

This message is being distributed to the AFOs, Payroll listserv, HRS listserv, and the RAC listserv

Subject: Important Payroll deadlines for Workday transition

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. For questions about Workday, please contact the Modernization Initiative at modhelp.wsu.edu.

Thank you,