

WisVote Election Checklist II: Post-Election Tasks

Spring Primary: February 16, 2016

Tasks to Complete	Details
<input type="checkbox"/> Post Absentee and Provisional Ballot Information Deadline: February 16, 2016	<p>As soon as possible on Election Night, the municipal clerk must post the number of absentee ballots not yet returned and the number of electors who have cast provisional ballots. These numbers must be posted at their office and on the internet.</p>
<p>Providers and Self Providers:</p> <p><u>Provisional Step 1:</u></p> <input type="checkbox"/> Record the information from the Provisional Ballot Reporting Form (GAB-123r) into the WisVote Provisional Ballots Associated View <p><u>Provisional Step 2:</u></p> <input type="checkbox"/> Check the Provisionals Complete Checkpoint in WisVote on the Elections Progress Bar <p>Deadline: February 16, 2016</p>	<p>Select the Election, click on the chevron/dropdown arrow, scroll to the right and then click on the Provisional Ballots tile.</p>   <p>Enter any provisional ballots issued under the appropriate Reporting Unit (you do not have to enter zeroes). Once complete, mark off the Provisionals Complete Checkpoint on the Election Progress bar and then it will automatically fill in the zeroes for all other Reporting Units.</p> <p><i>NOTE: If you did not issue any provisional ballots for the election, you can immediately check off the Provisionals Complete Checkpoint and it will automatically enter all zeroes for you.</i></p> <p style="text-align: center;">For further guidance refer to the WisVote manual: Entering a Provisional Ballot Record, page 2.</p>
<p><u>Provisional Step 3:</u></p> <input type="checkbox"/> Process Provisional Ballots <p><u>Provisional Step 4:</u></p> <input type="checkbox"/> Update the Provisional Ballot Information in WisVote	<p>Voters who cast provisional ballots may provide the required documentation no later than 4:00 p.m. on Friday February 19, 2016.</p> <p>Update the information in the Provisional Ballot Tracker in WisVote.</p>
<input type="checkbox"/> Update rejected ballots in WisVote	<p>Mark any ballots in WisVote that were rejected at the polling place and provide rejection reason.</p>
<input type="checkbox"/> Process Late Arriving Absentee Ballots	<p>Absentee ballots may be counted if postmarked no later than Election Day and received by no later than 4:00 p.m. on Friday, February 19, 2016.</p>
<p><u>For Users who track Absentee Ballots:</u></p> <input type="checkbox"/> Record Late Arriving Absentee Ballot Information	<p>Record late arriving absentee ballots as <u>Returned Late</u> in WisVote.</p>

Tasks to Complete Within 30 Days After the Election, by March 17, 2016	Details
<input type="checkbox"/> Enter Late Registrations in WisVote	
<input type="checkbox"/> Record Voter Participation Deadline: March 17, 2016	<p>Voter participation must be recorded in WisVote no later than 30 days after a statewide or local election. There are two methods of recording voter participation in WisVote:</p> <ol style="list-style-type: none"> 1) Scan the barcodes associated with voter records on the poll book 2) Manually select voter participation using the poll book grid <p>For further guidance refer to the WisVote manual: Voter Participation, Chapter 6.1.</p>
<input type="checkbox"/> Enter Election Day Registrations in WisVote Deadline: March 17, 2016	<p>Election Day registrations must be entered into WisVote no later than 30 days after a statewide or local election.</p>
<input type="checkbox"/> Review the Poll Book	<p>Review the poll book for any typographical corrections written in by the voter. Update the Voter Record in WisVote, if necessary.</p> <p><i>NOTE: If the voter has indicated a correction to their address, a new address should be selected on the Voter Record. <u>The Address Record should not be changed as any changes made to the Address Record may impact other voters.</u></i></p> <p>Once completed, <u>check off the Poll Book Votes Recorded Checkpoint</u> on the Election Progress bar.</p>
<input type="checkbox"/> All Municipalities Complete the GAB-190NF Form in WEDCS Deadline: March 17, 2016	<p>The Election Voting and Registration Statistics Report for Non-Federal Elections (GAB-190NF) is required <u>within 30 days</u> after a primary and/or election where a state office or statewide referendum is on the ballot.</p>
<input type="checkbox"/> Enter EDR Postcard Statistics Deadline: May 16, 2016	<p>The G.A.B. will mail out EDR postcards and clerks are required, per state law, to enter EDR postcard statistics. These statistics need to be entered within 90 days of the election at which time the G.A.B. will post the information on their website. The clerk shall update on a monthly basis, should information change.</p> <p>You can find both the GAB-190NF and EDR Postcards Report on our WEDCS website: https://wedc.gab.wi.gov/ (User name and password the same as WisVote login).</p>
<input type="checkbox"/> Check the Election Closed Checkpoint	

Please complete the tasks outlined in the election checklist. Contact the G.A.B. Help Desk for assistance at 608-261-2028 or gabhhelpdesk@wi.gov