



**2009 Benefit Forms Processing Schedule
Monthly-paid Employees**

Benefit Changes (UPAY 850 forms) due to HR Benefits by 5:00pm for processing	Benefit Changes reflected in paycheck
Friday, January 16	January 30, 2009
Friday, February 13	February 27, 2009
Friday, March 13	April 1, 2009
Friday, April 10	May 1, 2009
Friday, May 8	June 1, 2009
Friday, June 12	July 1, 2009
Friday, July 17	July 31, 2009
Friday, August 14	September 1, 2009
Friday, September 11	October 1, 2009
Friday, October 16	October 30, 2009
Friday, November 13	December 1, 2009
Friday, December 4	January 4, 2010