



# Maricopa County

Superintendent of Schools

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**Date:** November 20, 2008

**To:** Payroll Departments – County Districts

**From:** Mike Martinez  
 Maricopa County School Superintendent’s Office

**Re:** 2008 Calendar Year End Processing - PAYROLL

Enclosed is the processing schedule for calendar year end 2008. Please refer to our Web Site under Visions Support for documentation or view the on-line help within Infinite Visions Enterprise Edition (IVEE).

Please make sure that you have voided all the payroll checks necessary in IVEE and taken the credits prior to creating your last payroll of 2008. To view any outstanding invoices you may have go into **Payroll > Payroll Processing > Invoice Processing**. Also, please make sure that your pay date does NOT fall on a holiday; please choose the preceding Wednesday as your pay date.

If you need to deviate from the attached schedule in any way (such as submitting your first 2009 or your last 2008 payroll early), please contact the Support Line at (602) 372-4833. **Be sure to send an email to the [off cycle payroll request](#) recipient or notify us through our [website](#) with information regarding ANY payrolls that are not submitted on your regularly scheduled date, such as a payroll submitted early or an off cycle.** Because Christmas and New Year’s Day both fall on Thursdays, this does not interfere with our normal check processing schedule since our office is only closed on those two days. Use the grid below to see when your checks will be **printed**:

Mon	Tue	Wed	Thur	Fri
<b>22</b> Payroll	<b>23</b> D-Batch Off-Cycle Payroll	<b>24</b> Garnishment Accounts Payable Off-Cycle Payroll	<b>25</b> <b>CLOSED</b> <b>CHRISTMAS DAY</b>	<b>26</b> Accounts Payable Off-Cycle Payroll
<b>29</b> Payroll	<b>30</b> D-Batch Off-Cycle Payroll	<b>31</b> Garnishment Accounts Payable Off-Cycle Payroll	<b>1</b> <b>CLOSED</b> <b>NEW YEAR'S DAY</b>	<b>2</b> Accounts Payable Off-Cycle Payroll

After your final payroll of 2008 (only include those pay periods with a PAYDATE in 2008) your W2 summary listing should equal the sum of all four quarterly reports (941).

If you have questions about any of the procedures that you are required to do, please call the Support Line at (602) 372-4833.

<b>PAYROLL GROUP 1</b>	Responsible Party	Date to Perform Task	Submit Date	Check Date
Last Payroll 2008	District	12/26/08	12/26/08	12/31/08
Last Off Cycle 2008	District	No later than 12/30/08 (be sure to send "off cycle email")	No later than 12/30/08	12/31/08
Update 2009 Fed Tax and FICA tables	District	After last 2008 payroll		
First Payroll 2009	District	01/09/09	01/09/09	1/15/09
Build W2 records	District	Anytime after 12/31/08		
Run W2 Verification Report	District	After W2 records are built		
Compare 941's to W2 Report	District	After W2 records are built		
Print and Distribute W2's	District	No later than 1/31/09		
Create file for IRS	County	No later than 2/28/09		

<b>PAYROLL GROUP 2</b>	Responsible Party	Date to Perform Task	Submit Date	Check Date
Last Payroll 2008	District	12/19/08	No later than 12/19/08	12/24/08
Last Off Cycle 2008	District	No later than 12/30/08 (be sure to send "off cycle email")	No later than 12/30/08	12/31/08
Update 2009 Fed Tax and FICA tables	District	After last 2008 payroll		
First Payroll 2009	District	1/2/09	1/2/09	1/8/09
Build W2 records	District	Anytime after 12/30/08		
Run W2 Verification Report	District	After W2 records are built		
Compare 941's to W2 Report	District	After W2 records are built		
Print and Distribute W2's	District	No later than 1/31/09		
Create file for IRS	County	No later than 2/28/09		

cc: Technology Department  
 Finance Department  
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