

DATE: January 8, 2021

SUBJECT: 2021 W-2 Production Report Schedule

EFFECTIVE DATE: Immediately

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APPROVAL:

SUMMARY: 2021 W-2 Production Report Schedule

In an effort to reduce the time and effort required of Regents and SHARP agency personnel as well as Statewide Payroll staff at the end of the calendar year, the 2021 W-2 production reports will be produced throughout the calendar year. By producing the reports on a scheduled basis during the year, the work associated with identifying and correcting errors/address problems can be more evenly distributed. The following is a list of the dates the 2021 W-2 production reports are scheduled to be generated:

Friday, April 2, 2021
Friday, April 30, 2021
Friday, May 28, 2021
Friday, June 25, 2021
Friday, July 23, 2021
Friday, August 20, 2021
Friday, September 17, 2021
Friday, October 15, 2021
Friday, November 12, 2021
Wednesday, November 24, 2021
Monday, December 6, 2021
Monday, December 13, 2021
Monday, December 20, 2021
Monday, December 27, 2021
Thursday, December 30, 2021 12:00 PM – DEADLINE FOR W-2 ADJUSTMENTS
Thursday, December 30, 2021
Tuesday, January 4, 2022 - **Tentative Final Load**

Agencies should anticipate finding copies of the KTXPR55 report in their agency mailbox on the MVS on the first working day following the above listed scheduled dates. No action is required by the agency on the KTXPR55. Once the W-2's for 2021 are complete, a final KTXPR55 report will be generated for each agency's information and review.

Regent's institutions will receive the report TAX900 in their agency mailbox on the MVS. The TAX900 report should be thoroughly reviewed and any correcting transactions processed timely. Please note that all W-2 adjustments need to be sent to payroll services **no later than noon on Thursday, December 30, 2021** to ensure all W-2s are correct. It will continue to be the Regent's responsibility to use the Management Reporting Interface file (MRI) to reconcile the year-to-date amounts in SHARP to the year-to-date amounts in their individual payroll systems.

JG:NTR:abe