

**Employees' and Elected Officials Retirement Systems  
2022 Benefits Schedule**

Pension Payment Month	February-22	March-22	April-22	May-22	June-22	July-22	August-22	September-22	October-22	November-22	December-22	January-23
Begin All Pension Processing in PTG only**	Wed, 29 Dec	Fri, 28 Jan	Fri, 25 Feb	Wed, 30 Mar	Thu, 28 Apr	Fri, 27 May	Wed, 29 Jun	Thu, 28 Jul	Tue, 30 Aug	Thu, 29 Sep	Fri, 28 Oct	Tue, 29 Nov
Last Day to Process New Retirees	Thu, 06 Jan	Fri, 04 Feb	Tue, 08 Mar	Fri, 08 Apr	Fri, 06 May	Mon, 06 Jun	Fri, 08 Jul	Mon, 08 Aug	Wed, 07 Sep	Fri, 07 Oct	Mon, 07 Nov	Wed, 07 Dec
New retirees List sent to Benefits	Fri, 07 Jan	Mon, 07 Feb	Wed, 09 Mar	Mon, 11 Apr	Mon, 09 May	Tue, 07 Jun	Mon, 11 Jul	Tue, 09 Aug	Thu, 08 Sep	Tue, 11 Oct	Tue, 08 Nov	Thu, 08 Dec
Benefits to create and send new retirees list for board approval	Mon, 10 Jan	Tue, 08 Feb	Thu, 10 Mar	Tue, 12 Apr	Tue, 10 May	Wed, 08 Jun	Tue, 12 Jul	Wed, 10 Aug	Fri, 09 Sep	Wed, 12 Oct	Wed, 09 Nov	Fri, 09 Dec
Last Day to Process Beneficiary Periodics and Non-Periodics Pension Payments	Wed, 12 Jan	Wed, 09 Feb	Fri, 11 Mar	Wed, 13 Apr	Wed, 11 May	Thu, 09 Jun	Wed, 13 Jul	Thu, 11 Aug	Mon, 12 Sep	Thu, 13 Oct	Thu, 10 Nov	Mon, 12 Dec
Last Day to Process Cutoffs	Thu, 13 Jan	Thu, 10 Feb	Mon, 14 Mar	Thu, 14 Apr	Thu, 12 May	Fri, 10 Jun	Thu, 14 Jul	Fri, 12 Aug	Tue, 13 Sep	Fri, 14 Oct	Mon, 14 Nov	Tue, 13 Dec
Last Day to Process Address Changes	Thu, 13 Jan	Thu, 10 Feb	Mon, 14 Mar	Thu, 14 Apr	Thu, 12 May	Fri, 10 Jun	Thu, 14 Jul	Fri, 12 Aug	Tue, 13 Sep	Fri, 14 Oct	Mon, 14 Nov	Tue, 13 Dec
Last Day to Process Direct Deposits & W-4P	Thu, 13 Jan	Thu, 10 Feb	Mon, 14 Mar	Thu, 14 Apr	Thu, 12 May	Fri, 10 Jun	Thu, 14 Jul	Fri, 12 Aug	Tue, 13 Sep	Fri, 14 Oct	Mon, 14 Nov	Tue, 13 Dec
Start Date to Process Local Prints	Thu, 13 Jan	Thu, 10 Feb	Mon, 14 Mar	Thu, 14 Apr	Thu, 12 May	Fri, 10 Jun	Thu, 14 Jul	Fri, 12 Aug	Tue, 13 Sep	Fri, 14 Oct	Mon, 14 Nov	Tue, 13 Dec
Reconcile Payroll Summary	Fri, 14 Jan	Fri, 11 Feb	Tue, 15 Mar	Mon, 18 Apr	Fri, 13 May	Mon, 13 Jun	Fri, 15 Jul	Mon, 15 Aug	Wed, 14 Sep	Mon, 17 Oct	Tue, 15 Nov	Wed, 14 Dec
Process, review and update Pension Pro from data on Edit Report	Fri, 14 Jan	Fri, 11 Feb	Tue, 15 Mar	Mon, 18 Apr	Fri, 13 May	Mon, 13 Jun	Fri, 15 Jul	Mon, 15 Aug	Wed, 14 Sep	Mon, 17 Oct	Tue, 15 Nov	Wed, 14 Dec
Last Day to Review Non Periodic in Pension Pro	Fri, 14 Jan	Fri, 11 Feb	Tue, 15 Mar	Mon, 18 Apr	Fri, 13 May	Mon, 13 Jun	Fri, 15 Jul	Mon, 15 Aug	Wed, 14 Sep	Mon, 17 Oct	Tue, 15 Nov	Wed, 14 Dec
