

**University of Wisconsin Service Center
2009 Payroll Year End Processing Schedule**

Date	Event		Check Information			
			Calc Date	Rec'd @ UWSC	Mailed to Campus	Dept Pick Up @ 21 N Park St
10/29/09	Oct B Classified Payroll Calculation	10/29/09	10/30/09	10/30/09	11/03/09	11/05/09
10/30/09	Annual Classified Leave Option Forms and Report produced. Mailed approx Nov 2					
11/05/09	Oct C Student Payroll Calculation	11/05/09	11/06/09	11/06/09	11/11/09	11/13/09
11/12/09	Nov A Classified Payroll Calculation	11/12/09	11/13/09	11/13/09	11/17/09	11/19/09
11/12/09	End of Year Classified Vacation Report					
11/13/09	Payroll History Purge (May-Oct 2007 data)					
11/19/09	Nov A Student Payroll Calculation	11/19/09	11/20/09	11/20/09	11/25/09	11/27/09
11/21/09	Transactions Available 7 AM - 6 PM					
11/23/09	Nov Unclassified Payroll Calculation	11/23/09	11/24/09	11/24/09	11/25/09	12/01/09
11/23/09	Nov B Classified Payroll Edits					
11/24/09	Nov B Classified Payroll Edits					
11/25/09	Nov B Classified Payroll Calculation	11/25/09	11/30/09	11/30/09	12/01/09	12/03/09
11/25/09	Classified Leave Accounting Allocation Report-preliminary produced					
Week of Nov 30	Distribution of International tax renewal information					
12/01/09	Vacation Option: Trades/Craftworkers Email Sent to make Vacation Election					
12/04/09	Nov EOM Unclassified Payroll Calculation	12/04/09	12/07/09	12/07/09	12/09/09	12/11/09
12/04/09	Deadline for Missed Payroll Requests for Unclassified					
12/10/09	Dec A Classified payroll calc.	12/10/09	12/11/09	12/11/09	12/15/09	12/17/09
12/11/09	Entry for Classified Vacation Cash Payment and Sabbatical begins.					
12/15/09	Check Correction Deadline					
12/17/09	Dec A Student Payroll Calculation	12/17/09	12/18/09	12/18/09	12/21/09	12/23/09
12/17/09	Deadline for Missed Payroll Requests for Students					
12/18/09	Dec Regular Unclassified Edit					
12/19/09	Transactions Available 7 AM - 6 PM					
12/20/09	Transactions Available 10 AM - 6 PM					

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12/21/09	Payroll Edit Dec B Classified					
12/21/09	All M9 will change to 00 since no MN reciprocity agreement eff 01/01/09.					
12/22/09	Dec Regular Unclassified Edit					
12/22/09	Entry Deadline for Classified Fifth Week Cash Payment and Sabbatical. Payment is made on 12/30/09, the last check paid in the year. Vacation converted to sabbatical will appear on Earnings Statements.					
12/22/09	Dec B Classified Payroll Calculation.	12/22/09	12/23/09	12/23/09	12/28/09	12/30/09
12/22/09	Deadline for Missed Payroll Requests for Classified					
12/22/09	Classified Leave Allocation Report for 2009					
12/22/09	Dec Regular Unclassified Edit					
12/22/09	State Group Life Edit Report					
12/22/09	2010 ERA Enrollments are loaded					
12/23/09	2010 ERA entry to DDEN can begin. Includes paper enrollment forms					
12/23/09	ICI Classified Annual Rate Review Report					
12/23/09	Dec Regular Unclassified Edit					
12/23/09	New withholding rates will be in effect for payrolls paid 01/01/10 and after.					
12/23/09	Start using tax exemption code 'T0' for exempt status for 2010					
12/23/09	PEIQ will reflect 2010 year-to-date information					
12/23/09	TXIQ will display 2009 year end tax information. Does not show adjustments for taxable fringe benefit information or other changes.					
12/23/09	IRS Form W-5 - If no 2009 form is filed, manually remove the EIC indicator on W4EN					
12/23/09	WI Form W-200 - If no 2009 W-4 form is filed, manually change the state tax exemption code from '99' to '00'					
12/26/09	Transactions Available 7 AM - 6 PM					
12/28/09	Dec Unclassified Payroll Calculation	12/28/09	12/29/09	12/29/09	12/29/09	01/04/10
12/28/09	ICI Unclassified Annual Rate Review Report					
12/28/09	Payroll Edits Dec B Student 12:00 PM and 7:00 PM					
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12/29/09-01/05/10	Regular Unclassified Payroll Sections locked until January 6 when C basis records are split					
12/29/09	Kronos Export (Noon) of Hours for Dec B Student					
12/30/09	Payroll Edits Dec B Student 12:00 PM and 7:00 PM					
12/30/09	Dec B Student Payroll calc	12/30/09	01/04/10	01/04/10	01/06/10	01/08/10
12/30/09	Classified pay day. This is a Furlough Day at UW Madison; checks disbursed at Drive Up Parking Office in lower level of 21 N Park St.					
12/30/09	Transactions Available 7 AM - 6 PM					
01/05/10	December Unclassified EOM Payroll Calculation	01/05/10	01/06/10	01/06/10	01/08/10	01/12/10
01/05/10	State Group Life Update					
01/05/10	C Basis Unclassified Pay records are split according to Semester 1 and Semester 2 dates.					
01/06/10	Regular Unclassified Payroll Sections unlocked					
01/06/10	Jan Unclassified Checksheets					
01/07/10	Jan A Classified Payroll Calculation	01/07/10	01/08/10	01/08/10	01/12/10	01/14/10
01/08/10	Check Correction Deadline: corrections will be reflected on 2009 W-2's					
01/08/10	PYSHBATCHLOAD - Program uploads addresses from Student payroll system for W-2 processing					
01/14/10	Classified 2010 Leave Allocation will appear on Earnings Statements.					
01/14/10	Home Address Updates made in 3270 by this date will be reflected on the 2009 W-2					
01/15/10	W-2's, 1042-S, and Scholarship-Fellowship Information Letters are printed.					
01/16/10	Transactions Available 7 AM - 6 PM					
01/17/10	Transactions Available 7 AM - 6 PM					
01/20/10	W-2's available in Portal (UW Madison)					
01/20/10	W-2's, 1042-S, and Scholarship-Fellowship Information Letters are mailed (approximate date).					
01/29/10	ICI Deferred Enrollment Applications Due					
02/08/10	All T9 tax exemptions (exempt status) will be changed to 00.					
02/15/10	Duplicate W-2 Requests can be submitted.					