

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://geocities.com/wsupayrolldisaster/>

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 TEMPS, DEPPS or PERMS BEFORE these deadlines.

PAYROLL DOCUMENTS SCHEDULE – 2009-2010

	<u>AUG. 09</u> 2nd Half	<u>SEPTEMBER 2009</u> 1st Half	<u>2nd</u> Half	<u>OCTOBER 2009</u> 1st Half	<u>2nd</u> Half	<u>NOVEMBER 2009</u> 1st Half	<u>2nd</u> Half	<u>DECEMBER 2009</u> 1st Half	<u>2nd</u> Half	<u>JANUARY 2010</u> 1st Half	<u>2nd</u> Half	<u>FEBRUARY 2010</u> 1st Half	<u>2nd</u> Half	<u>MARCH 2010</u> 1st Half	<u>2nd</u> Half	<u>APRIL 2010</u> 1st Half	<u>2nd</u> Half	<u>MAY 10</u> 1st Half	
Documents due in:																			
➤ Position Control (Zip 1041)																			
➤ Last day for on-line input and review of pending appointments and I-9s in PERMS no later than 3:00 p.m.	08/21	09/08	09/22	10/07	10/22	11/05	11/19	12/07	12/18	01/05	01/22	02/08	02/19	03/08	03/23	04/07	04/21	05/06	
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)	08/27	09/14	09/28	10/13	10/28	11/12	11/25	12/11	12/28	01/11	01/28	02/12	02/25	03/12	03/29	04/13	04/27	05/12	
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	09/16	09/30	10/15	10/30	11/16	12/01	12/15	12/30	01/13	02/01	02/16	03/01	03/16	03/31	04/15	04/29	05/14	
Complete on-line input of Positive Pay in DEPT PAY by NOON *	09/02	09/18	10/02	10/19	11/03	11/18	12/03	12/17	01/04*	01/16*	02/03	02/18	03/03	03/18	04/02	04/19	05/03*	05/18	
Run Payroll Calculation										*									
Begin review of Payroll Expenses on-line in DEPT PAY	09/03	09/21	10/05	10/20	11/04	11/19	12/04	12/18	01/05	01/19	02/04	02/19	03/04	03/19	04/05	04/20	05/04	05/19	
Cut-off for pay-affecting errors on PEARS Is 9:00 a.m.	09/08	09/23	10/07	10/22	11/06	11/23	12/08	12/22	01/07	01/21	02/08	02/23	03/08	03/23	04/07	04/22	05/06	05/21	
Cut-off for non-pay affecting errors on PEARS NO LATER THAN NOON	09/10	09/25	10/09	10/26	11/10	11/25	12/10	12/24	01/11	01/25	02/10	02/25	03/10	03/25	04/09	04/26	05/10	05/25	
*** PAY DAY ***																			

* Complete on-line input of Positive Pay NO LATER THAN 2:00 p.m.

** Saturday Payroll run. Complete on-line Positive Pay by 12:00 p.m.

The cut-off for receipt of Time Reports and Leave Reports in Payroll Services for payment of annual sick leave cash out is JANUARY 26, 2010.

The cut-off dates for Graduate Assistant Payroll Deductions are SEPTEMBER 8, 2009 and JANUARY 25, 2010.

0910 SY PAY SCD.DOC
REV. 06/23/09

Late fees will be applied by Student Accounts the night of SEPTEMBER 8, 2009 and JANUARY 25, 2010. Sign up for payroll deduction before late fees are applied.

UNIVERSITY HOLIDAYS: MONDAY -- SEPTEMBER 7 WEDNESDAY -- NOVEMBER 11 THURSDAY & FRIDAY -- NOVEMBER 26 & 27 THURSDAY & FRIDAY -- DECEMBER 24 & 25 FRIDAY -- JANUARY 1 MONDAY -- JANUARY 18 MONDAY -- MAY 31