

March 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 deduction.	
6	7	8	9	10	11	12
				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 4/1/16 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 for a current month deduction.	
13	14	15	16	17	18	19
	3:00 PM cut-off to key HBD12's to my/CalPERS for a current month deduction and any retroactive adjustments.	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 (retroactive adjustments will process next month).	Cut-off to key PARS to reflect correct R18 Coben deductions for current month.	Cut-off to key PARs to reflect R05 CHPDIP updates for a current month deduction.	
20	21	22	23	24	25	26
	Cut-off to key PARS to reflect correct Coben deductions (all except R18) for current month.	MASTER PAYROLL CUTOFF				
27	28	29	30	31		