

August 2016
Civil Service Benefit Cut-Off's

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5 Cut-off to key PAR's to reflect correct Benefit rates for current month deduction.	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 09/1/16 for FlexElect.	11	12 Cut-off to key PAR's to reflect Vision changes into & out of R06 for a current month deduction.	13
14	15 Cut-off for Miscellaneous Deduction forms (Parking, Long Term Disab., etc.) to be received by SCO for a current month deduction. 3:00 PM Cut-off to key HBD12's to my/CalPERS for a current month deduction and any retroactive adjustments.	16	17 3:00 PM Cut-off to key HBD12's to my/CalPERS for a current month deduction (retroactive adjustments will process next month).	18 Cut-off to key PAR's to reflect correct R18 Coben deductions for current month.	19 Cut-off to key PAR's to reflect new Vision, Basic Life, Dental changes between basic & enhanced and R05 CHPDIP updates for a current month deduction.	20
21	22 Cut-off to key PAR's to reflect correct Coben deductions (all except R18) for current month.	23 MASTER PAYROLL CUTOFF	24	25	26	27
28	29	30	31			