

February 2016
CIVIL SERVICE BENEFIT CUT-OFF'S

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5 Cut-off to key PARs to reflect correct Benefit rates for current month.	6
7	8	9	10 Cut-off for Dental, Vision and FlexElect forms to be received by SCO for a current month deduction and to retain a standard effective date of 3-1-16 for FlexElect. 3:00 PM cut-off to key HBD12's to my/CalPERS for a current month deduction and any retroactive adjustments.	11 Cut-off to key PARs to reflect new Vision, Basic Life, Vision changes into & out of R06, Dental changes between basic & enhanced and R05 CHPDIP updates for a current month deduction.	12 3:00 PM cut-off to key HBD12's to my/CalPERS for a current month deduction (retroactive adjustments will process next month).	13
14	15 HOLIDAY	16 Cut-off for Miscellaneous Deduction forms (Parking, Long Term Disab., etc) to be received by SCO for a current month deduction. Cut-off to key PARs to reflect correct R18 Coben deductions for current month.	17	18 Cut-off to key PARs to reflect correct Coben deductions (all except R18) for current month.	19 MASTER PAYROLL CUTOFF	20
21	22	23	24	25	26	27
28	29					