

## DEDUCTION SCHEDULE 2015 - 2016

## 2015

Pay Period		Pay	Insurance Effective Date		
Begin*	End	Date		Health and Dental	Life
8/28/2015	9/10/2015	9/18/2015	October	1st Half	
9/11/2015	9/24/2015	10/2/2015	October	2nd Half/State Share	
9/25/2015	10/8/2015	10/16/2015	November	1st Half	October
10/9/2015	10/22/2015	10/30/2015		3rd Check - No Deductions	
10/23/2015	11/5/2015	11/13/2015	November	2nd Half/State Share	November
11/6/2015	11/19/2015	11/25/2015	December	1st Half	
11/20/2015	12/3/2015	12/11/2015	December	2nd Half/State Share	December

## 2016

Pay Period		Pay	Insurance Effective Date		
Begin*	End	Date		Health and Dental	Life
12/4/2015	12/17/2015	12/24/2015	January	1st Half	
12/18/2015	12/31/2015	1/8/2016	January	2nd Half/State Share	
1/1/2016	1/14/2016	1/22/2016	February	1st Half	January
1/15/2016	1/28/2016	2/5/2016	February	2nd Half/State Share	
1/29/2016	2/11/2016	2/19/2016	March	1st Half	February
2/12/2016	2/25/2016	3/4/2016	March	2nd Half/State Share	
2/26/2016	3/10/2016	3/18/2016	April	1st Half	March
3/11/2016	3/24/2016	4/1/2016	April	2nd Half/State Share	
3/25/2016	4/7/2016	4/15/2016	May	1st Half	April
4/8/2016	4/21/2016	4/29/2016		3rd Check - No Deductions	
4/22/2016	5/5/2016	5/13/2016	May	2nd Half/State Share	May
5/6/2016	5/19/2016	5/27/2016	June	1st Half	
5/20/2016	6/2/2016	6/10/2016	June	2nd Half/State Share	June
6/3/2016	6/16/2016	6/24/2016	July	1st Half	
6/17/2016	6/30/2016	7/8/2016	July	2nd Half/State Share	
7/1/2016	7/14/2016	7/22/2016	August	1st Half	July
7/15/2016	7/28/2016	8/5/2016	August	2nd Half/State Share	
7/29/2016	8/11/2016	8/19/2016	September	1st Half	August
8/12/2016	8/25/2016	9/2/2016	September	2nd Half/State Share	
8/26/2016	9/8/2016	9/16/2016	October	1st Half	September
9/9/2016	9/22/2016	9/30/2016		3rd Check - No Deductions	
9/23/2016	10/6/2016	10/14/2016	October	2nd Half/State Share	October
10/7/2016	10/20/2016	10/28/2016	November	1st Half	
10/21/2016	11/3/2016	11/10/2016	November	2nd Half/State Share	November
11/4/2016	11/17/2016	11/23/2016	December	1st Half	
11/18/2016	12/1/2016	12/9/2016	December	2nd Half/State Share	December
12/2/2016	12/15/2016	12/23/2016	January	1st Half	
12/16/2016	12/29/2016	1/6/2017	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.**