

**PARKING** ELECTION CHANGE PROCESS CALENDAR

07/01/20-06/30/21 Plan Year

Benefit Month	Requests Received by Benefit Strategies	Payroll Process Date	Paycheck Date	Funds Credited To Debit Card
July 2020	Weds. 06/17/20	06/23/20	06/26/20	06/20/20
August 2020	Weds. 07/15/20	07/21/20	07/24/20	07/20/20
September 2020	Weds. 08/12/20	08/18/20	08/21/20	08/20/20
October 2020	Weds. 09/23/20	09/29/20	10/02/20	09/20/20
November 2020	Weds. 10/21/20	10/27/20	10/30/20	10/20/20
December 2020	Weds. 11/18/20	11/24/20	11/27/20	11/20/20
January 2021	Weds. 12/16/20	12/22/20	12/25/20*	12/20/20
February 2021	Weds. 01/13/21	01/19/20	01/22/21	01/20/21
March 2021	Weds. 02/24/21	03/02/21	03/05/21	02/20/21
April 2021	Weds. 03/24/21	03/30/21	04/02/21	03/20/21
May 2021	Weds. 04/21/21	04/27/21	04/30/21	04/20/21
June 2021	Weds. 05/19/21	05/25/21	05/28/21	05/20/21

**\*IMPORTANT\*** The PARKING benefit is pre-funded on the 20<sup>th</sup> of each month based on the prior month's election amount. In the event the above **deadline** to submit your online form is actually on or after the 20<sup>th</sup> of the month, and the PAYROLL check date is later -we will make the appropriate changes after we receive the actual PAYROLL file from the Comptroller Office.

*For example: Your February 2021 deduction amount is \$325. Based on that previous amount, your account will be pre-funded with \$325 for March. BUT if you submitted an updated election amount for the March benefit month that pre-funded amount will be adjusted accordingly.*

**\*BE AWARE\*** Confirm the deduction amount on your paystub -as this amount will be what is sent on the PAYROLL file and will be loaded to the account. IF an adjustment is done in the negative - you will be requested to make a repayment back to Benefit Strategies if you used more than your PAYROLL deduction.

12/25/20\* Subject to processing change