

**Employees' and Elected Officials Retirement Systems  
2024 Benefits Schedule**

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

**Key:**

Benefits
Accounting
Benefits and Accounting

**Notes:**

\* Mellon Scheduled Dates

HOLIDAYS:	DATES	HOLIDAYS:	DATES
New Year's Day Observed	Mon, 01 Jan 2024	Independence Day	Thu, 04 Jul 2024
Martin Luther King Jr.'s Birthday	Mon, 15 Jan 2024	Labor Day	Mon, 02 Sep 2024
President's Day	Mon, 19 Feb 2024	Indigenous Peoples' Day	Mon, 14 Oct 2024
Good Friday	Fri, 29 Mar 2024	Presidential Election	Tue, 05 Nov 2024
Memorial Day	Mon, 27 May 2024	Veterans Day	Mon, 11 Nov 2024
Juneteenth	Wed, 19 Jun 2024	Thanksgiving Day	Thu, 28 Nov 2024
		Christmas Day	Wed, 25 Dec 2024