

UNIVERSITY of HOUSTON

Student FICA Exemption - Export/Import Schedule (September 2024-August 2025)

Pay Run ID:	Run Date:	Process:
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B091024 (First day of class is 8/19/24)

Wed	4-Sep	Student FICA Export
Fri	6-Sep	Student FICA Import
Mon	9-Sep	Windstar Tax Navigator FICA Interface Process

M093024

Wed	11-Sep	Student FICA Export
Fri	13-Sep	Student FICA Import
Mon	16-Sep	Windstar Tax Navigator FICA Interface Process

B092424

Wed	18-Sep	Student FICA Export
Fri	20-Sep	Student FICA Import
Mon	23-Sep	Windstar Tax Navigator FICA Interface Process

B100824

Wed	2-Oct	Student FICA Export
Fri	4-Oct	Student FICA Import
Mon	7-Oct	Windstar Tax Navigator FICA Interface Process

M103124

Wed	9-Oct	Student FICA Export
Fri	11-Oct	Student FICA Import
Mon	14-Oct	Windstar Tax Navigator FICA Interface Process

B102224

Wed	16-Oct	Student FICA Export
Fri	18-Oct	Student FICA Import
Mon	21-Oct	Windstar Tax Navigator FICA Interface Process

B110524

Wed	30-Oct	Student FICA Export
Fri	1-Nov	Student FICA Import
Mon	4-Nov	Windstar Tax Navigator FICA Interface Process

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M113024

Wed	6-Nov	Student FICA Export
Fri	8-Nov	Student FICA Import
Mon	11-Nov	Windstar Tax Navigator FICA Interface Process

B111924

Wed	13-Nov	Student FICA Export
Fri	15-Nov	Student FICA Import
Mon	18-Nov	Windstar Tax Navigator FICA Interface Process

B120324

Wed	20-Nov	Student FICA Export
Fri	22-Nov	Student FICA Import
Mon	25-Nov	Windstar Tax Navigator FICA Interface Process

M123124

(Note: Last day of class is 12/10/2024 - Fall Semester)

DO NOT RUN; PUT ON BREAK CALENDAR - Run Tax Navigator FICA Process

Wed		
Fri		
Mon		WindstarTax Navigator FICA Interface Process

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B121724	*DO NOT RUN; PUT ON BREAK CALENDAR - Run Tax Navigator FICA Process*	
Wed		
Fri		
Mon		WindstarTax Navigator FICA Interface Process
B123124	*DO NOT RUN; PUT ON BREAK CALENDAR - Run Tax Navigator FICA Process*	
Wed		
Fri		
Mon		WindstarTax Navigator FICA Interface Process
M013125	*DO NOT RUN; PUT ON BREAK CALENDAR - Run Tax Navigator FICA Process*	
Wed		
Fri		
Mon		WindstarTax Navigator FICA Interface Process
B011425	*DO NOT RUN; PUT ON BREAK CALENDAR - Run Tax Navigator FICA Process*	
Tues		
Thurs		
Fri		WindstarTax Navigator FICA Interface Process
B012825	(Note: First day of class is 01/13/2025 - Spring Semester)	
Wed	22-Jan	Student FICA Export
Fri	24-Jan	Student FICA Import
Mon	27-Jan	Windstar Tax Navigator FICA Interface Process
B021125		
Wed	5-Feb	Student FICA Export
Fri	7-Feb	Student FICA Import
Mon	10-Feb	Windstar Tax Navigator FICA Interface Process
M022825		
Wed	12-Feb	Student FICA Export
Fri	14-Feb	Student FICA Import
Mon	17-Feb	Windstar Tax Navigator FICA Interface Process
B022525		
Wed	19-Feb	Student FICA Export
Fri	21-Feb	Student FICA Import
Mon	24-Feb	Windstar Tax Navigator FICA Interface Process
B031225		
Wed	5-Mar	Student FICA Export
Fri	7-Mar	Student FICA Import
Mon	10-Mar	Windstar Tax Navigator FICA Interface Process

