

January 2016

* CIVIL SERVICE BENEFIT CUT-OFFS *

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|----------------------|---------|---|--|--|----------|
| | | | | | 1 HOLIDAY | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 Cut-off to key PARs to reflect correct Benefit rates for current month deduction. Cut-off to key PARs to reflect Vision changes into & out of R06 for a current month deduction. | 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 2/1/16 for FlexElect. 3:00 PM Cut-off to key HBD12's to my/CalPERS for a current month deduction and any retroactive adjustments | 11 | 12 | 13 | 14 Cut-off to key PARs to reflect R05 CHPDIP updates, dental changes between basic and enhanced, new vision & Basic Life deductions for a current month deduction. 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 to key PARs to reflect correct R18 Coben deductions for current month. | 15 Cut-off for Miscellaneous Deduction forms (Parking, Long Term Disab., etc) to be received by SCO for a current month deduction. | 16 |
| 17 | 18 HOLIDAY | 19 | 20 Cut-off to key PARs to reflect correct Coben deductions (all except R18) for current month. | 21 MASTER PAYROLL CUTOFF | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |