

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 2009

- 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 TEMPS, HEPPS or PERMS **BEFORE** these deadlines.

	<u>MAY 2009</u>	<u>JUNE 2009</u>		<u>JULY 2009</u>		<u>AUG 2009</u>
	<u>2nd Half</u>	<u>1st Half</u>	<u>2nd Half</u>	<u>1st Half</u>	<u>2nd Half</u>	<u>1st Half</u>
	5/16-5/31	6/1-6/15	6/16-6/30	7/1-7/15	7/16-7/31	8/1-8/15
Documents due in:						
➤ Position Control (Zip 1041)	05/21	06/08	06/22	07/07	07/22	08/06
➤ 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 <u>OVERTIME</u> Time Reports due in:						
➤ Payroll Services (Zip 1024)						
Medical Enrollment/Retirement Forms due in:						
➤ Human Resource Services (Zip 1014)	05/28	06/12	06/26	07/13	07/28	08/12
<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 TEMPS no later than 3:00 p.m.						
Begin on-line input of Positive Pay in DEPT PAY	06/01	06/16	06/30	07/15	07/30	08/14
Complete on-line input of Positive Pay in DEPT PAY by NOON. *** <u>Run Payroll Calculation</u> ***	06/03	06/18	07/02	07/17	08/03*	08/18
Begin review of Payroll expenses on-line in DEPT PAY.	06/04	06/19	07/06	07/20	08/04	08/19
Cut-off for pay-affecting errors on PEARS Is 9:00 a.m.	06/08	06/23	07/08	07/22	08/06	08/21
Cut-off for non-pay-affecting errors on PEARS NO LATER THAN NOON. *** <u>PAY DAY</u> ***	06/10	06/25	07/10	07/24	08/10	08/25

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

ALL UNIVERSITY HOLIDAYS: Memorial Day - Monday -- May 25 | Independence Day - Friday -- July 3

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