

Payroll Services is a paperless department. We strongly encourage all departments to scan and email documents to payroll.services@okstate.edu rather than deliver in paper format. Documents should be submitted as PDFs whenever possible.

The document naming convention and subject line for employee related documents should be in the following format:

- **[Banner ID].[Last.First Name].[Doc Date MMDDYYYY].PPA.JB#.pdf**
- **[Banner ID].[Last.First Name].[Doc Date MMDDYYYY].ENP.[JM or JB#].pdf**
- **[Banner ID].[Last.First Name].[Doc Date MMDDYYYY].Redistribution.[JM or JB#].pdf**
- **[Banner ID].[Last.First Name].[Doc Date MMDDYYYY].[JM or JB]_Leave_Adjustment.pdf**
- **[Banner ID].[Last.First Name].[Doc Date MMDDYYYY].Work_Permit.pdf**
- **[Banner ID].[Last.First Name].[Doc Date MMDDYYYY].Emergency_Paycheck_Request.pdf**

When advising employees or sending documents for employees, the document naming convention and subject line and file name for employee related documents should be in the following format:

- **[Banner ID].[Last.First Name].[Doc Date MMDDYYYY].Salary_Deferral.pdf**
- **[Banner ID].[Last.First Name].[Doc Date MMDDYYYY].Out_of_State_Withholding_Form.pdf**
- **[Banner ID].[Last.First Name].[Doc Date MMDDYYYY].Oklahoma_Exempt_Withholding_Form.pdf**
- **[Banner ID].[Last.First Name].[Doc Date MMDDYYYY].OK529_Deduction_Form.pdf**
- **[Banner ID].[Last.First Name].[Doc Date MMDDYYYY].Paycard_Request_Form.pdf**

The document naming convention and subject line for payroll related spreadsheets and requests should be in the following format:

- **[JM or JB#]-Taxable_Benefits.xlsx**
- **[JM or JB#]-Moving_Expenses.xlsx or .pdf**
- **JB#[Source]_Spreadsheet_Upload.xlsx**

Other documents and questions should use key words and should follow the same naming logic. Only one document should be sent per person and one email per type of document. For example, if you have a Redistribution and PPA for Employee #[Banner ID], these should be separate emails. Only one payroll related spreadsheet or request should be sent per email.

Following these guidelines will help ensure your document is routed correctly and addressed timely.