PAYROLL DOCUMENTS SCHEDULE -- SUMMER 2018

- 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 DEPPS **BEFORE** these deadlines.

<table>
<thead>
<tr>
<th>Documents due in:</th>
<th>MAY 2018</th>
<th>JUNE 2018</th>
<th>JULY 2018</th>
<th>AUG 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2nd Half</strong></td>
<td>5/16-5/31</td>
<td>6/1-6/15</td>
<td>6/16-6/30</td>
<td>7/1-7/15</td>
</tr>
<tr>
<td><strong>1st Half</strong></td>
<td>6/16-6/30</td>
<td>7/1-7/15</td>
<td>7/16-7/31</td>
<td>8/1-8/15</td>
</tr>
<tr>
<td><strong>Position Control</strong> (Zip 1014)</td>
<td>05/23</td>
<td>06/06</td>
<td>06/21</td>
<td>07/06</td>
</tr>
</tbody>
</table>

Last day for on-line input and review of pending appointments and I-9s in PERMS no later than 3:00 p.m.

- 05/24 | 06/07 | 06/22 | 07/09 | 07/25 | 08/08 |

Employee-initiated pay-affecting documents, Expenditure Transfer Requests and OVERTIME Time Reports due in:
- Payroll Services (Zip 1024) | 05/29 | 06/12 | 06/27 | 07/12 | 07/30 | 08/13 |

Medical Enrollment/Retirement Forms due in:
- Human Resource Services (Zip 1014) | 06/04 | 06/18 | 07/03 | 07/18 | 08/03 | 08/17 |

LWOP Time and Leave Reports due in:
- Human Resource Services (Zip 1014) | 06/05 | 06/19 | 07/05 | 07/19 | 08/06 | 08/20 |

Last day for on-line input and review of pending appointments and I-9s in TEMPS no later than 3:00 p.m.

- 06/07 | 06/21 | 07/06 | 07/23 | 08/08 | 08/22 |

Begin on-line input of Positive Pay in DEPT PAY

- 06/07 | 06/21 | 07/06 | 07/23 | 08/08 | 08/22 |

Complete on-line input of Positive Pay in DEPT PAY by NOON. ***Run Payroll Calculation***

- 06/07 | 06/21 | 07/06 | 07/23 | 08/08 | 08/22 |

Begin review of Payroll expenses on-line in DEPT PAY.

- 06/07 | 06/21 | 07/06 | 07/23 | 08/08 | 08/22 |

Cut-off for pay-affecting errors on PEARS is 9:00 a.m.

- 06/07 | 06/21 | 07/06 | 07/23 | 08/08 | 08/22 |

Cut-off for non-pay-affecting errors on PEARS NO LATER THAN NOON. ***PAY DAY***

- 06/11 | 06/25 | 07/10 | 07/25 | 08/10 | 08/24 |

**ALL UNIVERSITY HOLIDAYS:** Memorial Day - Monday -- May 27
Independence Day - Wednesday -- July 4

Payroll Disaster Web Site: [http://wsupayrolldisaster.tripod.com](http://wsupayrolldisaster.tripod.com)

REV. 08/21/2017