

Paychex PEO 2020

Annual Enrollment Calendar

PAYCHEXONE

The Total HR Solution

October

SUN	MON	TUE	WED	THU	FRI	SAT
4	5	6 Phase 1 begins rates available to employers	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29 If you offer an HSA employer contribution, submit your form for 2020	30	31

November

SUN	MON	TUE	WED	THU	FRI	SAT
1	2 Phase 1 ends employer elections due Remind Employees to complete FSA and HSA enrollment	3	4	5	6	7 Don't forget, all employees need to take action
8	9	10	11	12	13	14
15	16	17 Remind employees phase 2 ends 12/1/20	18	19	20	21
22	23	24 7 days left for employee elections	25	26	27	28
29	30					

December

SUN	MON	TUE	WED	THU	FRI	SAT
		1 Last day for employees to enroll in Health & Benefits for 2021	2 Phase 3 begins audit elections	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 Last day for FSA enrollments		

January

					1 Benefits effective, check first pay run for new deductions	
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Remind employees to complete their 2021 FSA and HSA elections by selecting the PBA icon on paychexflex.com