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 17th 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 2nd 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 with the updated address.