



Constructive Receipt

Monies or fringe benefits that are available to the employee as of a specific date. Most often used to determine which tax year to credit with payment.

OSPS Users' Forum October 19, 2010

2010 Yearend Timeline

Date / Deadline	Activity	Who
Before October run 1 10/26/10	Outdate for 11/30/10: <ul style="list-style-type: none"> DPT / DPN P050 gross pay adjustments Charitable Fund Drive P070 deductions 	OSPS / OSPA
11/13/10	Enter 2011 PEBB deduction codes on Payroll Deduction Table	OSPS
November run 1, 11/24/10	Distribute ANNLDEC Deceased Employees – Agency Summary report to agencies. See Reports.	OSPS / OSPA
11/30/10	Last date to set P010 check dates for employees who transfer in 2010	Agencies
November run 2, 12/09/10	For months prior to November, last date to: <ul style="list-style-type: none"> Set own P010 check dates Set correctives Request check reversals Last date to enter cash payments for 2010 expense reimbursements without setting 11/30/10 P010 dates	Agencies
December Run 1 12/27/10	Payments of Advanced Earned Income Credit cease effective with this payroll.	
12/31/10	For 2010, last date to: <ul style="list-style-type: none"> Pay-off leave balances for employees who separated prior to December Accept payment from an employee for the return of a 2010 overpayment without the need for a corrected W-2 Request manual checks for separated employees with net pay positive adjustments 	Agencies
01/03/11	Last date to receive updated, Form 8233, Form W-9, or OSPS Form 99.01 Remind employees to give agency HR any home address changes for W-2's Note: W-5 form renewal has been removed from this group of reminders due to the IRS discontinuation of the advanced payment of Earned Income Credit through payroll.	Agencies
December run 2 , 01/10/11	Last date for 2010 to: <ul style="list-style-type: none"> Request check reversals Enter non-cash expense reimbursements or fringe benefits Correct negative YTD amounts from the XREF68N Employees with Negative Amount(s) Listed report Request P060 tax adjustments for separated employees with net pay positive adjustments Record return of 2010 overpayment Correct payments from the B850-01 Nov or Dec Pay Reported in Two Tax Years 	Agencies
After December run 2, 01/11/11	First date with access to set P010 check dates for 2011	Agencies
01/18/11	W-2 production	OSPS / OSPA
January run 1, 01/26/11	Outdate 2010 Governor's Food Drive P070 deductions for 02/28/11	OSPS / OSPA
01/31/11	Deadline for mailing W-2's	Agencies
02/15/11	Last date to receive updated Form W-4 for exemption from withholding	Agencies
February run 1, 02/23/11	Last date to change withholding on P010 for employees who have not submitted a new W-4 claiming exemption from withholding	Agencies
After March run 1, 03/28/11	First date to request that OSPS delete December 2010 P010 check dates	Agencies