



Payroll Office Compliance Calendar

Revised date: September 2020

Compliance partner: Kathy Rice

Due Date	Reporting Requirement	Description	Agency
January			
31	Income Tax Statements	Form W-2 furnished to all employees who received income during the calendar year.	IRS
31	State Income Tax Statements	Various state annual wage reporting for calendar year	Various
March			
31	Electronic Wage Report	Annual wage reporting of all employees paid during calendar year	SSA
15	Income/Treaty Statements	Form 1042S furnished to all international employees and students which claim treaties or received scholarship funds in excess of tuition/books/fees	IRS
April			
20	U.S Department of Commerce	Survey of Government Employment and Payroll	US Census Bureau
September			
16	HRIS	Annual Reappointment File	State of TX
Monthly			
1	Transfer and Report Credit Union Deductions	Reporting and deposit of credit union payment deducted	MSU CU
1	Transfer and Report Charity Deduction	Reporting and deposit of charity payments deducted	Various
1	Child Support	Transmit and report child support payments	OAG
2	IRS Deposit	Deposit requirement for monthly payroll	IRS
6	Teacher Retirement System	Reporting of employee contributions, private/federal funds, local funds, non-education funds, state funds, employment after retirement, new member payments, pension surcharge and TRS Care surcharge	TRS
6	HRIS	Transmit State Reporting Personnel and Payment File	State of TX
10	Transfer and Report ORP Deduction	Transmit and report to various ORP vendors for monthly contributions to be posted	Various
15	Child Support	Transmit and report child support payments	
16	IRS Deposit	Deposit requirement for semi-monthly payroll	IRS

Due Date	Reporting Requirement	Description	Agency
Quarterly			
1	State Tax Deposit	Transmit and report state tax payments	Various
12	IRS Deposit	Tax deposit requirement for international tax posting for scholarship funds exceeding tuition/books/fees tax	IRS
31	Employer's Quarterly Federal Tax Return	Reporting of employment tax liability for quarter	IRS
31	Employee Wage Reporting	Reporting of eligible employee wages for unemployment	TWC
31	Fund Source Reporting	Reporting of funds source and payment for employees who receive unemployment payments	TWC
31	Wage Income	Reporting of employee wages per state worked	Various