

## Transition Planning - Major Functions Cycle (2021):

							Jan + Feb	Mar + Apr	May + June	July + Aug	Sept + Oct	Nov + Dec	
<b>Proposed Transition Options:</b>							"Sooner": Opt#1			"Later" : Opt#2		"End of Cycle": Opt#3	
							February 1st, 2021			July 5th, 2021		January 1st 2022	
Transition Functions	<b>Finance Functions:</b>												
		W-2s		Audit		Budget		Year-End					
		1095s		Maximus Audit									
		1099s		EOC Report (every 2 yrs.)									
	*Hiring an Accounting Supervisor	NEED! - Who is hiring?											
	<b>HR Functions</b>												
		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										
<b>Insurance</b>													
	Renewal												
<b>Elections</b>													
	Primary - Feb 16	General- April 6		Primary- Aug		General- Nov							