

## DEDUCTION SCHEDULE 2018 - 2019

2018

Pay Period		Pay	Insurance Effective Date		
Begin*	End	Date		Health and Dental	Life
9/21/2018	10/4/2018	10/12/2018	October	2nd Half/State Share	October
10/5/2018	10/18/2018	10/26/2018	November	1st Half	
10/19/2018	11/1/2018	11/9/2018	November	2nd Half/State Share	November
11/2/2018	11/15/2018	11/21/2018	December	1st Half	
11/16/2018	11/29/2018	12/7/2018	December	2nd Half/State Share	
11/30/2018	12/13/2018	12/21/2018	January	1st Half	December
12/14/2018	12/27/2018	1/4/2019	January	2nd Half/State Share	

2019

Pay Period		Pay	Insurance Effective Date		
Begin*	End	Date		Health and Dental	Life
12/28/2018	1/10/2019	1/18/2019	February	1st Half	January
1/11/2019	1/24/2019	2/1/2019	February	2nd Half/State Share	
1/25/2019	2/7/2019	2/15/2019	March	1st Half	February
2/8/2019	2/21/2019	3/1/2019	March	2nd Half/State Share	
2/22/2019	3/7/2019	3/15/2019	April	1st Half	March
3/8/2019	3/21/2019	3/29/2019		3rd Check - No Deductions	
3/22/2019	4/4/2019	4/12/2019	April	2nd Half/State Share	April
4/5/2019	4/18/2019	4/26/2019	May	1st Half	
4/19/2019	5/2/2019	5/10/2019	May	2nd Half/State Share	May
5/3/2019	5/16/2019	5/24/2019	June	1st Half	
5/17/2019	5/30/2019	6/7/2019	June	2nd Half/State Share	
5/31/2019	6/13/2019	6/21/2019	July	1st Half	June
6/14/2019	6/27/2019	7/5/2019	July	2nd Half/State Share	
6/28/2019	7/11/2019	7/19/2019	August	1st Half	July
7/12/2019	7/25/2019	8/2/2019	August	2nd Half/State Share	
7/26/2019	8/8/2019	8/16/2019	September	1st Half	August
8/9/2019	8/22/2019	8/30/2019		3rd Check - No Deductions	
8/23/2019	9/5/2019	9/13/2019	September	2nd Half/State Share	September
9/6/2019	9/19/2019	9/27/2019	October	1st Half	
9/20/2019	10/3/2019	10/11/2019	October	2nd Half/State Share	October
10/4/2019	10/17/2019	10/25/2019	November	1st Half	
10/18/2019	10/31/2019	11/8/2019	November	2nd Half/State Share	
11/1/2019	11/14/2019	11/22/2019	December	1st Half	November
11/15/2019	11/28/2019	12/6/2019	December	2nd Half/State Share	
11/29/2019	12/12/2019	12/20/2019	January	1st Half	December
12/13/2019	12/26/2019	1/3/2020	January	2nd Half/State Share	

**\*P-1 Eff. Date**

NOTE: Employee's deductions, when necessary, are taken from both pay periods. If the second half pay period date is used, the system will automatically take the full month's employee share of the premium. The State's share is always made in the second half pay period. **No deductions are taken from the third pay check of the month.**

If an employee makes changes that result in a premium increase or decrease, and the change is not processed until the second half pay period, the system will adjust the second deduction. If a refund is due to the employee it will be on the next month's billing "Automatic Refund List."

If an employee is terminating, coverage will end on the last day of the month of termination. You need to look at the deduction schedule to determine if or when you need to "zero" out the health and/or dental codes. **If the employee has single coverage and it is not the second half deduction (state share) pay period, you do not need to zero out the codes.**