



# Early Payroll Deadlines & Other Notes

# Early Wage Payroll Run and Pay Date Due to Christmas Holidays

- **Pay Period Ending Friday, December 17, 2021**
  - Time must be **submitted and approved by Midnight on Thursday, December 16, 2021**
  - *Time for the 17<sup>th</sup> must be estimated*
  - Payroll processed on **Friday, December 17, 2021**
  - Payroll pay date is **Thursday, December 23, 2021**
  - Cutoff for Retro wage transactions is **COB today, Tuesday, December 14, 2021**

# Early Student Payroll Run and Pay Date Due to Christmas Holidays

- **Pay Period Ending Friday, December 24, 2021**
  - Time must be **submitted and approved by 3:00 p.m. on Monday, December 20, 2021**
  - *Time for the 2<sup>nd</sup> week must be estimated*
  - Payroll processed on **Tuesday, December 21, 2021**
  - Payroll pay date is **Thursday, December 23, 2021**
  - Cutoff for Retro wage transactions is **COB, Friday, December 17, 2021**

# Timekeeper Reports

- **Timekeepers Must Run Reports to Find Time Not Submitted or Approved**
  - Time Not Submitted
  - Time Not Approved
  - Workers With No Time Entry

# Final Academic and Professional Payrolls for Calendar Year 2021

- **Academic Pay Period Ending December 14, 2021**
  - Payroll being processed today
  - Payroll pay date is **Tuesday, December 21, 2021**
- **Professional Pay Period Ending December 31, 2021**
  - All professional forms for December must be current by **COB on Wednesday, December 15, 2021**
  - Payroll being processed **Thursday, December 16, 2021**
  - Payroll pay date is **Thursday, December 23, 2021**

# 2021 Tax Treaty Expires 12/31/2021

- If renewal required for calendar year 2022
- Copies of Tax Treaty Forms, A Sample Treaty Form and the Zoom meeting explaining the process can be found on the Payroll Website [Tax Treaties | LSU Payroll](#)
- Contact Candice Lockwood at [candice@lsu.edu](mailto:candice@lsu.edu) with questions.
- Tax Treaty Renewal Forms to be emailed to [taxtreaty@lsu.edu](mailto:taxtreaty@lsu.edu)

# Valid Address Required for W-2

- If address change part of onboarding and onboarding not completed then address will not pick up on W-2 causing an error when Payroll attempts to submit the W-2 file.
- If the employee is moving please have them update contact information in Workday with updated address for W-2 or email [Payroll@lsu.edu](mailto:Payroll@lsu.edu) with the updated address.