Payroll Documents Schedule

**DEFINITION**
The Payroll Documents Schedule is a set of deadlines for submitting pay-affecting documents.

**AVAILABLE**
Payroll Services issues a Payroll Document Schedule for the academic year and for the summer payrolls.

The schedule is also available at the Payroll Services window in French Administration 236, or from the Payroll Services website. To access the Payroll Services website, go to:

`payroll.wsu.edu/`

Select **DEPTPAY Users**

**DEADLINES**
Submit documents to Human Resource Services (HRS), the Student Employment Office, the Budget Office, and Payroll Services prior to the dates listed on the Payroll Document Schedule to ensure processing for the current payroll.

Documents received after deadlines are processed with the next payroll period.

**PAY DATES**
WSU issues payments on the 10th and 25th of the month when these days fall on workdays.

When the normal payday is a Saturday, paychecks and earnings statements are issued the preceding workday.

When the normal payday is a Sunday, paychecks and earnings statements are issued the following workday, unless Monday is a University holiday, in which case payday is the preceding Friday.

**DOCUMENTS LISTED ON THE SCHEDULE**

**Employee-Initiated Documents**
These documents include the IRS W-4 form, Direct Deposit Authorization card, and deduction agreements with credit unions.

**Department-Initiated Documents**
Department-initiated documents include online Personnel/Position/Payroll Electronic Routing Management System (PERMS) transactions (personnel actions), Position Actions, Expense Assignment Actions, Time Reports, Expense Transfer Requests, and other documents affecting an employee's pay.
Payroll Documents Schedule

Faculty Timecard
Departments use the Positive Pay Time Entry application in online DEPPS or HEPPS to pay faculty, administrative, and professional employees who are eligible to receive extra compensation. When the Positive Pay Time Entry application is used in this way, it is referred to as a Faculty Timecard. See BPPM 60.42 and 55.22.

I-9
Online Employment Eligibility Verification (I-9) transactions and copies of documents to establish an employee’s status are required for legal employment. Refer to BPPM 60.04 for complete details.

Leave Report
The Leave Report is a pay-affecting document when it reports leave without pay (see BPPM 60.63).

The Leave Report is used in January to claim reimbursement for unused sick leave (see BPPM 60.63).

Payroll Expenditure Audit Report (PEAR)
PEAR reports the current pay period’s payments and retroactive adjustments for preceding pay periods. The PEAR review by the department may result in a pay-affecting correction (see BPPM 55.22).

PERMS Transactions
Personnel actions processed through PERMS transactions are used to appoint, promote, separate, and order other personnel activities. See BPPM 60.25 for a complete description.

Position Control Documents
The Position Action, Expense Assignment Action, and Position Identifying Description forms are used to coordinate position activity (see BPPM Chapter 58).

Temporary Employment Appointments
The Appointments section of the online Temporary Employment System (TEMPS) is used to enter information concerning temporary employment appointments, reappointments, rate of pay, and changes in status to the payroll system (see BPPM 60.26 and 60.27).

Time Report
The Time Report is a pay-affecting document when it is used to report paid overtime, civil leave, leave without pay, standby pay, call back pay, hazardous conditions pay, and termination of employment for classified staff (see BPPM 60.60).

The Time Report is used to pay annual leave at separation of employment and annual leave and sick leave at retirement.

The Time Report is used to authorize eight hours of pay for up to four months which entitles an employee to employee benefits during extended periods of leave without pay.
## Payroll Documents Schedule

<table>
<thead>
<tr>
<th>Time Report (cont.)</th>
<th>The Time Report is used in January to claim reimbursement for unused sick leave (see BPPM 60.60).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Positive Pay Time Entry</td>
<td>The Positive Pay Time Entry application in online DEPPS and HEPPS is used to report hours or pieces worked for positive pay employees. The employee's pay depends on hours worked, pieces completed, or total scheduled work hours per month (see BPPM 55.22).</td>
</tr>
</tbody>
</table>

## Payroll Activity

<table>
<thead>
<tr>
<th>Last Batch to Production Control</th>
<th>Internal note to Payroll Services staff.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run Payroll Calculation</td>
<td>All positive pay hours or pieces must be entered in the Positive Pay Time Entry application no later than the specified day and time.</td>
</tr>
</tbody>
</table>

The next working day, Payroll Services notifies departments that the Payroll Expenditure Audit Report is available at Payroll.

<table>
<thead>
<tr>
<th>Cut-off for Direct Deposit</th>
<th>This is the last date Payroll Services can correct a payment initiated through the direct deposit system for the specific pay period.</th>
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</thead>
<tbody>
<tr>
<td>Pay Day</td>
<td>The date the banks deposit pay in the accounts of employees who authorized direct payroll deposit and the expected delivery date of checks by the U.S. Postal Service.</td>
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</tbody>
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<table>
<thead>
<tr>
<th>PEARs Due in Payroll</th>
<th>See BPPM 55.22 for complete instructions for reporting errors on the Payroll Expenditure Audit Report. Look under Corrections in BPPM 55.22 for a description of errors and appropriate action to take.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Review and return this report as quickly as possible because errors can be resolved much easier prior to the issuance or direct deposit of the employee's paycheck.</td>
</tr>
<tr>
<td></td>
<td>The date on the Payroll Document Schedule is the deadline for returning the PEAR, but sooner is better.</td>
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</tbody>
</table>