

MEMORANDUM

TO: Faculty Senate

FROM: Chair of the Faculty Affairs Committee 

RE: Updates to *Faculty Manual* IV.A.1 Payroll Procedures

DATE: May 20, 2025

The Faculty Affairs Committee recommends updates to Section IV.A.1 of the *Faculty Manual*, specifically on Payroll Procedures. Given frequent updates to payroll procedures, we believe referencing the appropriate BPPM language will be more efficient than restating specific details. The edits were initiated by HRS and proposed by the director of Policy and Governance.

REDLINED

IV. A 1. Payroll Procedures

~~Employees are responsible for completing and maintaining an updated W-4 form in Workday to ensure federal taxes are withheld properly and in accordance with legal requirements. Information and requirements regarding federal and state tax withholding are set forth in [BPPM 55.10 \(Withholding Federal and State Income Taxes\)](#). Each employee signs an Employee's Withholding Exemption Certificate, Form W-4, as required by the United States Treasury Department, before being placed on the payroll. Ordinarily, a faculty appointee will have received this form, together with a copy of the Faculty Manual prior to the start of employment. The Form W-4 is to be completed, signed, and returned promptly to Payroll Services. The social security number is a basic identifying number in the Washington State University payroll system and must be shown on the Form W-4 if the employee has a number. A copy of an application for a social security number may be submitted with the Form W-4; an employee will not be placed on the payroll until a social security number is received. For other purposes, disclosure of the faculty member's social security number shall be voluntary, and refusal to disclose that number shall not be grounds for denying a faculty member any right, benefit or privilege provided by law. If the faculty member refuses to disclose their social security number for such other purposes, the University shall assign a random number to that faculty member for its record-keeping purposes.~~

~~Employees An employee may complete a payment election in Workday an authorization in Payroll Services to have their paycheck deposited sent directly into their bank account a bank. For more information about direct deposit and payment elections, see [BPPM 55.50 \(Direct Pay Deposit\)](#). If no authorization is signed, the check will be sent to the employee's home address. In either case, the check will be mailed on official University pay dates established in conjunction with the state legislature or by regulation. These~~

~~dates are listed in the Payroll Documents Schedule. (For information about this schedule see the [BPPM 55.04](#)) Washington State University is prohibited by law from paying salary in advance.~~

~~Payment **Information and eligibility requirements for lump sum payments of accrued annual leave for faculty who retire, resign, or terminate their employment and who are entitled to a lump sum payout for accrued annual leave are set forth in [BPPM 55.49 \(Payment Upon Separation of Employment\)](#)** will be paid on the first payroll date following the last day worked. Faculty who retire, resign, or terminate their employment, and who are not entitled to a lump sum payout for accrued annual leave will be maintained on the payroll until the accrued annual leave is exhausted with usual payroll procedures applicable. academic-year faculty do not earn annual leave.~~

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IV. A 1. Payroll Procedures

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Employees complete a payment election in Workday to have their paycheck deposited directly into their bank account. For more information about direct deposit and payment elections, see [BPPM 55.50 \(Direct Pay Deposit\)](#). Washington State University is prohibited by law from paying salary in advance.

Information and eligibility requirements for lump sum payments of accrued annual leave for faculty who retire, resign, or terminate their employment are set forth in [BPPM 55.49 \(Payment Upon Separation of Employment\)](#).