

WisVote Election Checklist II: Post-Election Tasks

Presidential and General Election: November 8, 2016

This checklist covers tasks for the 2016 Presidential and General Election:

- **NEW** - Late arriving absentee ballots are no longer allowed for the General Election. All ballots must be returned in time to be delivered to the polling place no later than 8pm on Election Day in order to be counted. The EL-190 form has been updated to reflect this change, as has the EL-190 Help Guide.
- **NEW** – Clerks are no longer required to post the number of outstanding absentee ballots on Election Night. This is no longer necessary since late arriving absentee ballots cannot be counted.
- **Provisional Note** - If you do not issue any provisional ballots for the election, there are no required steps on Election night. Check the Provisionals Complete Checkpoint by Friday, November 11.

Tasks to Complete	Details
<ul style="list-style-type: none"> <input type="checkbox"/> Municipal Clerks: Post Provisional Ballot Information; Transmit unofficial Election Night results to County <input type="checkbox"/> County Clerks: Post Unofficial Election Night Results on County Website <p style="margin-top: 10px;">Deadline: Election Night – November 8, 2016</p>	<p>As soon as possible on Election Night, the municipal clerk must post the number of electors who have cast provisional ballots. The number must be posted at their office and on the internet.</p> <p>Within 2 hours of votes being tabulated, municipal clerks must transmit returns, by ward or reporting unit, to the county clerk.</p> <p>County clerks must post all returns on the county website no later than 2 hours after receiving the returns on Election Night.</p> <p>Please verify WEC has the correct link for your results: http://elections.wi.gov/clerks/directory/county-websites</p>
<ul style="list-style-type: none"> <input type="checkbox"/> If provisional ballots are issued on Election Day, complete Provisional Steps 1 & 2 on Election Night: <p><u>Provisional Step 1:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Record the information from the Provisional Ballot Reporting Form (EL-123r) into the WisVote Provisional Ballot Tracker <p><u>Provisional Step 2:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Check the Provisionals Complete Checkpoint <ul style="list-style-type: none"> <input type="checkbox"/> If a jurisdiction issues zero provisional ballots on Election Day, no action is needed on Election Night. Check the Provisionals Complete Checkpoint in WisVote no later than Friday, November 11, 2016. 	<p>To Record a Provisional Ballot in WisVote: Select the Election, click the chevron/dropdown arrow, scroll to the right and then click on the Provisional Ballots tile.</p>  <p>Enter the provisional ballots issued under the appropriate Reporting Unit.</p> <p>Check the Provisionals Complete Checkpoint in WisVote after all of a jurisdiction’s provisional ballots have been entered.</p> <p><i>NOTE: If you do not issue any provisional ballots for the election, there are no required steps to complete on Election night. Check the "Provisionals Complete" Checkpoint by <u>Friday, November 11</u>.</i></p> <p style="text-align: center;">For further guidance refer to the WisVote manual: Entering a Provisional Ballot Record, page 1.</p>

