

WASHINGTON STATE UNIVERSITY

Payroll Services

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FAX: (509) 335-1472

E-Mail: payroll@wsu.edu

Web Site: www.wsu.edu/payroll

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

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 administrative units. Please confirm pay-affecting changes in DEPPS BEFORE these deadlines.

PAYROLL DOCUMENTS SCHEDULE – 2017-2018

	<u>AUG. 17</u>	<u>SEPTEMBER 2017</u>		<u>OCTOBER 2017</u>		<u>NOVEMBER 2017</u>		<u>DECEMBER 2017</u>		<u>JANUARY 2018</u>		<u>FEBRUARY 2018</u>		<u>MARCH 2018</u>		<u>APRIL 2018</u>		<u>MAY 18</u>	
	<u>2nd</u>	<u>1st</u>	<u>2nd</u>	<u>1st</u>	<u>2nd</u>	<u>1st</u>	<u>2nd</u>	<u>1st</u>	<u>2nd</u>	<u>1st</u>	<u>2nd</u>	<u>1st</u>	<u>2nd</u>	<u>1st</u>	<u>2nd</u>	<u>1st</u>	<u>2nd</u>	<u>1st</u>	
	<u>Half</u>	<u>Half</u>	<u>Half</u>	<u>Half</u>	<u>Half</u>	<u>Half</u>	<u>Half</u>	<u>Half</u>	<u>Half</u>	<u>Half</u>	<u>Half</u>	<u>Half</u>	<u>Half</u>	<u>Half</u>	<u>Half</u>	<u>Half</u>	<u>Half</u>	<u>Half</u>	
Documents due in:																			
➤ Position Control (Zip 1014)	08/22	09/06	09/21	10/06	10/21	11/02	11/17	12/05	12/18	01/05	01/23	02/07	02/20	03/07	03/22	04/06	04/23	05/08	
➤ Last day for on-line input and review of pending appointments and I-9s in PERMS no later than 3:00 p.m.	08/23	09/07	09/22	10/09	10/24	11/03	11/20	12/06	12/19	01/08	01/24	02/08	02/21	03/08	03/23	04/09	04/24	05/09	
Employee-initiated pay-affecting documents, Expenditure Transfer Requests and OVERTIME Time Reports due in:																			
➤ Payroll Services (Zip 1024)																			
Medical Enrollment/Retirements Forms due in:																			
➤ Human Resource Services (Zip 1014)	08/29	09/12	09/27	10/12	10/27	11/09	11/28	12/12	12/27	01/11	01/29	02/13	02/26	03/13	03/28	04/12	04/27	05/14	
LWOP 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 TEMPS no later than 3:00 p.m.																			
Begin on-line input of Positive Pay in DEPT PAY	08/31	09/14	09/29	10/16	10/31	11/14	11/30	12/14	12/29	01/16	01/31	02/15	02/28	03/15	03/30	04/16	05/01	05/16	
Complete on-line input of Positive Pay in DEPT PAY by NOON * ***Run Payroll Calculation***	09/02**	09/18*	10/03	10/18	11/02	11/16*	12/04	12/16**	01/03*	01/18	02/02	02/19	03/02	03/19	04/03	04/18	05/03	05/18	
Begin review of Payroll Expenses on-line in DEPT PAY	09/05	09/19	10/04	10/19	11/03	11/17	12/05	12/18	01/04	01/19	02/05	02/20	03/05	03/20	04/04	04/19	05/04	05/21	
Cut-off for pay-affecting errors on PEARS Is 9:00 a.m.	09/07	09/21	10/06	10/23	11/07	11/20	12/07	12/20	01/08	01/23	02/07	02/22	03/07	03/22	04/06	04/23	05/08	05/23	
Cut-off for non-pay affecting errors on PEARS NO LATER THAN NOON *** PAY DAY ***	09/11	09/25	10/10	10/25	11/9	11/22	12/11	12/22	01/10	01/25	02/9	02/26	03/9	03/26	04/10	04/25	05/10	05/25	

* Complete on-line input of Positive Pay NO LATER THAN 2:00 p.m. ** Saturday at Noon (September 2nd) & Dec 16th **
The cut-off for receipt of Time Reports and Leave Reports in Payroll Services for payment of annual sick leave cash out is JANUARY 25, 2018
The cut-off dates for Graduate Assistant Payroll Deductions are SEPTEMBER 3, 2017 and JANUARY 21, 2018.

2017 SY PAY
SCD.DOC REV.
12/13/2016

Late fees will be applied by Student Accounts the night of SEPTEMBER 6, 2016 and JANUARY 26, 2017. Sign up for payroll deduction before late fees are applied.
UNIVERSITY HOLIDAYS: MONDAY -- SEPTEMBER 4; FRIDAY -- NOVEMBER 10; THURSDAY & FRIDAY -- NOVEMBER 23 & 24; MONDAY & TUESDAY -- DECEMBER 25 & 26; MONDAY, JANUARY 1; MONDAY -- JANUARY 15 MONDAY -- MAY 28