

FALL 2009 SHBP OPEN ENROLLMENT MILESTONE CHART for State Biweekly Employers

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

<u>PROJECTED DATE</u>	<u>EVENT</u>
September 4	First paycheck message to employees paid through the State Centralized Payroll Unit announcing Open Enrollment to start October 1, 2009.
September 18	<i>Health Capsule</i> newsletter provided through State Centralized Payroll. <u>Distribute to employees.</u>
October 1	Open Enrollment Begins.
October 2	Open Enrollment “reminder” paycheck message to employees paid through State Centralized Payroll.
October 30	Open Enrollment “last chance” paycheck message to employees paid through State Centralized Payroll. Open Enrollment Ends.
November 6	<u>Employer certified applications due at the Health Benefits Bureau.</u>
December 5	<u>Begin any required dental plan deductions for employees paid through Centralized Payroll (start of pay period #26 – check date December 24).</u>
January 2, 2010	Open Enrollment changes effective for State employees paid through State Centralized Payroll.