

Washington State University
Payroll Services

PAYROLL DISASTER CONTACT LIST

To protect our resources and prepare for the future, we are developing a *Business Continuity Plan* for Payroll Services. Your agency has been identified as one of our significant stakeholders. In the event of a catastrophic payroll system failure which might adversely impact the timely receipt of payroll deduction information, files, datasets and/or secured internet uploads, who should we notify at your agency?

Agency Name: _____

Contact Name: _____

Email Address: _____

Phone: _____

Cell Phone: _____

Fax: _____

Contact Name: _____

Email Address: _____

Phone: _____

Cell Phone: _____

Fax: _____

Contact Name: _____

Email Address: _____

Phone: _____

Cell Phone: _____

Fax: _____

Contact Information: Payroll Services, Washington State University, PO Box 641024, Pullman, WA 99164-1024; telephone (509) 335-1277; Fax: (509) 335-1472; E-mail: payroll@wsu.edu.