



Office of Controller - Payroll
Eastern Washington University
319 Showalter Hall
Cheney, WA 99004-2445

EWU expands opportunities for personal transformation through excellence in learning.

TO: Separating employees

FROM: Payroll Office

SUBJECT: Distribution of final payments and leave cash out (if applicable)
Reminder to keep EagleNET access information

Your final salary payment will be distributed by usual means: direct deposit, mail out or Sutton pickup. If your final work day is between the 16th and the end of the month, your final salary payment will be on the 10th of the next month. If your final work day is between the 1st and the 15th of the month, your salary payment will be on the 25th of the same month.

If your position is eligible to accrue leave and you have a balance upon separation you will receive a leave payout. That payment will be on a separate payday and will be paid by check. If your last salary payment was on the 10th, your cash out will be on the 15th of the month. If your last salary pay was on the 25th, your cash out will be on the last weekday of the same month. The cash out will be mailed to the address that appears on EagleNET as your current mailing address. At year end your W-2 will be mailed to your permanent address that is on EagleNET. Please check or update your address by the end of your last pay period.

Please keep a record of your EWU ID number and your EagleNET pin. Having these will allow you to access pay stubs and W-2 forms on EagleNET after your employment ends.

If you have questions please contact:

EWU help desk for EagleNET access issues: helpdesk@ewu.edu or 509-359-2247

Payroll for payment questions (dates, amount, etc.): payroll@ewu.edu or 509-359-2325

Thank you.