

From: controllers_office-bounces@lists.wsu.edu on behalf of controllers_office@lists.wsu.edu
Sent: Monday, January 25, 2016 12:18 PM
To: controllers_office@lists.wsu.edu
Subject: [Controllers_office] Payroll Deadlines
Attachments: ATT00001.txt

Dear Area Finance Officers,

Payroll Services would like to request your assistance in our efforts to improve our processes. Exceptions to normal payroll processing make keeping up with our regular payroll deadlines a challenge. The exceptions we are being asked to handle seem to be steadily increasing. We have identified a few of these exceptions below. Would you pass these reminders along to those in your area responsible for payroll processing? Reduction of these exceptions will enable us to provide your team the best possible service.

- 1. Please process and submit leave without pay (LWOP) in the correct pay period.** That means that leave reports for salaried employees need to be turned in anytime there is leave without pay and not just at the end of the month. For easy reference, please see our [document schedule](#) with due dates. Each retro leave without pay request requires a minimum of an additional 15 minutes of work in the Payroll Department alone. That extra time multiplies for terminated employees. This does not include the additional time required of your own department personnel, which we estimate to mirror the central requirement. In a recent pay period we received 189 delinquent LWOP requests.
- 2. Please meet positive pay deadlines.** Each department is responsible for the timely payment of its employees and is required to have at least two people assigned to DEPTPAY according to [BPPM 55.22](#). Therefore, absence of the employee responsible for payroll processing is not a valid justification for missing deadlines or for manual checks.

We are here to help. If your team has identified challenges contributing to these issues, we'd like to hear from you. Please contact Rick Grunewald at rgrunewald@wsu.edu.

As always, thank you for your support and cooperation!

Best regards,

WSU CONTROLLER'S OFFICE MAILLIST



Go COUGS!

This mail list has been developed for those individuals responsible for financial administration, transactional processing and financial approvals across the Washington State University community. It will be used to share important news, announcements and procedural changes related to effective financial management at WSU. We will also provide tips to help keep you up-to-date and to assist in minimizing administrative effort in navigating business policies and procedures.

We would like to hear from you. If you have questions, comments or concerns related to this mail list or suggestions for content, please contact Joy Morton at joy.morton@wsu.edu. **Please feel free to forward this message to anyone in your unit who would benefit from announcements and timely updates on Business Services/Controller's Office processes and procedures.**

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