

Employees' and Elected Officials Retirement Systems  
**2023 Benefits Schedule**

| Pension Payment Month                                                                  | February-23 | March-23    | April-23    | May-23      | June-23     | July-23     | August-23   | September-23 | October-23  | November-23 | December-23 | January-24  |
|----------------------------------------------------------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|-------------|-------------|-------------|-------------|
| Begin All Pension Processing in PTG only                                               | Thu, 29 Dec | Mon, 30 Jan | Mon, 27 Feb | Thu, 30 Mar | Thu, 27 Apr | Tue, 30 May | Thu, 29 Jun | Fri, 28 Jul  | Wed, 30 Aug | Thu, 28 Sep | Mon, 30 Oct | Wed, 29 Nov |
| Last Day to Process New Retirees                                                       | Fri, 06 Jan | Tue, 07 Feb | Tue, 07 Mar | Thu, 06 Apr | Fri, 05 May | Wed, 07 Jun | Mon, 10 Jul | Mon, 07 Aug  | Fri, 08 Sep | Fri, 06 Oct | Tue, 07 Nov | Thu, 07 Dec |
| New retirees List sent to Benefits                                                     | Mon, 09 Jan | Wed, 08 Feb | Wed, 08 Mar | Mon, 10 Apr | Mon, 08 May | Thu, 08 Jun | Tue, 11 Jul | Tue, 08 Aug  | Mon, 11 Sep | Tue, 10 Oct | Wed, 08 Nov | Fri, 08 Dec |
| Benefits to create and send new retirees list for board approval                       | Tue, 10 Jan | Thu, 09 Feb | Thu, 09 Mar | Tue, 11 Apr | Tue, 09 May | Fri, 09 Jun | Wed, 12 Jul | Wed, 09 Aug  | Tue, 12 Sep | Wed, 11 Oct | Thu, 09 Nov | Mon, 11 Dec |
| Last Day to Process Beneficiary Periodics and Non-Periodics Pension Payments           | Thu, 12 Jan | Mon, 13 Feb | Mon, 13 Mar | Thu, 13 Apr | Thu, 11 May | Tue, 13 Jun | Fri, 14 Jul | Fri, 11 Aug  | Thu, 14 Sep | Thu, 12 Oct | Mon, 13 Nov | Wed, 13 Dec |
| Last Day to Process Cutoffs                                                            | Fri, 13 Jan | Tue, 14 Feb | Tue, 14 Mar | Fri, 14 Apr | Fri, 12 May | Wed, 14 Jun | Mon, 17 Jul | Mon, 14 Aug  | Fri, 15 Sep | Fri, 13 Oct | Tue, 14 Nov | Thu, 14 Dec |
| Last Day to Process Address Changes                                                    | Fri, 13 Jan | Tue, 14 Feb | Tue, 14 Mar | Fri, 14 Apr | Fri, 12 May | Wed, 14 Jun | Mon, 17 Jul | Mon, 14 Aug  | Fri, 15 Sep | Fri, 13 Oct | Tue, 14 Nov | Thu, 14 Dec |
| Last Day to Process Direct Deposits & W-4P                                             | Fri, 13 Jan | Tue, 14 Feb | Tue, 14 Mar | Fri, 14 Apr | Fri, 12 May | Wed, 14 Jun | Mon, 17 Jul | Mon, 14 Aug  | Fri, 15 Sep | Fri, 13 Oct | Tue, 14 Nov | Thu, 14 Dec |
| Start Date to Process Local Prints                                                     | Fri, 13 Jan | Tue, 14 Feb | Tue, 14 Mar | Fri, 14 Apr | Fri, 12 May | Wed, 14 Jun | Mon, 17 Jul | Mon, 14 Aug  | Fri, 15 Sep | Fri, 13 Oct | Tue, 14 Nov | Thu, 14 Dec |
| Reconcile Payroll Summary                                                              | Tue, 17 Jan | Wed, 15 Feb | Wed, 15 Mar | Mon, 17 Apr | Mon, 15 May | Thu, 15 Jun | Tue, 18 Jul | Tue, 15 Aug  | Mon, 18 Sep | Mon, 16 Oct | Wed, 15 Nov | Fri, 15 Dec |
| Process, review and update Pension Pro from data on Edit Report                        | Tue, 17 Jan | Wed, 15 Feb | Wed, 15 Mar | Mon, 17 Apr | Mon, 15 May | Thu, 15 Jun | Tue, 18 Jul | Tue, 15 Aug  | Mon, 18 Sep | Mon, 16 Oct | Wed, 15 Nov | Fri, 15 Dec |
| Last Day to Review Non Periodic in Pension Pro                                         | Tue, 17 Jan | Wed, 15 Feb | Wed, 15 Mar | Mon, 17 Apr | Mon, 15 May | Thu, 15 Jun | Tue, 18 Jul | Tue, 15 Aug  | Mon, 18 Sep | Mon, 16 Oct | Wed, 15 Nov | Fri, 15 Dec |
