

(STATE – MILESTONE – 2005)

## FALL 2005 SHBP OPEN ENROLLMENT MILESTONE CHART for State Employers

Note: If the event is underlined, you should be accomplishing the event.

<b><u>PROJECTED DATE</u></b>	<b><u>EVENT</u></b>
September 9	Heads Up paycheck message to employees paid through the State Centralized Payroll Unit announcing Open Enrollment to start October 1, 2005.
Late-September	<i>SHBP Health Capsule</i> newsletter shipped to State universities, colleges, authorities and commissions.
September 23	Second Open Enrollment paycheck message to employees paid through State Centralized Payroll. <u>2005 Health and Dental Rate Charts and Health Capsule</u> newsletter distributed with payroll.  State universities, colleges, authorities and commissions should <u>distribute the 2005 Health and Dental Rate Charts and Health Capsule newsletter</u> to their employees.
October 1	<u>Open Enrollment Begins.</u>
October 7	Open Enrollment “reminder” paycheck message to employees paid through State Centralized Payroll.
October 21	Open Enrollment “last chance” paycheck message to employees paid through State Centralized Payroll.
October 31	<u>Open Enrollment Ends.</u>
November 7	<u>Employer certified applications due at the Health Benefits Bureau.</u>
December 10	<u>Begin required deductions for employees paid through Centralized Payroll (start of pay period #26 – check date December 30).</u>
January 1, 2006	Open Enrollment changes effective for State employees at State universities, colleges, authorities and commissions.
January 7, 2006	Open Enrollment changes effective for State employees paid through State Centralized Payroll.