

**Payroll Documents Schedule**

**NOTE:** The website URL for **Workday reference guides** that are referenced in this section is:  
<https://confluence.esg.wsu.edu/display/WKB/Workday>

**DEFINITION**

The Payroll Documents Schedule is a set of deadlines for submitting pay-affecting documents and transactions in Workday.

**AVAILABLE**

Payroll Services issues a Payroll Document Schedule.

The schedule is also available from the Payroll Services website. To access the Payroll Services website, go to:

[payroll.wsu.edu/](http://payroll.wsu.edu/)

Pay-affecting transactions completed and 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.

**TRANSACTIONS AND DOCUMENTS LISTED ON THE SCHEDULE**

**Employee-Initiated Transactions and Documents**

These transactions and documents include the IRS W-4 form, payment elections (e.g., direct deposit), and voluntary deductions.

**Department-Initiated Transactions and Documents**

Department-initiated transactions include:

- Staffing,
- Compensation,
- Position and payroll transactions,
- Payroll costing allocations,
- Entering/submitting and approving time and leave, and
- Payroll accounting adjustments.

## **Payroll Documents Schedule**

Period Activity Pay	Departments use Period Activity Pay (PAP) in Workday to pay faculty, coaches, and graduate students who are eligible to receive extra compensation. When the Workday PAP transaction is used in this way it is referred to as a <i>Faculty Timecard</i> . See the Workday Period Activity Pay reference guide.
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 <i>BPPM 60.04</i> for complete details.
Absence Calendar	<p>The request absence task through the Absence Calendar is a pay-affecting transaction in Workday when leave without pay is approved.</p> <p>The Absence Calendar is referenced (along with the Time Entry Calendar) to pay annual leave at separation of employment and annual leave and sick leave at retirement.</p> <p>The request absence task through the Absence Calendar is used in January to claim reimbursement for unused sick leave by selecting the “Annual Attendance Incentive” time off and entering the amount of sick leave hours to pay out. (see <i>BPPM 60.41</i>).</p>
Payroll Expenditure Audit Report	The CR PAY Payroll Accounting Journal Details – In Progress Payroll report returns current in progress payroll results for departments to review. (See the Using Workday Reports reference guide.)
Staffing Transactions	Staffing actions processed through Workday transactions are used to hire, promote, terminate, and order other staffing activities. (See the applicable Workday Staffing reference guide for a more information.)
Position Control Transactions	Position and default position assignments, such as compensation and funding, in Workday are used to coordinate position activity. (See the applicable Workday Staffing reference guide for a more information.)
Temporary Employment Positions	The temporary and hourly employment work area of Workday is used to enter information concerning temporary employment appointments, reappointments, rate of pay, and changes in status to the payroll system (see applicable Workday Staffing reference guide for more information.)

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Time Entry Calendar	<p>The time entry task in Workday is a pay-affecting transaction when it is used to report paid overtime, leave without pay, standby pay, call back pay, hazardous conditions pay, and termination of employment for classified staff.</p> <p>The Time Entry Calendar is referenced (along with the Absence Calendar) to pay annual leave at separation of employment and annual leave and sick leave at retirement.</p> <p>The Time Entry Calendar 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.</p>
Temporary and Hourly Pay Time Entry	<p>The Time Entry Calendar in Workday is used for temporary and hourly employees to report hours worked. The employee's pay depends on hours worked that are submitted and approved each pay period.</p>
<b>Payroll Activity</b>	
Run Payroll Calculation	<p>All temporary and hourly pay hours or pieces must be entered in Workday no later than the specified day and time.</p>
Cut-off for Direct Deposit	<p>This is the last date Payroll Services can correct a payment initiated through the direct deposit system for the specific pay period.</p>
<b>Pay Day</b>	<p>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.</p>