

```
34 Pay Period Ending Friday, December 17, 2021
                submitted and approved
                                           Midnight
      Thursday, December 16, 2021
  f Time for the 1th must be estimated
                       Friday, December 17, 2021
                    Thursday, December 23, 2021
                                     COB today,
   Tuesday, December 14, 2021
```

```
    Pay Period Ending Friday, December 24, 2021
    submitted and approved 3:00 p.m.
    Monday, December 20, 2021
    Time for the 2<sup>nd</sup> week
```

Timekeeper Reports

34 Timekeepers Must Run Reports to Find Time Not Submitted or Approved

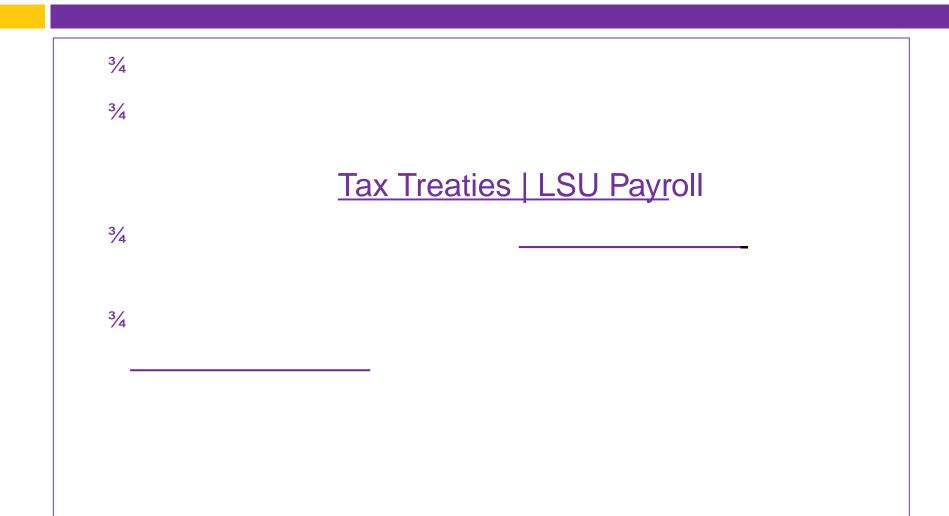
f

f

f

Final Academic and Professional Payrolls for Calendar Year 2021

```
34 Academic Pay Period Ending December 14, 2021
                    Tuesday, December 21, 2021
Professional Pay Period Ending December 31, 2021
           Wednesday, December 15, 2021
    COB
                         Thursday, December
```



Valid Address Required for W

- If address change part of onboarding and onboarding not completed then address will not pick up on W2 causing an error when Payroll attempts to submit the Wfile.
- If the employee is moving please have them upda contact information in Workday with updated address for W2 or email Payroll@lsu.edwith the updated address.