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M033125

Wed	12-Mar	Student FICA Export
Fri	14-Mar	Student FICA Import
Mon	17-Mar	Windstar Tax Navigator FICA Interface Process

B032525

Wed	19-Mar	Student FICA Export
Fri	21-Mar	Student FICA Import
Mon	24-Mar	Windstar Tax Navigator FICA Interface Process

B040825

Wed	2-Apr	Student FICA Export
Fri	5-Apr	Student FICA Import
Mon	7-Apr	Windstar Tax Navigator FICA Interface Process

M043025

Wed	9-Apr	Student FICA Export
Fri	11-Apr	Student FICA Import
Mon	14-Apr	Windstar Tax Navigator FICA Interface Process

B042225

Wed	16-Apr	Student FICA Export
Fri	18-Apr	Student FICA Import
Mon	21-Apr	Windstar Tax Navigator FICA Interface Process

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Pay Run ID:	Run Date:	Process:
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B050625

Wed	30-Apr	Student FICA Export
Fri	2-May	Student FICA Import
Mon	5-May	Windstar Tax Navigator FICA Interface Process

M053125

(Note: Last day of class is 05/10/2025 - Spring Semester)

DO NOT RUN; PUT ON BREAK CALENDAR - Run Tax Navigator FICA Process

Wed		
Thurs		
Fri		Process on 17th will pick up both.

B052025

DO NOT RUN; PUT ON BREAK CALENDAR - Run Tax Navigator FICA Process

Wed		
Fri		Windstar Tax Navigator FICA Interface Process
Mon		

B060325

DO NOT RUN; PUT ON BREAK CALENDAR - Run Tax Navigator FICA Process

Wed		
Fri		
Mon		Windstar Tax Navigator FICA Interface Process

B061725

(Note: First day of class is 06/02/2025 - Summer Semester)

Wed	4-Jun	Student FICA Export
Fri	6-Jun	Student FICA Import
Mon	9-Jun	Windstar Tax Navigator FICA Interface Process

M063025

Tue	11-Jun	Student FICA Export
Thu	13-Jun	Student FICA Import
Fri	16-Jun	Windstar Tax Navigator FICA Interface Process

B070125

Wed	25-Jun	Student FICA Export
Fri	27-Jun	Student FICA Import
Mon	30-Jun	Windstar Tax Navigator FICA Interface Process

B071525

Tue	2-Jul	Student FICA Export
Thurs	3-Jul	Student FICA Import
Fri	7-Jul	Windstar Tax Navigator FICA Interface Process

M073125

Wed	9-Jul	Student FICA Export
Fri	11-Jul	Student FICA Import
Mon	14-Jul	Windstar Tax Navigator FICA Interface Process

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B072925

Wed	23-Jul	Student FICA Export
Fri	25-Jul	Student FICA Import
Mon	28-Jul	Windstar Tax Navigator FICA Interface Process

B081225

(Note - Last day of class is 08/12/25 - Summer Semester)

DO NOT RUN; PUT ON BREAK CALENDAR - Run Tax Navigator FICA Process

Wed		
Fri		
Mon		Windstar Tax Navigator FICA Interface Process

M083125

DO NOT RUN; PUT ON BREAK CALENDAR - Run Tax Navigator FICA Process

Wed		
Fri		
Mon		Windstar Tax Navigator FICA Interface Process

B082625

DO NOT RUN; PUT ON BREAK CALENDAR - Run Tax Navigator FICA Process

Wed		
Fri		
Mon		Windstar Tax Navigator FICA Interface Process

Note 1: B = Biweekly, M = Monthly PR cycles; then, pay periods ending date + 2 & 3 = month, 4 & 5 = day, 6 & 7 = year

Note 2: Set all to ("N") withhold; always Tuesday; day after confirms, unless exception (e.g. holiday); on Tuesday, does not send all students, just active employed students); and processing schedule is usually the Wed, Thurs, Fri before the "create payroll" date.

Note 3: Determines whether exempt ("E") or withhold ("N"); always by Friday 8am, unless exception (e.g. Holiday)