

WASHINGTON STATE UNIVERSITY  
Payroll Services

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Web Site: www.wsu.edu/payroll

**PAYROLL DOCUMENTS SCHEDULE -- SUMMER 2010**

- 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, DEPPS or PERMS **BEFORE** these deadlines.

	<u>MAY 2010</u>	<u>JUNE 2010</u>		<u>JULY 2010</u>		<u>AUG 2010</u>
	<u>2<sup>nd</sup> Half</u> 5/16-5/31	<u>1<sup>st</sup> Half</u> 6/1-6/15	<u>2<sup>nd</sup> Half</u> 6/16-6/30	<u>1<sup>st</sup> Half</u> 7/1-7/15	<u>2<sup>nd</sup> Half</u> 7/16-7/31	<u>1<sup>st</sup> Half</u> 8/1-8/15
Documents due in: ➤ Position Control (Zip 1041) <b>Last day for on-line input and review of pending appointments and I-9s in PERMS no later than 3:00 p.m.</b>	05/21	06/08	06/21	07/07	07/22	08/06
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) <u>LWOP</u> Time and Leave Reports due in: ➤ Human Resource Services (Zip 1014) <b>Last day for on-line input and review of pending appointments and I-9s in TEMPS no later than 3:00 p.m.</b>	05/27	06/14	06/25	07/13	07/28	08/12
Begin on-line input of Positive Pay in DEPT PAY	06/01	06/16	06/29	07/15	07/30	08/16
Complete on-line input of Positive Pay in DEPT PAY by NOON. *** <u>Run Payroll Calculation</u> ***	06/03	06/18	07/01*	07/19	08/03	08/18
Begin review of Payroll expenses on-line in DEPT PAY.	06/04	06/21	07/02	07/20	08/04	08/19
Cut-off for pay-affecting errors on PEARS Is 9:00 a.m.	06/08	06/23	07/07	07/22	08/06	08/23
Cut-off for non-pay-affecting errors on PEARS NO LATER THAN NOON. *** <u>PAY DAY</u> ***	06/10	06/25	07/09	07/26	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 31  
Independence Day - Monday -- July 5

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