

## November 2016

### \*CIVIL SERVICE BENEFIT CUT-OFF'S\*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 Cut-off to key PARs to reflect correct Benefit rates for current month deduction	5
6	7	8	9 3:00 PM cut-off to key HBD12's to my/CalPERS for a current month deduction and any retroactive adjustments.	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 12/1/16 for FlexElect.  Cut-off to key PARs to reflect new Vision, Basic Life, Vision changes into & out of R06 and Dental changes between basic & enhanced and R05 CHPDIP updates for a current month deduction.	11 <b>Holiday</b>	12
13 3:00 PM cut-off to key HBD12's to my/CalPERS for a current month deduction (retroactive adjustments will process next month).  <b>Cut-off to key PARS to reflect correct R18 Coben deductions for current month.</b>	14	15 Cut-off for Miscellaneous Deduction forms (Parking, Long Term Disab., etc) to be received by SCO for a current month deduction.	16	17 Cut-off to key PARS to reflect correct Coben deductions (all except R18) for current month.	18 <b>MASTER PAYROLL CUTOFF</b>	19
20	21	22	23	24 <b>Holiday</b>	25 <b>Holiday</b>	26
27	28	29	30			