

# Paychex PEO 2023 Annual Enrollment Calendar

October						
SUN	MON	TUE	WED	THU	FRI	SAT
2	3	4	5	6	7	8
9	10 Phase 1 begins. Rates available to employers.	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28 If you offer an HSA employer contribution, submit 2022 form.	29
November						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4 Phase 1 ends. Employer elections due. Remind employees to complete FSA and HSA enrollment.	5
6	7	8	9	10	11	12
13	14	15 Don't forget, all employees need to enroll in benefits.	16	17	18	19
20	21 Remind employees phase 2 ends 12/02/22.	22	23	24	25 7 days left for employee elections.	26
27	28	29	30			
December						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2 Last day for employees to enroll in Health & Benefits for 2023	3
4	5 Phase 3 begins. Audit elections.	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 Last day for FSA enrollments.	31
January						
1 Benefits effective. Check first pay run for new deductions.	2	3	4	5	6	7