Hello,

Part of the transition to Workday includes deadlines and changes to how we handle Payroll activities. Here are critical dates you need to know:

**November 20, 2020** is the last day to:

- Enter hires or appointment changes into PERMS for the Dec. 24 paycheck
- Input actions into TEMPS for the Dec. 24 paycheck
- Submit a Position Action (PA) to HRS Position Control
- Submit an Expense Assignment Action form (EAA) to HRS Position Control
- Submit Expenditure Transfer Requests (ETRs) to Sponsored Programs Services (SPS) or Payroll Services

**Additional deadlines:**

- Dec. 4 is the last day to complete PERMS transactions.
- Dec. 11 is the last day to:
  - Submit time documents (time worked/off) for the last payroll in legacy systems. This includes requests for Leave Without Pay (LWOP).
  - Use comp (compensatory) time
  - Submit requests to Payroll Services to pay out comp time
- Positive Pay opens at 9 a.m. on Dec. 15 to enter positive pay for first half of December payroll (Dec. 1-15). It closes at 12 p.m. on Dec. 17.
- Dec. 16 is the first day to start using Workday for HR and Payroll transactions.
- Dec. 24 at noon is the last day to:
  - Download and certify a PEARs report for the first half of December
  - Input information or manage transactions in HEPPS or DEPPS. After this, HEPPS and DEPPS will be available for read-only access.

These activities are part of the “cutover” from current systems to Workday. You can find these and more dates and details about Workday cutover at [modernization.wsu.edu/cutover](http://modernization.wsu.edu/cutover). For questions about Workday, please contact the Modernization Initiative at [modhelp.wsu.edu](http://modhelp.wsu.edu).

Thank you,