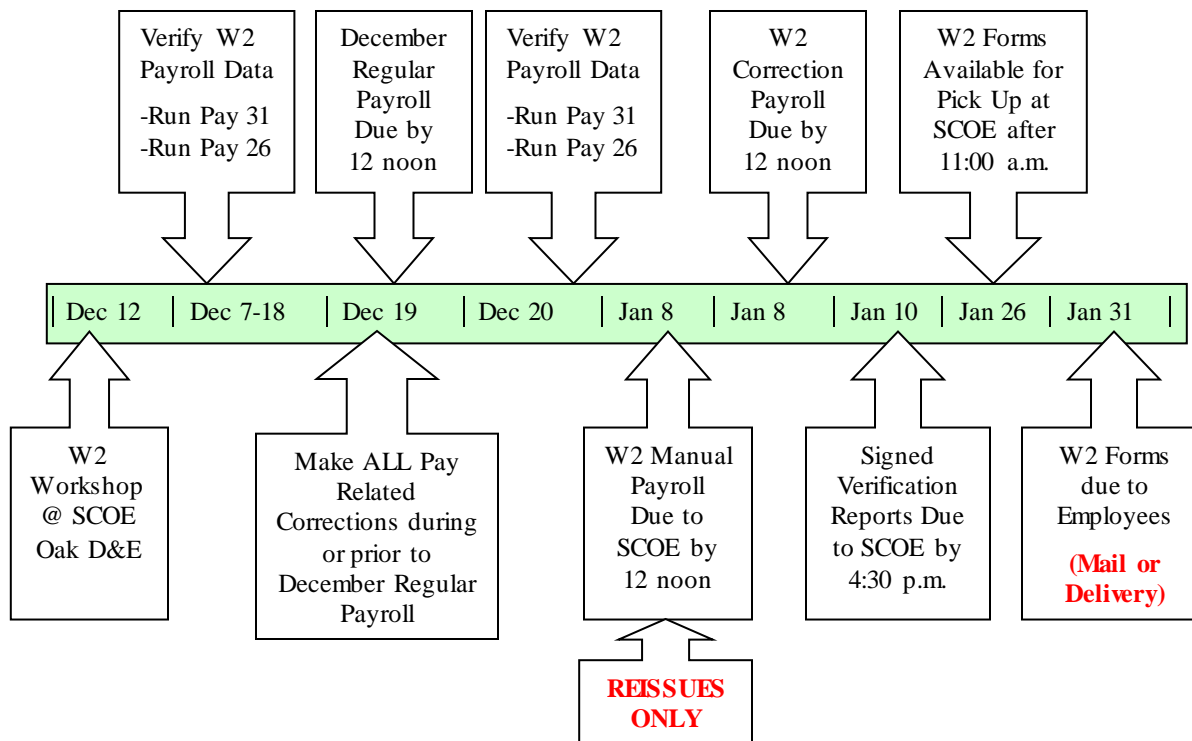


# District W2 Timeline Tax Year 2017



## 2017 District – W2 Timeline

- **December 12** –  
W2 Workshop @ SCOE Redwood Room C.
- **December 11-18** – Payroll Verification
  - ALL Pay related Corrections made in Production during December Regular Payroll
    - Name, Address, SSN
    - Domestic Partners
    - S125/TSA's
    - Life Insurance >50K
- **December 15** = Pay31 Correct Errors in Payroll
- **December 19** = Regular Payroll Due by 12 noon includes all Cash/Pay Adjustments
- **December 21** – Verify Updated W2 Pay Detail
- **January 8** - W2 Manual Payroll Due to SCOE by 12 noon – **(REISSUES ONLY)**.
- **January 8**- W2 Correction Payroll Due to SCOE by 12 noon **(Dated 12/25/17)**
- **January 10** – Signed Verification Reports Due to SCOE by 4:30 p.m, send to Janelle Sarsfield and Erin Graves at [jsarsfield@scoe.org](mailto:jsarsfield@scoe.org) and [egraves@scoe.org](mailto:egraves@scoe.org)
- **January 26** – W2 Forms Available for Pick Up at SCOE after 11:00 a.m.
- **January 31** – W2 Forms due to Employees **(Mail or Delivery)**