<p><u>Provisional Step 3:</u></p> <p><input type="checkbox"/> Update Provisional Ballot Information in WisVote</p>	<p>Voters who cast provisional ballots may provide the required documentation no later than 4:00 p.m. on Friday, November 11, 2016.</p> <p>Update the information in the Provisional Ballot Tracker in WisVote as it becomes available.</p>
<p><input type="checkbox"/> Record Rejected Absentee Ballots in WisVote</p>	<p>Record the Absentee Ballots that were rejected at the polling place and provide a rejection reason.</p>
<p><input type="checkbox"/> Processing Absentee Ballots</p>	<p>Enter any absentee ballots in WisVote that were not entered prior to Election Day. All ballots must be entered into WisVote by November 28. After that date, ballots cannot be issued in WisVote for this election.</p> <p>Late arriving absentee ballots are no longer allowed for this election; the new deadline is Election Day. All ballots must be returned in time to be delivered to the polling place no later than 8pm on Election Day.</p> <p>Absentee ballots that are returned after the deadline should be cancelled in WisVote as <u>Ballot Returned After Deadline</u>.</p>
<p>Tasks to Complete <u>Within 45 Days</u> After the Election, by December 23, 2016</p>	<p>Details</p>
<p><input type="checkbox"/> Enter any Late Registrations in WisVote that were not entered prior to Election Day</p>	<p>To record a vote for any late registrations entered after Election Day, run the Post Supplemental Dialog.</p> <p>See WisVote FAQ titled: Add Late Registration Voters to the Post-Supplemental List.</p>
<p><input type="checkbox"/> Record Voter Participation</p> <p><input type="checkbox"/> Check the Poll Book Votes Recorded Checkpoint</p> <p>Deadline: December 23, 2016* <i>*A 15 day extension can be requested in writing to the WEC Administrator</i></p>	<p>Voter participation must be recorded in WisVote no later than 45 days after a general 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>Check the Poll Book Votes Recorded Checkpoint in WisVote after all of your jurisdiction's voter participation records have been recorded.</p> <p>See WisVote manual: Voter Participation, Chapter 6.1</p>
<p><input type="checkbox"/> Enter Election Day Registrations in WisVote</p> <p><input type="checkbox"/> Check the EDR Complete Checkpoint</p> <p>Deadline: December 23, 2016</p>	<p>Election Day Registrations must be entered into the correct Reporting Unit no later than 45 days after a general election.</p> <p>Check the EDR Complete Checkpoint in WisVote after all of your jurisdiction's election day registrations have been recorded.</p> <p>See WisVote manual: Election Day Registration, Chapter 6.2</p>

<input type="checkbox"/> Review the Printed Poll Book	<p>Review the poll book for any typographical corrections written in by the election workers. Update voter records 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. The Address Record itself should not be changed as any changes made to the Address Record may impact other voters.</i></p>
<input type="checkbox"/> Review Statistics on the WisVote Poll Book Screen	<p>Review poll book statistics section to ensure the correct number of votes has been recorded.</p> <div data-bbox="938 510 1401 785" style="border: 1px solid #ccc; padding: 5px;"> <p>Poll Book Statistics</p> <hr/> <p>Total Number of Votes: 683</p> <p>Total At Polls Participating: 447</p> <p>Total Absentee Participating: 6</p> <p>Total EDR Participating: 57</p> <p>Total Participation Reported: 453</p> <p style="text-align: right;"><input type="button" value="Recalculate"/></p> </div>
<input type="checkbox"/> Check the Election Closed Checkpoint	
Post-Election WEDC Tasks (EL-190, EL-191, EDR Postcards and EL-192)	Details
<input type="checkbox"/> All Municipalities Complete the EL-190F Form in WEDC Deadline: December 8, 2016	<p>The Election Voting and Registration Statistics Report for Non-Federal Elections (EL-190F) is required <u>within 30 days</u> after an election at which a state or national office is filled.</p> <p>To assist in gathering information for the EL-190F WEDC report, an EL-190 Election Statistics Report is now available in WisVote. To access this, click on the Election tile. Select the election. Click on the ellipsis. Select Run Report and then select the EL-190 Election Statistics Report option.</p>
<input type="checkbox"/> All Municipalities Complete the EL-191 Form in WEDC Deadline: January 6, 2016	<p>The Election Specific Cost Report (EL-191) in WEDC is required <u>within 60 days</u> after the general election.</p>
<input type="checkbox"/> Enter EDR Postcard Statistics Deadline: February 6, 2016	<p>The WEC will mail out EDR postcards. 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 WEC will post the information on their website. The clerk shall update on a monthly basis, if information changes.</p> <p>A clerk communication with reporting instructions may be found at http://elections.wi.gov/node/4072</p> <p>You can find the EDR Postcards Fillable Reports on our WEDC website: https://wedc.gab.wi.gov/ (User name and password the same as WisVote login).</p>

<p><input type="checkbox"/> All Municipalities Complete the EL-192 Form in WEDC</p> <p>Deadline: January 31, 2017</p>	<p>The Annual Elections Cost Report (EL-192) in WEDC is required to be completed by January 31, 2017. The data municipalities will provide in this report will be for the 2016 election cycle.</p> <p>This report covers all costs not related to specific elections.</p>
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Please complete the tasks outlined in this election checklist. Contact the WEC Help Desk for assistance at 608-261-2028 or elections@wi.gov