

# Paychex PEO 2022

## Annual Enrollment Calendar



The Total HR Solution

October						
SUN	MON	TUE	WED	THU	FRI	SAT
	4	5	6	7	8	9
10	11 Phase 1 begins. Rates available to employers.	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 2022 form.	30
November						
SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11 Phase 1 ends. Employer elections due. Remind employees to complete FSA and HSA enrollment.	12	13
14	15	16 Don't forget, all employees need to enroll in benefits.	17	18	19	20
21	22	23	24 Remind employees phase 2 ends 12/10/21.	25	26	27
28	29	30				
December						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3 7 days left for employee elections.	4
5	6	7	8	9	10 Last day for employees to enroll in Health & Benefits for 2022.	11 Phase 3 begins. Audit elections.
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.

Remind employees to complete their 2022 FSA and HSA elections by selecting the PBA tile on [paychexflex.com](https://paychexflex.com)