

## BENEFITFOCUS APPROVAL AND FILE GENERATION DATES

Month	Pay Period Start Date	Pay Period End Date	Check Date	BenefitFocus Cutoff Date HBR APPROVES PENDING ACTIONS BY 5PM	Deduction Effective Date GENERATE CHANGES FILE TO BE RECEIVED BY 8AM
January	January 1, 2024	January 31, 2024	January 31, 2024	January 12, 2024	January 16, 2024
February	February 1, 2024	February 29, 2024	February 29, 2024	February 13, 2024	February 14, 2024
March	March 1, 2024	March 31, 2024	March 28, 2024	March 12, 2024	March 13, 2024
April	April 1, 2024	April 30, 2024	April 30, 2024	April 12, 2024	April 15, 2024
May	May 1, 2024	May 31, 2024	May 31, 2024	May 14, 2024	May 15, 2024
June	June 1, 2024	June 30, 2024	June 28, 2024	June 12, 2024	June 13, 2024
July	July 1, 2024	July 31, 2024	July 31, 2024	July 15, 2024	July 16, 2024
August	August 1, 2024	August 31, 2024	August 30, 2024	August 14, 2024	August 15, 2024
September	September 1, 2024	September 30, 2024	September 30, 2024	September 12, 2024	September 13, 2024
October	October 1, 2024	October 31, 2024	October 31, 2024	October 15, 2024	October 16, 2024
November	November 1, 2024	November 30, 2024	November 27, 2024	November 6, 2024	November 7, 2024
December	December 1, 2024	December 31, 2024	December 20, 2024	December 4, 2024	December 5, 2024