

WASHINGTON STATE UNIVERSITY
Payroll Services

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E-mail: payroll@wsu.edu

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Web Site: www.wsu.edu/payroll

PAYROLL DOCUMENTS SCHEDULE -- SUMMER 2018

- Paying employees timely and accurately is each Department's responsibility.
- Please **submit** pay-affecting documents **BEFORE** these deadlines to allow adequate processing time by all other administrative units.
- Please **confirm** pay-affecting changes in DEPPS **BEFORE** these deadlines.

	<u>MAY 2018</u>	<u>JUNE 2018</u>		<u>JULY 2018</u>		<u>AUG 2018</u>
	<u>2nd Half</u> 5/16-5/31	<u>1st Half</u> 6/1-6/15	<u>2nd Half</u> 6/16-6/30	<u>1st Half</u> 7/1-7/15	<u>2nd Half</u> 7/16-7/31	<u>1st Half</u> 8/1-8/15
Documents due in:						
➤ Position Control (Zip 1014)	05/23	06/06	06/21	07/06	07/24	08/07
Last day for on-line input and review of pending appointments and I-9s in <u>PERMS</u> no later than 3:00 p.m.	05/24	06/07	06/22	07/09	07/25	08/08
Employee-initiated pay-affecting documents, Expenditure Transfer Requests and <u>OVERTIME</u> Time Reports due in:						
➤ Payroll Services (Zip 1024)						
Medical Enrollment/Retirement Forms due in:						
➤ Human Resource Services (Zip 1014)	05/29	06/12	06/27	07/12	07/30	08/13
<u>LWOP</u> Time and Leave Reports due in:						
➤ Human Resource Services (Zip 1014)						
Last day for on-line input and review of pending appointments and I-9s in <u>TEMPS</u> no later than 3:00 p.m.						
Begin on-line input of Positive Pay in DEPT PAY	05/31	06/14	06/29	07/16	08/01	08/15
Complete on-line input of Positive Pay in DEPT PAY by NOON. ***<u>Run Payroll Calculation</u>***	06/04	06/18	07/03	07/18	08/03	08/17
Begin review of Payroll expenses on-line in DEPT PAY.	06/05	06/19	07/05	07/19	08/06	08/20
Cut-off for pay-affecting errors on PEARS is 9:00 a.m.	06/07	06/21	07/06	07/23	08/08	08/22
Cut-off for non-pay-affecting errors on PEARS NO LATER THAN NOON. ***<u>PAY DAY</u>***	06/11	06/25	07/10	07/25	08/10	08/24

ALL UNIVERSITY HOLIDAYS: Memorial Day - Monday -- May 27
Independence Day - Wednesday-- July 4

Payroll Disaster Web Site: <http://wsupayrolldisaster.tripod.com>