

Year End 2010 W2 Processing Timelines

Payroll Year End Workshop	December 7, 2010 RCOE December 9, 2010 Desert Sands USD
W2 Reporting Memorandum and Spreadsheets Posted to RCOE Extranet	December 3, 2010
Payments for 2010 Salary Abatements and Payroll Cancels	December 17, 2010
Year End Worksheets to RCOE	January 7, 2011
1099 Data Corrections for Employees Must be Completed for Inclusion in 2010 W2	January 12, 2011
W2 Data File Created by RCOE	January 14, 2011
W2s Printed by RCOE (sort by Alpha or Pay Location)	January 14, 2011 – January 21, 2011
W2s & Annual Tax Reconciliation Distributed to Districts (Reconciliation – Paper or CD?)	January 24, 2011
Districts Distribute W2s to Employees	Post Marked by January 31, 2011
W2 Revisions Due to RCOE	February 10, 2011
Revised W2s Distributed to Districts	February 17, 2011
W2 Data File to Social Security Administration	February 25, 2011
W2 CD to Districts (Alpha Sort)	March 4, 2011