



## $\frac{3}{4}$ Pay Period Ending Friday, December 17, 2021

*f* submitted and approved Midnight  
Thursday, December 16, 2021

*f* Time for the 17<sup>th</sup> must be estimated

*f* Friday, December 17, 2021

*f* Thursday, December 23, 2021

*f* COB today,  
Tuesday, December 14, 2021

## $\frac{3}{4}$ Pay Period Ending Friday, December 24, 2021

*f* submitted and approved 3:00 p.m.  
Monday, December 20, 2021

*f* Time for the 2<sup>nd</sup> week

# Timekeeper Reports

$\frac{3}{4}$  Timekeepers Must Run Reports to Find Time Not Submitted or Approved

*f*

*f*

*f*

# Final Academic and Professional Payrolls for Calendar Year 2021

$\frac{3}{4}$  Academic Pay Period Ending December 14, 2021

*f*

*f*

Tuesday, December 21, 2021

$\frac{3}{4}$  Professional Pay Period Ending December 31, 2021

*f*

COB Wednesday, December 15, 2021

*f*

Thursday, December

3/4

3/4

## Tax Treaties | LSU Payroll

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# Valid Address Required for W2

- ... 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 W2 file.
- ... If the employee is moving please have them update contact information in Workday with updated address for W2 or email [Payroll@lsu.edu](mailto:Payroll@lsu.edu) with the updated address.