Payroll

Karen Jenkins, *Director*
Yolanda Clark*,* Associate Director

Early Student Payroll Due to Thanksgiving Holidays

➢ Time for student period ending Friday, November 22, 2024 must be **submitted and approved** by **11:59 p.m.** on **Sunday, November 24, 2024**

➢ **Payroll will be processed on Monday, November 25, 2024**

➢ Pay Date for payroll is **Wednesday, November 27, 2024**

➢ Retroactive Transactions for dates prior to 11/09/2024 must be completed by close of business on **Wednesday, November 20, 2024.** Retroactive Payroll is being processed **Thursday, November 21, 2024**

Final Academic Run for Calendar Year 2024

- **Academic Payroll** for period ending 12/14/2024 is being processed on **Friday, December 13, 2024**

- All transactions to be paid on this Payroll must be successfully completed by COB, Thursday, December 12, 2024

- Pay Date for payroll is **Friday, December 20, 2024**

- Retroactive Transactions prior to November 15, 2024, should be completed by COB on Monday, December 09, 2024

- Late transactions will be paid on January 21, 2025

- Notify payroll immediately of any late UTO, LWOP or terminations prior to 12/14/2024 processed after 12/14/2024

Final Professional Run for Calendar Year 2024

➢ **Professional Payroll** for period ending 12/31/2024 is being processed on **Monday, December 16,2024**

➢ All transactions to be paid on this Payroll must be successfully completed by COB, Friday, December 13, 2024

➢ Pay Date for payroll is **Monday, December 23, 2024**

➢ Retroactive Transactions prior to December 1, 2024, should be completed by COB on Tuesday, December 10, 2024.

➢ Any late transactions will be paid on January 31, 2025

➢ Notify payroll immediately of any late UTO, LWOP or terminations prior to 12/31/2024 processed after 12/16/2024

Final Wage Payroll Run For Calendar Year 2024

➤ Time for wage period ending Friday, December 13, 2024, must be **submitted and approved** by **11:59 p.m. Monday, December 16, 2024**

➤ **Payroll will be processed on Tuesday, December 17, 2024**

➤ Early payroll run is necessary so that all deductions can remitted to vendors in final AP run being processed for year.

➤ Pay Date for payroll is normal pay date of **Friday, December 20, 2024**

➤ Retroactive Transactions for dates prior to 11/30/2024 must be completed by COB on Wednesday, December 11, 2024. Retroactive Payroll is being processed on normal date of **Thursday, December 12, 2024.**

First Wage Run for Payment in Calendar Year 2025

➢ Time for wage period ending Friday, December 27, 2024 must be **submitted and approved** by **11:59 p.m.** on **Sunday, December 22, 2024**

➢ **Payroll will be processed on Monday, December 23, 2024 – last day of work prior to holidays**

➢ Holiday Trigger is required to release time for 2nd week of period if leave taken on 12/21 – 12/23 - **all other days of 2nd week are holiday**

➢ Pay Date for payroll is **Friday, January 03, 2025**

➢ Retroactive Transactions for dates prior to 12/14/2024 must be completed by close of business on **Thursday, December 19, 2024**. Retroactive Payroll is being processed **Friday, December 20, 2024**

Early Student Payroll Due to Christmas Holidays

➢ Time for student period ending Friday, December 20, 2024 must be **submitted and approved** by **3:00 p.m.** on **Wednesday, December 18, 2024**

   *Only Estimate Time if Student is Working

➢ **Payroll will be processed on Thursday, December 19, 2024**

➢ Pay Date for payroll is **Monday, December 23, 2024**

➢ Retroactive Transactions for dates prior to 12/07/2024 must be completed by close of business on **Tuesday, December 17, 2024.** Retroactive Payroll is being processed **Wednesday, December 18, 2024**

Helpful Timekeeping Reports

Time Not Submitted Timekeeper

Time Not Approved Timekeeper

Workers with No Time Entry Timekeeper

Time for the Period Detail

Time Holiday Hours **0** and Time Off GT **0** Report

Best Practice for Time Submission

Employee

Submit time weekly

Monitor approval status of your time blocks prior to the lockout date

Ensure all leave is entered and approved prior to being out

Supervisor

Verify that hours have actually been worked

Timely approval of leave and hours worked

Tips for managers
- Monitor your Workday inbox
- Delegate your Workday responsibility when you will be out
- Run Time and Absence Reports
- Communicate with employee if time sent back for corrections

Payment Elections

➢ May be processed until day prior to payroll processed

➢ Late changes will not have time for pre-notes to verify the validity of account prior to payroll being processed

➢ Rejected funds cannot be reissued until received back from the bank

➢ For LSU Baton Employees to load payment elections in Workday the **hire effective date** must be current

➢ For LSU Baton Rouge employees to update payment elections in Workday see link below https://www.lsu.edu/workday/PDF/employee_training/managepaymentelections.pdf

➢ For other campuses paper forms can be submitted in person or via Files to Geaux to Payroll@lsu.edu. The form AS35, Authorization Agreement for Direct Deposits, which can be found at the following web address: **http://www.lsu.edu/administration/ofa/oas/pay/pdfs/as35.pdf**.

Other Miscellaneous Information

- **No Mismatches Please**
  Employee names reported on Form W-2 must match Social Security Administration (SSA) files

  - $60 penalty for name mismatches

  - Employees may not receive proper credit for Social Security or Medicare earnings if SSA cannot identify the individual

  - The name and Social Security number (SSN) on the employee's card should match the legal name and SSN that appears in Workday. If the employee wishes to be employed under another name, they must first go to the Social Security Administration and have their card changed before Payroll or Human Resources can make the change

- **Address Changes or Corrections**
  - Verify that the address is correct on the Contact tab under the Personal Information app in Workday for employees who work in your department
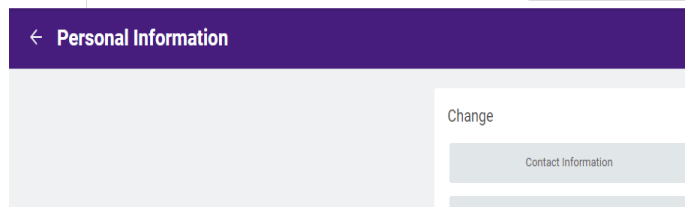
  - Correct address is important when payroll information, including the W2, must be mailed to an employee

- **Insurance Premium Changes**
  - Newly elected benefit coverages and premiums for the 2025 plan year will be reflected in December   paychecks

  - Annual Enrollment elections for flexible spending healthcare and dependent care accounts will be reflected in the employees January paychecks