

UNIVERSITY of HOUSTON

Student FICA Exemption - Export/Import Schedule (September 2020-August 2021 - Notes 1,2,& 3)

Pay Run ID:	Run Date:	Process:
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B090120 **Note: First day of class 08/24/20 - Fall Semester**

Wed	26-Aug	Student FICA Export
Thurs	27-Aug	All Campuses update & return file
Fri	28-Aug	Student Student Hours & FICA Import
Mon	31-Aug	Tax Navigator FICA Interface Process

B091520

Thurs	10-Sep	Student FICA Export
Thurs	10-Sep	All Campuses update & return file
Fri	11-Sep	Student FICA Import
Mon	14-Sep	Tax Navigator FICA Interface Process

M093020

Wed	16-Sep	Student FICA Export
Thurs	17-Sep	All Campuses update & return file
Fri	18-Sep	Student FICA Import
Mon	21-Sep	Tax Navigator FICA Interface Process

B092920

Wed	23-Sep	Student FICA Export
Thurs	24-Sep	All Campuses update & return file
Fri	25-Sep	Student FICA Hours & Import
Mon	28-Sep	Tax Navigator FICA Interface Process

B101320

Wed	7-Oct	Student FICA Export
Thurs	8-Oct	All Campuses update & return file
Fri	9-Oct	Student FICA Student Hours & Import
Mon	12-Oct	Tax Navigator FICA Interface Process

M103120

Wed	14-Oct	Student FICA Export
Thur	15-Oct	All Campuses update & return file
Fri	16-Oct	Student FICA Student Hours & Import
Mon	19-Oct	Tax Navigator FICA Interface Process

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B102720

Wed	21-Oct	Student FICA Export
Thurs	22-Oct	All Campuses update & return file
Fri	23-Oct	Student FICA Student Hours & Import
Mon	26-Oct	Tax Navigator FICA Interface Process

B111020

Wed	4-Nov	Student FICA Export
Thurs	5-Nov	All Campuses update & return file
Fri	6-Nov	Student FICA Student Hours & Import
Mon	9-Nov	Tax Navigator FICA Interface Process

M113020

Wed	11-Nov	Student FICA Export
Thurs	12-Nov	All Campuses update & return file
Fri	13-Nov	Student FICA Student Hours & Import
Mon	16-Nov	Tax Navigator FICA Interface Process

B112420

Wed	18-Nov	Student FICA Export
Thurs	19-Nov	All Campuses update & return file
Fri	20-Nov	Student FICA Student Hours & Import
Mon	23-Nov	Tax Navigator FICA Interface Process

B120820

Wed	2-Dec	Student FICA Export
Thurs	3-Dec	All Campuses update & return file
Fri	4-Dec	Student FICA Student Hours & Import
Mon	7-Dec	Tax Navigator FICA Interface Process

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M123120 (Note: Last day of class is 12/16/2020 - Fall Semester - Note 4)

DO NOT RUN; PUT ON BREAK CALENDAR - Run Tax Navigator FICA Process

B122220

DO NOT RUN; PUT ON BREAK CALENDAR - Run Tax Navigator FICA Process

B010521

DO NOT RUN; PUT ON BREAK CALENDAR - Run Tax Navigator FICA Process

M013121

DO NOT RUN; PUT ON BREAK CALENDAR - Run Tax Navigator FICA Process

B011921

DO NOT RUN; PUT ON BREAK CALENDAR - Run Tax Navigator FICA Process

B020221

Wed	27-Jan	Student FICA Export
Thurs	28-Jan	All Campuses update & return file
Fri	29-Jan	Student FICA Student Hours & Import
Mon	1-Feb	Tax Navigator FICA Interface Process

M022821

Wed	10-Feb	Student FICA Export
Thurs	11-Feb	All Campuses update & return file
Fri	12-Feb	Student FICA Student Hours & Import
Mon	15-Feb	Tax Navigator FICA Interface Process

B021621

Wed	3-Feb	Student FICA Export
Thurs	4-Feb	All Campuses update & return file
Fri	5-Feb	Student FICA Student Hours & Import
Tues	9-Feb	Tax Navigator FICA Interface Process

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B030221

Wed	24-Feb	Student FICA Export
Thurs	25-Feb	All Campuses update & return file
Fri	26-Feb	Student FICA Student Hours & Import
Mon	1-Mar	Tax Navigator FICA Interface Process

