

May 2016
CIVIL SERVICE BENEFIT CUT-OFF'S

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 Cut-off to key PARs to reflect correct Benefit rates for current month.	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 6-1-16 for FlexElect.	11 3:00 PM cut-off to key HBD12's to my/CalPERS for a current month deduction and any retroactive adjustments.	12 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.	13	14
15	16 3:00 PM cut-off to key HBD12's to my/CalPERS for a current month deduction (retroactive adjustments will process next month). Cut-off for Miscellaneous Deduction forms (Parking, Long Term Disab., etc) to be received by SCO for a current month deduction.	17 Cut-off to key PARs to reflect correct R18 Coben deductions for current month.	18	19 Cut-off to key PARs to reflect correct Coben deductions (all except R18) for current month.	20 MASTER PAYROLL CUTOFF	21
22	23	24	25	26	27	28
29	30 Holiday	31				