

Paychex PEO 2024

Annual Enrollment Calendar

October						
SUN	MON	TUE	WED	THU	FRI	SAT
1	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 If you offer an HSA employer contribution, submit 2023 form.	28
November						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10 Phase 1 ends. Employer elections due. Remind employees to complete FSA and HSA enrollment.	11
12	13	14 Don't forget, all employees need to enroll in benefits.	15	16	17	18
19	20	21	22	23	24	25
26	27	28 Remind employees phase 2 ends 12/15/23.	29	30		
December						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8 7 days left for employee elections.	9
10	11	12	13	14	15 Last day for employees to enroll in Health & Benefits for 2024.	16 Phase 3 begins. Audit elections.
17	18	19	20	21	22	23
24	25	26	27	28	29	30 Last day for FSA enrollments.
January						
31	1 Benefits effective. Check first pay run for new deductions.	2	3	4	5	6