20	X	X		Oct 11 - Oct 24
18-Nov-20	X	X		Oct 25 - Nov 7
2-Dec-20	X	X		Nov 8 - Nov 21
16-Dec-20	X	X		Nov 22 - Dec 5
30-Dec-20	X	X		Dec 6 - Dec 19
13-Jan-21	X	X		Dec 20 - Jan 2
27-Jan-21	X		X	Jan 3 - Jan 16
10-Feb-21	X		X	Jan 17- Jan 30
24-Feb-21	X		X	Jan 31 - Feb 13
10-Mar-21	X		X	Feb 14 - Feb 27
24-Mar-21	X		X	Feb 28 - Mar 13
7-Apr-21	X		X	Mar 14 - Mar 27
21-Apr-21	X		X	Mar 28 - Apr 10
5-May-21	X		X	Apr 11 - Apr 24
19-May-21	X		X	Apr 25 - May 8
2-Jun-21	X		X	May 9 - May 22