



Compliance Calendar

The following compliance calendar was created to assist the Compliance Partners and Cognizant Policy Officers in carrying out their duties as related to the compliance obligations of the University. The calendars include the laws, operating policies, rules, and regulations for a specific compliance area and aid in tracking the myriad reporting requirements and due dates. Compliance Partners shall assist the Cognizant Policy Officers in training the MSU community which may include informal staff meetings and monitoring through regular walk-around or continuous observation while managing a designated compliance area.

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
Income Tax Statements	January 31 – each year	VP Administration & Finance	Payroll Dept	Form W-2 furnished to all employees who received income during the calendar year.	Internal Revenue Service
State Income Tax Statements	January 31 – each year			Various State Annual wage reporting for calendar year.	

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
Payroll Department	March 15 – each year	VP Administration & Finance	Payroll Dept	Form 1042S furnished to all international employees and students which claim treaties or received scholarship funds in excess of tuition/books/fees	Social Security Administration
Income - Treaty Statements	March 31 – each year			Annual wage reporting of all employees paid during calendar year	Internal Revenue Service
US Department of Commerce	April 20 – each year	VP Administration & Finance	Payroll Dept	Survey of Government Employment and Payroll	US Censes Bureau
HRIS	Sept. 6 – each year	VP Administration & Finance	Payroll Dept	Annual Reappointment File	State of Texas
Transfer and Report Credit Union and Deductions	1 st of each month	VP Administration & Finance	Payroll Dept	Reporting and deposit of charity payment deductions	Various Charities

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Child Support	1 st and 15 th of each month	VP Administration & Finance	Payroll Dept	Transmit and report child support payments	Office of the Attorney General
IRS Deposit	1 st and 15 th of each month	VP Administration & Finance	Payroll Dept	Deposit requirement for monthly payroll	Internal Revenue Service
Teacher Retirement System	6 th of each month	VP Administration & Finance	Payroll Dept	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	Teacher Retirement System of Texas