PAYROLL DISASTER CONTACT LIST

To protect our resources and prepare for the future, we are developing a Business Continuity Plan for Payroll Services. Your agency has been identified as one of our significant stakeholders. In the event of a catastrophic payroll system failure which might adversely impact the timely receipt of payroll deduction information, files, datasets and/or secured internet uploads, who should we notify at your agency?

Agency Name: ____________________________________________

Contact Name: ____________________
Email Address: ____________________
Phone:              ____________________
Cell Phone:       ____________________
Fax:                  ____________________

Contact Name: ____________________
Email Address: ____________________
Phone:              ____________________
Cell Phone:       ____________________
Fax:                  ____________________

Contact Name: ____________________
Email Address: ____________________
Phone:              ____________________
Cell Phone:       ____________________
Fax:                  ____________________

Contact Information: Payroll Services, Washington State University, PO Box 641024, Pullman, WA 99164-1024; telephone (509) 335-1277; Fax: (509) 335-1472; E-mail: payroll@wsu.edu.