

UNIVERSITY of HOUSTON

Student FICA Exemption - Export/Import Schedule (September 2025-August 2026)

Pay Run ID:	Run Date:	Process:
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B090925 (First day of class is 8/25/25)

Wed	3-Sep	Student FICA Export
Fri	5-Sep	Student FICA Import
Mon	8-Sep	Windstar Tax Navigator FICA Interface Process

M093025

Wed	10-Sep	Student FICA Export
Fri	12-Sep	Student FICA Import
Mon	15-Sep	Windstar Tax Navigator FICA Interface Process

B092325

Wed	17-Sep	Student FICA Export
Fri	19-Sep	Student FICA Import
Mon	22-Sep	Windstar Tax Navigator FICA Interface Process

B100725

Wed	1-Oct	Student FICA Export
Fri	3-Oct	Student FICA Import
Mon	6-Oct	Windstar Tax Navigator FICA Interface Process

M103125

Wed	8-Oct	Student FICA Export
Fri	10-Oct	Student FICA Import
Mon	13-Oct	Windstar Tax Navigator FICA Interface Process

B102125

Wed	15-Oct	Student FICA Export
Fri	17-Oct	Student FICA Import
Mon	20-Oct	Windstar Tax Navigator FICA Interface Process

B110425

Wed	29-Oct	Student FICA Export
Fri	31-Oct	Student FICA Import
Mon	3-Nov	Windstar Tax Navigator FICA Interface Process

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M113025

Wed	5-Nov	Student FICA Export
Fri	7-Nov	Student FICA Import
Mon	10-Nov	Windstar Tax Navigator FICA Interface Process

B111825

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

B120225

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

M123125

(Note: Last day of class is 12/19/2025 - 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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Pay Run ID:	Run Date:	Process:
B121625	*DO NOT RUN; PUT ON BREAK CALENDAR - Run Tax Navigator FICA Process*	
Wed		
Fri		
Mon		WindstarTax Navigator FICA Interface Process
B123025	*DO NOT RUN; PUT ON BREAK CALENDAR - Run Tax Navigator FICA Process*	
Wed		
Fri		
Mon		WindstarTax Navigator FICA Interface Process
M013126	*DO NOT RUN; PUT ON BREAK CALENDAR - Run Tax Navigator FICA Process*	
Wed		
Fri		
Mon		WindstarTax Navigator FICA Interface Process
B011326	*DO NOT RUN; PUT ON BREAK CALENDAR - Run Tax Navigator FICA Process*	
Tues		
Thurs		
Fri		WindstarTax Navigator FICA Interface Process
B012726	(Note: First day of class is 01/13/2025 - Spring Semester)	
Wed	21-Jan	Student FICA Export
Fri	23-Jan	Student FICA Import
Mon	26-Jan	Windstar Tax Navigator FICA Interface Process
B021026		
Wed	4-Feb	Student FICA Export
Fri	6-Feb	Student FICA Import
Mon	9-Feb	Windstar Tax Navigator FICA Interface Process
M022826		
Wed	11-Feb	Student FICA Export
Fri	13-Feb	Student FICA Import
Mon	16-Feb	Windstar Tax Navigator FICA Interface Process
B022426		
Wed	18-Feb	Student FICA Export
Fri	20-Feb	Student FICA Import
Mon	23-Feb	Windstar Tax Navigator FICA Interface Process
B031026		
Wed	4-Mar	Student FICA Export
Fri	6-Mar	Student FICA Import
Mon	9-Mar	Windstar Tax Navigator FICA Interface Process

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M033126

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

B032426

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

B040726

Wed	1-Apr	Student FICA Export
Fri	3-Apr	Student FICA Import
Mon	6-Apr	Windstar Tax Navigator FICA Interface Process

M043026

Wed	8-Apr	Student FICA Export
Fri	10-Apr	Student FICA Import
Mon	13-Apr	Windstar Tax Navigator FICA Interface Process

B042126

Wed	15-Apr	Student FICA Export
Fri	17-Apr	Student FICA Import
Mon	20-Apr	Windstar Tax Navigator FICA Interface Process

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Student FICA Exemption - Export/Import Schedule (September 2025-August 2026)

Pay Run ID:	Run Date:	Process:
B050526		
Wed	29-Apr	Student FICA Export
Fri	1-May	Student FICA Import
Mon	4-May	Windstar Tax Navigator FICA Interface Process
M053126	(Note: Last day of class is 06/05/2026 Spring Semester) *DO NOT RUN; PUT ON BREAK CALENDAR - Run Tax Navigator FICA Process*	
Wed		
Thurs		
Fri		Process on 17th will pick up both.
B051926	*DO NOT RUN; PUT ON BREAK CALENDAR - Run Tax Navigator FICA Process*	
Wed		
Fri		Windstar Tax Navigator FICA Interface Process
Mon		
B060226	*DO NOT RUN; PUT ON BREAK CALENDAR - Run Tax Navigator FICA Process*	
Wed		
Fri		
Mon		Windstar Tax Navigator FICA Interface Process
B061626	(Note: First day of class is 06/02/2025 - Summer Semester)	
Wed	10-Jun	Student FICA Export
Fri	12-Jun	Student FICA Import
Mon	15-Jun	Windstar Tax Navigator FICA Interface Process
M063026		
Tue	17-Jun	Student FICA Export
Thu	18-Jun	Student FICA Import
Fri	22-Jun	Windstar Tax Navigator FICA Interface Process
B063026		
Wed	24-Jun	Student FICA Export
Fri	26-Jun	Student FICA Import
Mon	29-Jun	Windstar Tax Navigator FICA Interface Process
B071426		
Tue	8-Jul	Student FICA Export
Thurs	10-Jul	Student FICA Import
Fri	13-Jul	Windstar Tax Navigator FICA Interface Process
M073126		
Wed	15-Jul	Student FICA Export
Fri	17-Jul	Student FICA Import
Mon	20-Jul	Windstar Tax Navigator FICA Interface Process

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B072826

Wed	22-Jul	Student FICA Export
Fri	24-Jul	Student FICA Import
Mon	27-Jul	Windstar Tax Navigator FICA Interface Process

B081126

(Note - Last day of class is 07/17/2026 - Summer Semester)

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

Wed		
Fri		
Mon		Windstar Tax Navigator FICA Interface Process

M083126

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

Wed		
Fri		
Mon		Windstar Tax Navigator FICA Interface Process

B082526

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