

## DEDUCTION SCHEDULE 2020 - 2021

2020

Pay Period		Pay	Insurance Effective Date		
<u>Begin*</u>	<u>End</u>	<u>Date</u>		<u>Health and Dental</u>	<u>Life</u>
10/2/2020	10/15/2020	10/23/2020	November	1st Half	
10/16/2020	10/29/2020	11/6/2020	November	2nd Half/State Share	
10/30/2020	11/12/2020	11/20/2020	December	1st Half	November
11/13/2020	11/26/2020	12/4/2020	December	2nd Half/State Share	
11/27/2020	12/10/2020	12/18/2020	January	1st Half	December
12/11/2020	12/24/2020	12/31/2020		3rd Check - No Deductions	
12/25/2020	1/7/2021	1/15/2021	January	2nd Half/State Share	January

2021

Pay Period		Pay	Insurance Effective Date		
<u>Begin*</u>	<u>End</u>	<u>Date</u>		<u>Health and Dental</u>	<u>Life</u>
1/8/2021	1/21/2021	1/29/2021	February	1st Half	
1/22/2021	2/4/2021	2/12/2021	February	2nd Half/State Share	February
2/5/2021	2/18/2021	2/26/2021	March	1st Half	
2/19/2021	3/4/2021	3/12/2021	March	2nd Half/State Share	March
3/5/2021	3/18/2021	3/26/2021	April	1st Half	
3/19/2021	4/1/2021	4/9/2021	April	2nd Half/State Share	April
4/2/2021	4/15/2021	4/23/2021	May	1st Half	
4/16/2021	4/29/2021	5/7/2021	May	2nd Half/State Share	
4/30/2021	5/13/2021	5/21/2021	June	1st Half	May
5/14/2021	5/27/2021	6/4/2021	June	2nd Half/State Share	
5/28/2021	6/10/2021	6/18/2021	July	1st Half	June
6/11/2021	6/24/2021	7/2/2021	July	2nd Half/State Share	
6/25/2021	7/8/2021	7/16/2021	August	1st Half	July
7/9/2021	7/22/2021	7/30/2021		3rd Check - No Deductions	
7/23/2021	8/5/2021	8/13/2021	August	2nd Half/State Share	August
8/6/2021	8/19/2021	8/27/2021	September	1st Half	
8/20/2021	9/2/2021	9/10/2021	September	2nd Half/State Share	September
9/3/2021	9/16/2021	9/24/2021	October	1st Half	
9/17/2021	9/30/2021	10/8/2021	October	2nd Half/State Share	
10/1/2021	10/14/2021	10/22/2021	November	1st Half	October
10/15/2021	10/28/2021	11/5/2021	November	2nd Half/State Share	
10/29/2021	11/11/2021	11/19/2021	December	1st Half	November
11/12/2021	11/25/2021	12/3/2021	December	2nd Half/State Share	
11/26/2021	12/9/2021	12/17/2021	January	1st Half	December
12/10/2021	12/23/2021	12/30/2021		3rd Check - No Deductions	
12/24/2021	1/6/2022	1/14/2022	January	2nd Half/State Share	January

**\*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.**