



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

Eastern Washington University provides an inclusive, equitable, and transformative learning experience, driving the pursuit of knowledge with affordable academic excellence.

TO: Separating employees

FROM: Payroll Office

SUBJECT: Distribution of final payments and leave cash out (if applicable)
EagleNet Experience access information

Your final salary will be paid via direct deposit or mail, as usual. If your last workday falls between the 1st and 15th of the month, payment will be made on the 25th of that month. If your last day is between the 16th and the end of the month, payment will be made on the 10th of the following month.

If you are eligible for leave accrual and have a remaining balance upon separation, a leave payout will be issued separately. If your final salary was paid on the 10th, your leave payout will be on the 15th. If your salary was paid on the 25th, the payout will be on the last weekday of that month.

Your W-2 will be mailed to the permanent address listed in EagleNet Experience, so please verify or update your address before leaving EWU.

After departure, you may contact the HelpDesk to request temporary access to EagleNet Experience to view or download your pay stubs and W-2s.

If you have questions, please contact:

EagleNet Experience access: EWU Help Desk helpdesk@ewu.edu or 509-359-2247

Payroll questions: Payroll Department payroll@ewu.edu or 509-359-2325