

WASHINGTON STATE UNIVERSITY

Payroll Services

TEL: (509) 335-9575 FAX: (509) 335-1472 E-Mail: payroll@wsu.edu

Web Site: [www.wsu.edu/payroll](http://www.wsu.edu/payroll) Payroll Disaster Web Site: <http://wsupayrolldisaster.inpod.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 DEPPS BEFORE these deadlines.**

PAYROLL DOCUMENTS SCHEDULE - 2017-2018

	AUG. 17		SEPTEMBER 2017		OCTOBER 2017		NOVEMBER 2017		DECEMBER 2017		JANUARY 2018		FEBRUARY 2018		MARCH 2018		APRIL 2018		MAY 18		
	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	1st	2nd	
Documents due in:																					
Position Control (Zip 1014)	08/22	09/06	09/21	10/06	10/21	11/02	11/17	12/05	12/18	01/05	01/23	02/07	02/20	03/07	03/22	04/06	04/23	05/08			
Last day for on-line input and review of pending appointments and I-9s in PERMS no later than 3:00 p.m.	08/23	09/07	09/22	10/09	10/24	11/03	11/20	12/06	12/19	01/08	01/24	02/08	02/21	03/08	03/23	04/09	04/24	05/09			
Employee-initiated pay-affecting documents, Expenditure Transfer Requests and OVERTIME Time Reports due in:																					
Payroll Services (Zip 1024)	08/29	09/12	09/27	10/12	10/27	11/09	11/28	12/12	12/27	01/11	01/29	02/13	02/26	03/13	03/28	04/12	04/27	05/14			
Medical Enrollment/Retirements Forms due in:																					
Human Resource Services (Zip 1014)																					
LWOP Time and Leave Reports due in:																					
Human Resource Services (Zip 1014)																					
Last day for on-line input and review of pending appointments and I-9s in TEMPS no later than 3:00 p.m.	08/31	09/14	09/29	10/16	10/31	11/14	11/30	12/14	12/29	01/16	01/31	02/15	02/28	03/15	03/30	04/16	05/01	05/16			
Begin on-line input of Positive Pay in DEPT PAY																					
Complete on-line input of Positive Pay in DEPT PAY by NOON																					
***Run Payroll Calculation***	09/02**	09/18*	10/03	10/18	11/02	11/16*	12/04	12/16**	01/03*	01/18	02/02	02/19	03/02	03/19	04/03	04/18	05/03	05/18			
Begin review of Payroll Expenses on-line in DEPT PAY	09/05	09/19	10/04	10/19	11/03	11/17	12/05	12/18	01/04	01/19	02/05	02/20	03/05	03/20	04/04	04/19	05/04	05/21			
Cut-off for pay-affecting errors on PEARS is 8:00 a.m.	09/07	09/21	10/06	10/23	11/07	11/20	12/07	12/20	01/08	01/23	02/07	02/22	03/07	03/22	04/06	04/23	05/08	05/23			
Cut-off for non-pay affecting errors on PEARS NO LATER THAN NOON	09/11	09/25	10/10	10/25	11/9	11/22	12/11	12/22	01/10	01/25	02/9	02/26	03/9	03/26	04/10	04/25	05/10	05/25			
*** PAY DAY ***																					

\* Complete on-line input of Positive Pay NO LATER THAN 2:00 p.m. \*\* Saturday at Noon (September 2<sup>nd</sup>) & Dec 18<sup>th</sup> \*\*  
 The cut-off for receipt of Time Reports and Leave Reports in Payroll Services for payment of annual sick leave cash out is JANUARY 25, 2018  
 The cut-off dates for Graduate Assistant Payroll Deductions are SEPTEMBER 3, 2017 and JANUARY 21, 2018.

Late fees will be applied by Student Accounts the night of SEPTEMBER 6, 2016 and JANUARY 26, 2017. Sign up for payroll deduction before late fees are applied.

UNIVERSITY HOLIDAYS: MONDAY -- SEPTEMBER 4; FRIDAY -- NOVEMBER 10; THURSDAY & FRIDAY -- NOVEMBER 23 & 24; MONDAY & TUESDAY -- DECEMBER 25 & 26; MONDAY, JANUARY 1; MONDAY -- JANUARY 15 MONDAY -- MAY 28