B031621

Wed	10-Mar	Student FICA Export
Thurs	11-Mar	All Campuses update & return file
Fri	12-Mar	Student FICA Student Hours & Import
Mon	15-Mar	Tax Navigator FICA Interface Process

M033121

Wed	17-Mar	Student FICA Export
Thurs	18-Mar	All Campuses update & return file
Fri	19-Mar	Student FICA Student Hours & Import
Mon	22-Mar	Tax Navigator FICA Interface Process

B033021

Wed	24-Mar	Student FICA Export
Thurs	25-Mar	All Campuses update & return file
Fri	26-Mar	Student FICA Student Hours & Import
Mon	29-Mar	Tax Navigator FICA Interface Process

B041321

Wed	7-Apr	Student FICA Export
Thurs	8-Apr	All Campuses update & return file
Fri	9-Apr	Student FICA Student Hours & Import
Mon	12-Apr	Tax Navigator FICA Interface Process

M043021

Wed	14-Apr	Student FICA Export
Thurs	15-Apr	All Campuses update & return file
Fri	16-Apr	Student FICA Student Hours & Import
Mon	19-Apr	Tax Navigator FICA Interface Process

B042721

Wed	21-Apr	Student FICA Export
Thurs	22-Apr	All Campuses update & return file
Fri	23-Apr	Student FICA Student Hours & Import
Mon	26-Apr	Tax Navigator FICA Interface Process

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B051121

Wed	5-May	Student FICA Export
Thurs	6-May	All Campuses update & return file
Fri	7-May	Student FICA Student Hours & Import
Mon	10-May	Tax Navigator FICA Interface Process

M053121 **Note: First day of class 05/13/21 - Summer Semester**

DO NOT RUN; PUT ON BREAK CALENDAR - Run Tax Navigator FICA Process

B052521

DO NOT RUN; PUT ON BREAK CALENDAR - Run Tax Navigator FICA Process

B060821

DO NOT RUN; PUT ON BREAK CALENDAR - Run Tax Navigator FICA Process

M063021 **Note: First day of class 06/07/21 - Summer Semester**

Wed	9-Jun	Student FICA Export
Thurs	10-Jun	All Campuses update & return file
Fri	11-Jun	Student FICA Student Hours & Import
Thurs	14-Jun	Tax Navigator FICA Interface Process

B062221

Tues	15-Jun	Student FICA Export
Wed	16-Jun	All Campuses update & return file
Thurs	17-Jun	Student FICA Student Hours & Import
Thurs	17-Jun	Tax Navigator FICA Interface Process

B070621

Wed	30-Jun	Student FICA Export
Thurs	1-Jul	All Campuses update & return file
Fri	2-Jul	Student FICA Student Hours & Import
Mon	5-Jul	Tax Navigator FICA Interface Process

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M073121

Tue	6-Jul	Student FICA Export
Wed	7-Jul	All Campuses update & return file
Thurs	8-Jul	Student FICA Student Hours & Import
Fri	9-Jul	Tax Navigator FICA Interface Process

B072021

Tue	13-Jul	Student FICA Export
Wed	14-Jul	All Campuses update & return file
Thurs	15-Jul	Student FICA Student Hours & Import
Fri	16-Jul	Tax Navigator FICA Interface Process

B080321

Wed	28-Jul	Student FICA Export
Thurs	29-Jul	All Campuses update & return file
Fri	30-Jul	Student FICA Student Hours & Import
Mon	2-Aug	Tax Navigator FICA Interface Process

B081721

Tues	10-Aug	Student FICA Export
Wed	11-Aug	All Campuses update & return file
Thurs	12-Aug	Student FICA Student Hours & Import
Fri	13-Aug	Tax Navigator FICA Interface Process

M083121

DO NOT RUN; PUT ON BREAK CALENDAR - Run Tax Navigator FICA Process

B083121

DO NOT RUN; PUT ON BREAK CALENDAR - Run Tax Navigator FICA Process

Note 1: B = Biweekly, M = Monthly PR cycles; then, pay periods ending date + 2 & 3 = month, 4 & 5 = day, 6 & 7 = year

Note 2: Set all to ("N") withhold; always Tuesday; day after confirms, unless exception (e.g. holiday); on Tuesday, does not send all students, just active employed students; and processing schedule is usually the Wed, Thurs, Fri before the "create payroll" date.

Note 3: Determines whether exempt ("E") or withhold ("N"); always by Friday 8am, unless exception (e.g. Holiday)

