

**2009 Benefit Forms Processing Schedule
Bi-Weekly Paid Employees**



Benefit Changes (UPAY 850 forms) due to HR Benefits by 5:00pm for processing	Benefit Changes reflected in paycheck
Friday, December 19	January 16, 2009
Friday, February 13	February 27, 2009
Friday, March 13	March 27, 2009
Friday, April 10	April 24, 2009
Friday, May 8	May 22, 2009
Friday, June 5	June 19, 2009
Thursday, July 2	July 17, 2009
Friday, August 14	August 28, 2009
Friday, September 11	September 25, 2009
Friday, October 9	October 23, 2009
Friday, November 6	November 20, 2009
Friday, December 4	December 18, 2009