| Payroll File sent to Mellon from Pension Pro                                           | Thu, 19 Jan | Fri, 17 Feb | Fri, 17 Mar | Tue, 18 Apr | Wed, 17 May | Fri, 16 Jun | Wed, 19 Jul | Thu, 17 Aug  | Tue, 19 Sep | Wed, 18 Oct | Fri, 17 Nov | Tue, 19 Dec |
| Mellon Confirms and Post Payroll Transmission *                                        | Fri, 20 Jan | Tue, 21 Feb | Mon, 20 Mar | Wed, 19 Apr | Thu, 18 May | Tue, 20 Jun | Thu, 20 Jul | Fri, 18 Aug  | Wed, 20 Sep | Thu, 19 Oct | Mon, 20 Nov | Wed, 20 Dec |
| Verify Mellon Rejection Report for Deductions, Communicate by email to Human Resources | Fri, 20 Jan | Tue, 21 Feb | Mon, 20 Mar | Wed, 19 Apr | Thu, 18 May | Tue, 20 Jun | Thu, 20 Jul | Fri, 18 Aug  | Wed, 20 Sep | Thu, 19 Oct | Mon, 20 Nov | Wed, 20 Dec |
| Verify with Mellon that ADP Medical report posts                                       | Fri, 20 Jan | Tue, 21 Feb | Mon, 20 Mar | Wed, 19 Apr | Thu, 18 May | Tue, 20 Jun | Thu, 20 Jul | Fri, 18 Aug  | Wed, 20 Sep | Thu, 19 Oct | Mon, 20 Nov | Wed, 20 Dec |
| Staff Review Mellon Error Report to Update Mellon and Pension Pro                      | Fri, 20 Jan | Tue, 21 Feb | Mon, 20 Mar | Wed, 19 Apr | Thu, 18 May | Tue, 20 Jun | Thu, 20 Jul | Fri, 18 Aug  | Wed, 20 Sep | Thu, 19 Oct | Mon, 20 Nov | Wed, 20 Dec |
| Last Day to Process Local Prints                                                       | Mon, 23 Jan | Wed, 22 Feb | Tue, 21 Mar | Thu, 20 Apr | Fri, 19 May | Wed, 21 Jun | Fri, 21 Jul | Mon, 21 Aug  | Thu, 21 Sep | Fri, 20 Oct | Tue, 21 Nov | Thu, 21 Dec |
| Staff Review and Update the Other Data Screen in Mellon                                | Mon, 23 Jan | Wed, 22 Feb | Tue, 21 Mar | Thu, 20 Apr | Fri, 19 May | Wed, 21 Jun | Fri, 21 Jul | Mon, 21 Aug  | Thu, 21 Sep | Fri, 20 Oct | Tue, 21 Nov | Thu, 21 Dec |
| Confirm Payroll                                                                        | Tue, 24 Jan | Thu, 23 Feb | Thu, 23 Mar | Mon, 24 Apr | Tue, 23 May | Thu, 22 Jun | Mon, 24 Jul | Fri, 25 Aug  | Mon, 25 Sep | Tue, 24 Oct | Wed, 22 Nov | Fri, 22 Dec |
| Mellon Process Data Files *                                                            | Thu, 26 Jan | Fri, 24 Feb | Tue, 28 Mar | Tue, 25 Apr | Thu, 25 May | Tue, 27 Jun | Wed, 26 Jul | Mon, 28 Aug  | Tue, 26 Sep | Thu, 26 Oct | Mon, 27 Nov | Tue, 26 Dec |
| Checks and ACH Mailed *                                                                | Mon, 30 Jan | Mon, 27 Feb | Thu, 30 Mar | Thu, 27 Apr | Tue, 30 May | Thu, 29 Jun | Fri, 28 Jul | Wed, 30 Aug  | Thu, 28 Sep | Mon, 30 Oct | Wed, 29 Nov | Thu, 28 Dec |

**Key:**

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|-------------------------|
| Benefits                |
| Accounting              |
| Benefits and Accounting |

**Notes:**

\* Mellon Scheduled Dates

| HOLIDAYS:                         | DATES            | HOLIDAYS:               | DATES            |
|-----------------------------------|------------------|-------------------------|------------------|
| New Year's Day Observed           | Mon, 02 Jan 2023 | Independence Day        | Tue, 04 Jul 2023 |
| Martin Luther King Jr.'s Birthday | Mon, 16 Jan 2023 | Labor Day               | Mon, 04 Sep 2023 |
| President's Day                   | Mon, 20 Feb 2023 | Indigenous Peoples' Day | Mon, 09 Oct 2023 |
| Good Friday                       | Fri, 07 Apr 2023 | Veterans Day            | Fri, 10 Nov 2023 |
| Memorial Day                      | Mon, 29 May 2023 | Thanksgiving Day        | Thu, 23 Nov 2023 |
| Juneteenth                        | Mon, 19 Jun 2023 | Christmas Day           | Mon, 25 Dec 2023 |