

WASHINGTON STATE UNIVERSITY

Payroll Services

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Web Site: [www.wsu.edu/payroll](http://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 TEMPS, DEPPS or PERMS BEFORE these deadlines.**

**PAYROLL DOCUMENTS SCHEDULE – 2009-2010**

	<u>AUG. 09</u>	<u>SEPTEMBER 2009</u>		<u>OCTOBER 2009</u>		<u>NOVEMBER 2009</u>		<u>DECEMBER 2009</u>		<u>JANUARY 2010</u>		<u>FEBRUARY 2010</u>		<u>MARCH 2010</u>		<u>APRIL 2010</u>		<u>MAY 10</u>
	2nd Half	1st Half	2nd Half	1st Half	2nd Half	1st Half	2nd Half	1st Half	2nd Half	1st Half	2nd Half	1st Half	2nd Half	1st Half	2nd Half	1st Half	2nd Half	1st Half
<b>Documents due in:</b> ➤ <b>Position Control</b> (Zip 1041)	<b>08/21</b>	<b>09/08</b>	<b>09/22</b>	<b>10/07</b>	<b>10/22</b>	<b>11/05</b>	<b>11/19</b>	<b>12/07</b>	<b>12/18</b>	<b>01/05</b>	<b>01/22</b>	<b>02/08</b>	<b>02/19</b>	<b>03/08</b>	<b>03/23</b>	<b>04/07</b>	<b>04/21</b>	<b>05/06</b>
Employee-initiated pay-affecting documents, Expenditure Transfer Requests and <b><u>OVERTIME</u></b> Time Reports due in: ➤ Payroll Services (Zip 1024) Medical Enrollment/Retirements Forms due in: ➤ Human Resource Services (Zip 1014) <b><u>LWOP</u></b> Time and Leave Reports due in: ➤ Human Resource Services (Zip 1014)	<b>08/27</b>	<b>09/14</b>	<b>09/28</b>	<b>10/13</b>	<b>10/28</b>	<b>11/12</b>	<b>11/25</b>	<b>12/11</b>	<b>12/28</b>	<b>01/11</b>	<b>01/28</b>	<b>02/12</b>	<b>02/25</b>	<b>03/12</b>	<b>03/29</b>	<b>04/13</b>	<b>04/27</b>	<b>05/12</b>
Last day for on-line input and review of pending appointments and I-9s in <b>TEMPS, PERMS</b> no later than 3:00 p.m.																		
<b>Begin on-line input of Positive Pay in DEPT PAY</b>	<b>08/31</b>	<b>09/16</b>	<b>09/30</b>	<b>10/15</b>	<b>10/30</b>	<b>11/16</b>	<b>12/01</b>	<b>12/15</b>	<b>12/30</b>	<b>01/13</b>	<b>02/01</b>	<b>02/16</b>	<b>03/01</b>	<b>03/16</b>	<b>03/31</b>	<b>04/15</b>	<b>04/29</b>	<b>05/14</b>
<b>Complete on-line input of Positive Pay in DEPT PAY by NOON *</b> <b>***Run Payroll Calculation***</b>	<b>09/02</b>	<b>09/18</b>	<b>10/02</b>	<b>10/19</b>	<b>11/03</b>	<b>11/18</b>	<b>12/03</b>	<b>12/17</b>	<b>01/04*</b>	<b>01/16*</b>	<b>02/03</b>	<b>02/18</b>	<b>03/03</b>	<b>03/18</b>	<b>04/02</b>	<b>04/19</b>	<b>05/03*</b>	<b>05/18</b>
<b>Begin review of Payroll Expenses on-line in DEPT PAY</b>	<b>09/03</b>	<b>09/21</b>	<b>10/05</b>	<b>10/20</b>	<b>11/04</b>	<b>11/19</b>	<b>12/04</b>	<b>12/18</b>	<b>01/05</b>	<b>01/19</b>	<b>02/04</b>	<b>02/19</b>	<b>03/04</b>	<b>03/19</b>	<b>04/05</b>	<b>04/20</b>	<b>05/04</b>	<b>05/19</b>
<b>Cut-off for pay-affecting errors on PEARS Is 9:00 a.m.</b>	<b>09/08</b>	<b>09/23</b>	<b>10/07</b>	<b>10/22</b>	<b>11/06</b>	<b>11/23</b>	<b>12/08</b>	<b>12/22</b>	<b>01/07</b>	<b>01/21</b>	<b>02/08</b>	<b>02/23</b>	<b>03/08</b>	<b>03/23</b>	<b>04/07</b>	<b>04/22</b>	<b>05/06</b>	<b>05/21</b>
<b>Cut-off for non-pay affecting errors on PEARS NO LATER THAN NOON</b> <b>*** PAY DAY ***</b>	<b>09/10</b>	<b>09/25</b>	<b>10/09</b>	<b>10/26</b>	<b>11/10</b>	<b>11/25</b>	<b>12/10</b>	<b>12/24</b>	<b>01/11</b>	<b>01/25</b>	<b>02/10</b>	<b>02/25</b>	<b>03/10</b>	<b>03/25</b>	<b>04/09</b>	<b>04/26</b>	<b>05/10</b>	<b>05/25</b>

\* 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.

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

0910 SY PAY SCD.DOC  
REV. 03/09/09