



Early Payroll Deadlines & Other Notes

Early Wage Payroll Run and Pay Date Due to Christmas Holidays

- **Pay Period Ending Friday, December 16, 2022**
 - Time must be **submitted and approved by Midnight on Thursday, December 15, 2022**
 - *Time for the 16th must be estimated*
 - Payroll processed on **Friday, December 16, 2022**
 - Payroll pay date is **Thursday, December 22, 2022**
 - Cutoff for Retro wage transactions is **COB, Tuesday, December 13, 2022**

First January Wage Payroll Run and Pay Date

- **Pay Period Ending Friday, December 30, 2022**
 - Time must be **submitted and approved by Midnight on Tuesday, January 3, 2023**
 - Payroll processed on **Wednesday, January 4, 2023**
 - Payroll pay date is **Friday, January 6, 2023**
 - Cutoff for Retro wage transactions is **COB, Wednesday, December 21, 2022**
 - **Holiday Job Aid Link**
https://uiswcmsweb.prod.lsu.edu/training/timekeeper/timekeeper_holiday_quick_guide.pdf

Early Student Payroll Run and Pay Date Due to Christmas Holidays

- **Pay Period Ending Friday, December 23, 2022**
 - Time must be **submitted and approved by 3:00 p.m. on Monday, December 19, 2022**
 - ***Time for the 2nd week must be estimated***
 - Payroll processed on **Tuesday, December 20, 2022**
 - Payroll pay date is **Thursday, December 22, 2022**
 - Cutoff for Retro student transactions is **COB, Thursday, December 15, 2022**

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 2022

- **Academic Pay Period Ending December 14, 2022**
 - Payroll being processed today, **Tuesday, December 13, 2022**
 - Payroll pay date is **Wednesday, December 21, 2022**
- **Professional Pay Period Ending December 31, 2022**
 - All professional forms for December must be current by **COB on Wednesday, December 14, 2022**
 - Payroll being processed **Thursday, December 15, 2022**
 - Payroll pay date is **Thursday, December 22, 2022**

2022 Tax Treaty Expires 12/31/2022

- Renewal required for calendar year 2023
- Copies of Tax Treaty Forms and A Sample Treaty Form can be found on the Payroll Website [Tax Treaties | LSU Payroll](#)
- Contact Candice Lockwood at candice@lsu.edu with questions.
- Tax Treaty Renewal Forms to be emailed to 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.

nextSource Conversion Timeline-WAE & Transients

- **December 21, 2022** – Final day to enter time or make time corrections in **Workday** for the pay periods **prior** to 12/17-12/30. All time for prior periods must be submitted and approved by close-of-business on this day.
- **December 30, 2022** – LSU Termination Date. Terminations loaded automatically for all impacted employees. Final day for employee to enter time or time correction for 12/17-12/30 in Workday. Employees will not have access to enter or correct time after termination date. All time entries or time corrections for the 12/17-12/30 pay period should be sent to HR by noon on Tuesday, January 3, 2023.
- **December 31, 2002** – nextSource Hire date. Hires loaded in nextSource automatically. All timekeeping begins in nextSource (Vndly).
- **January 3, 2023** – Workday Time Entry Locked at midnight. All previous time submitted in Workday by the employee must be approved by their Manager on this day. Final day to send time entries or corrections for the 12/17-12/30 pay period to HR by noon.
- **January 4, 2023** – Final LSU Workday Payroll Processing.
- **January 5, 2023** – Hires loaded in Workday as “Non-Employee” employee type with 12/31 effective date.
- **January 6, 2023** – Final LSU Payday. Will produce a 2023 W-2 if a paycheck is generated.