WASHINGTON STATE UNIVERSITY
Payroll Services
TEL: (509) 335-9575  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 – 2019-2020

|-------------|---------------|-------------|--------------|--------------|-------------|---------------|------------|------------|----------|

Documents due in:
- Position Control (Zip 1014)
- Last day for on-line input and review of pending appointments and I-9s in PERMS no later than 3:00 p.m.

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)

Last day for on-line input and review of pending appointments and I-9s in TEMPS no later than 3:00 p.m.

Employee-initiated pay-affecting documents, Expenditure Transfer Requests and OVERTIME Time Reports due in:
- Human Resource Services (Zip 1014)

Begin on-line input of Positive Pay in DEPT PAY

Complete on-line input of Positive Pay in DEPT PAY by NOON *

**Run Payroll Calculation***

Begin review of Payroll Expenses on-line in DEPT PAY

Cut-off for pay-affecting errors on PEAR
Is 9:00 a.m.

Cut-off for non-pay affecting errors on PEAR NO LATER THAN NOON

** PAY DAY ***

* Complete on-line input of Positive Pay NO LATER THAN 2:00 p.m. ** SATURDAY Payroll Calc (Noon)

The cut-off for receipt of Time Reports and Leave Reports in Payroll Services for payment of annual sick leave cash out is JANUARY 28, 2020.

The cut-off dates for Graduate Assistant Payroll Deductions are SEPTEMBER 2, 2019 and JANUARY 20, 2020.

Late fees will be applied by Student Accounts the night of SEPTEMBER 5, 2019 and JANUARY 22, 2020. Sign up for payroll deduction before late fees are applied.

UNIVERSITY HOLIDAYS: MONDAY - SEPTEMBER 2; MONDAY- NOVEMBER 11; THURSDAY & FRIDAY - NOVEMBER 28 & 29; WEDNESDAY & THURSDAY - DECEMBER 25 & 26; WEDNESDAY-, JANUARY 1; MONDAY - MAY 25