Payroll File sent to Mellon from Pension Pro	Tue, 18 Jan	Tue, 15 Feb	Wed, 16 Mar	Tue, 19 Apr	Mon, 16 May	Wed, 15 Jun	Mon, 18 Jul	Tue, 16 Aug	Fri, 16 Sep	Tue, 18 Oct	Wed, 16 Nov	Fri, 16 Dec
Mellon Confirms and Post Payroll Transmission *	Wed, 19 Jan	Wed, 16 Feb	Fri, 18 Mar	Wed, 20 Apr	Tue, 17 May	Fri, 17 Jun	Tue, 19 Jul	Wed, 17 Aug	Mon, 19 Sep	Wed, 19 Oct	Thu, 17 Nov	Mon, 19 Dec
Verify Mellon Rejection Report for Deductions, Communicate by email to Human Resources	Wed, 19 Jan	Wed, 16 Feb	Fri, 18 Mar	Wed, 20 Apr	Tue, 17 May	Fri, 17 Jun	Tue, 19 Jul	Wed, 17 Aug	Mon, 19 Sep	Wed, 19 Oct	Thu, 17 Nov	Mon, 19 Dec
Verify with Mellon that ADP Medical report posts	Wed, 19 Jan	Wed, 16 Feb	Fri, 18 Mar	Wed, 20 Apr	Tue, 17 May	Fri, 17 Jun	Tue, 19 Jul	Wed, 17 Aug	Mon, 19 Sep	Wed, 19 Oct	Thu, 17 Nov	Mon, 19 Dec
Staff Review Mellon Error Report to Update Mellon and Pension Pro	Wed, 19 Jan	Wed, 16 Feb	Fri, 18 Mar	Wed, 20 Apr	Tue, 17 May	Fri, 17 Jun	Tue, 19 Jul	Wed, 17 Aug	Mon, 19 Sep	Wed, 19 Oct	Thu, 17 Nov	Mon, 19 Dec
Last Day to Process Local Prints	Thu, 20 Jan	Thu, 17 Feb	Tue, 22 Mar	Thu, 21 Apr	Thu, 19 May	Tue, 21 Jun	Thu, 21 Jul	Thu, 18 Aug	Tue, 20 Sep	Fri, 21 Oct	Fri, 18 Nov	Tue, 20 Dec
Staff Review and Update the Other Data Screen in Mellon	Thu, 20 Jan	Thu, 17 Feb	Tue, 22 Mar	Thu, 21 Apr	Thu, 19 May	Tue, 21 Jun	Thu, 21 Jul	Thu, 18 Aug	Tue, 20 Sep	Fri, 21 Oct	Fri, 18 Nov	Tue, 20 Dec
Confirm Payroll	Mon, 24 Jan	Fri, 18 Feb	Wed, 23 Mar	Fri, 22 Apr	Mon, 23 May	Wed, 22 Jun	Fri, 22 Jul	Mon, 22 Aug	Thu, 22 Sep	Mon, 24 Oct	Mon, 21 Nov	Thu, 22 Dec
Mellon Process Data Files *	Wed, 26 Jan	Wed, 23 Feb	Mon, 28 Mar	Tue, 26 Apr	Wed, 25 May	Mon, 27 Jun	Tue, 26 Jul	Fri, 26 Aug	Tue, 27 Sep	Wed, 26 Oct	Fri, 25 Nov	Tue, 27 Dec
Checks and ACH Mailed *	Fri, 28 Jan	Fri, 25 Feb	Wed, 30 Mar	Thu, 28 Apr	Fri, 27 May	Wed, 29 Jun	Thu, 28 Jul	Tue, 30 Aug	Thu, 29 Sep	Fri, 28 Oct	Tue, 29 Nov	Thu, 29 Dec

**Key:**

Benefits
<b>Accounting</b>
<b>Benefits and Accounting</b>

**Notes:**

\* Mellon Scheduled Dates

\*\*All pension processing includes entry, cutoff, change and re-entry tickets, address changes, direct deposits and W4-P.

Recalls of checks and ACHs are to be sent to Mellon every day for all pay periods.

HOLIDAYS:	DATES		
New Year's Day	Sat, 01 Jan 2022	Labor Day	Mon, 05 Sep 2022
Martin Luther King Jr.'s Birthday	Mon, 17 Jan 2022	Columbus Day	Mon, 10 Oct 2022
President's Day	Mon, 21 Feb 2022	Veterans Day	Fri, 11 Nov 2022
Good Friday	Fri, 15 Apr 2022	Thanksgiving Day	Thu, 24 Nov 2022
Memorial Day	Mon, 30 May 2022	Christmas Day	Mon, 26 Dec 2022
Benefit Schedule Change Day	Mon, 04 Jul 2022		