

**University of Wisconsin Service Center  
2010 Payroll Year End Processing Schedule**

Date	Event	Calc Date	Check Information			
			Rec'd @ UWSC	Mailed to Campus	Dept Pick Up @ 21 N Park St	Payable
10/28/10	Oct B Classified Payroll Calculation	10/28/10				11/04/10
10/29/10	Annual Classified Leave Option Forms and Report produced. Mailed approx Nov 2					
11/04/10	Oct C Student Payroll Calculation	11/04/10	11/05/10	11/05/10	11/10/10	11/12/10
11/11/10	Nov A Classified Payroll Calculation	11/11/10	11/12/10	11/12/10	11/16/10	11/18/10
11/11/10	End of Year Classified Vacation Report					
11/12/10	Payroll History Purge (May-Oct 2008 data)					
11/18/10	Nov A Student Payroll Calculation	11/18/10	11/19/10	11/19/10	11/24/10	11/26/10
11/23/10	Nov Unclassified Payroll Calculation	11/23/10	11/24/10	11/24/10	11/29/10	12/01/10
11/24/10	Nov B Classified Payroll Calculation	11/24/10	11/29/10	11/29/10	11/30/10	12/02/10
11/24/10	Classified Leave Accounting Allocation Report-preliminary produced					
11/27/10	Transactions Available 7 AM - 6 PM					
Week of Nov 29	Distribution of International tax renewal information					
12/01/10	Vacation Option: Trades/Craftworkers Email Sent to make Vacation Election					
12/02/10	Nov B Student Payroll Calculation	12/01/10	12/03/10	12/03/10	12/08/10	12/10/10
12/03/10	Nov EOM Unclassified Payroll Calculation	12/03/10	12/06/10	12/06/10	12/08/10	12/10/10
12/03/10	Deadline for Missed Payroll Requests for Unclassified					
12/04/10	Transactions Available 7 AM - 6 PM					
12/09/10	Dec A Classified payroll calc.	12/09/10	12/10/10	12/10/10	12/14/10	12/16/10
12/10/10	Entry for Classified Vacation Cash Payment and Sabbatical begins.					
12/11/10	Transactions Available 7 AM - 6 PM					
12/15/10	Check Correction Deadline					
12/16/10	Dec A Student Payroll Calculation	12/16/10	12/17/10	12/17/10	12/21/10	12/23/10
12/16/10	Dec Regular Unclassified Edit					
12/16/10	Deadline for Missed Payroll Requests for Students					
12/18/10	Transactions Available 7 AM - 6 PM					
12/19/10	Transactions Available 10 AM - 6 PM					

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12/20/10	Dec Regular Unclassified Edit					
12/20/10	Payroll Edit Dec B Classified					
12/21/10	Payroll Edit Dec B Classified					
12/22/10	Dec Regular Unclassified Edit					
12/22/10	Entry Deadline for Classified Fifth Week Cash Payment and Sabbatical. Payment is made on 12/30/10, the last check paid in the year. Vacation converted to sabbatical will appear on Earnings Statements.					
12/22/10	Dec B Classified Payroll Calculation.	12/22/10	12/23/10	12/23/10	12/28/10	12/30/10
12/22/10	Deadline for Missed Payroll Requests for Classified					
12/22/10	Classified Leave Allocation Report for 2011					
12/22/10	Dec Regular Unclassified Edit					
12/22/10	State Group Life Edit Report					
12/22/10	2011 ERA Enrollments are loaded					
12/23/10	2011 ERA entry to DDEN can begin. Includes paper enrollment forms					
12/23/10	ICI Classified Annual Rate Review Report					
12/23/10	Dec Regular Unclassified Edit					
12/23/10	New withholding rates will be in effect for payrolls paid 01/01/10 and after.					
12/23/10	Start using tax exemption code 'T1' for exempt status for 2011					
12/23/10	PEIQ will reflect 2010 year-to-date information					
12/23/10	TXIQ will display 2010 year end tax information. Does not show adjustments for taxable fringe benefit information or other changes.					
12/23/10	Manually remove all EIC indicators on W4EN					
12/23/10	WI Form W-200 - If no 2011 W-4 form is filed, manually change the state tax exemption code from '99' to '00'					
12/27/10	Dec Unclassified Payroll Calculation	12/27/10	12/28/10	12/28/10	12/29/10	01/03/11
12/28/10-01/05/11	Regular Unclassified Payroll Sections locked until January 5 when C basis records are split					
12/30/10	Dec B Student Payroll calc	12/30/10	01/03/10	01/03/11	01/05/11	01/07/11
12/30/10	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.					
12/30/10	Transactions Available 7 AM - 6 PM					

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01/03/11	ICI Unclassified Annual Rate Review Report					
01/04/11	C Basis Unclassified Pay records are split according to Semester 1 and Semester 2 dates.					
01/04/11	Split of 'C' Basis pay records for A-21 for December Regular Unclassified and EOM. <b>Payroll must set sections to "P" in PCLU. Must run before JPY0131E. This should run after JPY0639R, JPY0640, JPY0641 and JPY0162R.</b>					
01/05/11	Regular Unclassified Payroll Sections unlocked					
01/05/11	Jan Unclassified Checksheets Produced					
01/05/11	December Unclassified EOM Payroll Calculation	01/05/11	01/06/11	01/06/11	01/10/11	01/12/11
01/07/11	Check Correction Deadline: corrections will be reflected on 2010 W-2's					
01/08/11	PYSHBATCHLOAD - Program uploads addresses from Student payroll system for W-2 processing					
01/08/11	<b>3270 Transactions are NOT available</b>					
01/09/11	Transactions Available 10 AM - 6 PM					
01/13/11	Classified 2011 Leave Allocation will appear on Earnings Statements.					
01/14/11	Home Address Updates made in 3270 by this date will be reflected on the 2010 W-2					
01/14/11	W-2's, 1042-S, and Scholarship-Fellowship Information Letters are printed.					
01/15/11	Transactions Available 7 AM - 6 PM					
01/16/11	Transactions Available 10 AM - 6 PM					
01/17/11	Transactions Available 7 AM - 6 PM					
01/19/11	W-2's available in Portal					
01/19/11	W-2's, 1042-S, and Scholarship-Fellowship Information Letters are mailed (approximate date).					
01/22/11	Transactions Available 7 AM - 6 PM					
01/31/11	ICI Deferred Enrollment Applications Due					
02/07/11	All T0 tax exemptions (exempt status) will be changed to 00.					
02/15/11	Duplicate W-2 Requests can be submitted.					
03/04/11	State Group Life Update					