

DATE: January 6, 2020

SUBJECT: 2020 W-2 Production Report Schedule

EFFECTIVE DATE: Immediately

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APPROVAL:

SUMMARY: 2020 W-2 Production Report Schedule

In an effort to reduce the time and effort required of Regents and SHARP agency personnel as well as Payroll Services staff at the end of the calendar year, the 2020 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 2020 W-2 production reports are scheduled to be generated:

- Friday, April 17, 2020
- Friday, May 15, 2020
- Friday, June 12, 2020
- Friday, July 10, 2020
- Friday, August 7, 2020
- Friday, September 4, 2020
- Friday, October 2, 2020
- Friday, October 30, 2020
- Friday, November 13, 2020
- Wednesday, November 25, 2020
- Monday, December 7, 2020
- Monday, December 14, 2020
- Monday, December 21, 2020
- Monday, December 28, 2020
- Thursday, December 31, 2020 12:00 PM – DEADLINE FOR W-2 ADJUSTMENTS**
- Thursday, December 31, 2020
- Tuesday, January 5, 2021 - **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 2020 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 31, 2020** 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.