

Transition Functions

	Jan + Feb	Mar + Apr	May + June	July + Aug	Sept + Oct	Nov + Dec
Proposed Transition Options:	"Sooner": Opt#1			"Later" : Opt#2		"End of Cycle": Opt#3
	February 1st, 2021			July 5th, 2021		January 1st 2022
Fianace Functions:						
*Hiring an Accounting Supervisor	W-2s	Audit		Budget		Year-End
	1095s		Maximus Audit			
	1099s		EOC Report (every 2 yrs.)			
	NEED! - Who is hiring?					
HR Functions						
	W-2		Maximus Audit	Health Ins. Planning	Open Enrollment	Premium Adjustments
	1095s		CMS Report	Worker's Comp Audit	Flex Renewal	
	COLA/Wage Increases				Anti-discrim. test	
	Dental Open Enroll	Dental Renew				
Insurance						
	Renewal					
Elections						
	Primary - Feb 16	General- April 6		Primary- Aug		General- Nov