

Benefits EDI Project Timeline by Phase



Data Collection

45 days prior to renewal date

- OE EDI Expectation email sent
- Carrier testing timeline up to 4 weeks*



Testing

15 business days prior to renewal date

- Finalize test files for approval
- OE Files scheduled to be sent
- Blackout period begins- *Weekly files stop*



Post Renewal Date

Updates after renewal date

- Production files resume sending weekly
- Post OE changes to be submitted through Paycor Support Center



Configuration

30 days prior to renewal date

- Carrier contact info received
- Finalize structure updates
- Initiate test files with carriers*



Renewal Date

EDI is LIVE!

- Changes live in production
- Ongoing files scheduled to be sent
- Blackout period ends- *Weekly files resume*

IMPORTANT: The Configuration phase does not start until Paycor has received all **new structure changes** and a **carrier contact** to expedite the process. If the customer fails to send this info at least 4 weeks before the renewal date, they will need to manually send OE changes to their carrier.

You will receive an email thread around Benefits EDI with an allocated EDI representative. All communication around EDI should tie to this email thread.

* If applicable

