

Benefits OE Project Timeline by Phase



Data Collection

4 months from renewal date

- Welcome email sent
- OE Wizard eligibility determined
- Timeline and expectations set



Testing

10 business days from launch date

- Testing feedback guide shared
- Testing feedback received
- Testing feedback updated



Payroll

15 days post launch

- Deduction codes confirmed
- Benefit deduction settings reviewed
- Pre-Post journal reviewed



Configuration

4 weeks from launch date

- Requirement documents received
- Enrollment build
- Internal testing and QA



OE Launch

System is now LIVE!

- Signed authorization form received
- System live to employees
- OE activity reporting



Transfer to Support

OE project closed

- First payroll successfully processed
- OE project closed and transferred
- Future support provided by Support Team

IMPORTANT: The Configuration phase does not start until Paycor has received all **COMPLETED** documents in the required format. If information is determined to be missing during this phase, the desired launch date may be delayed. Please keep in mind that Paycor will not launch the OE until we have received the signed OE Authorization form which confirms the site was adequately tested.

Individual client should expect an email thread around Open Enrollment with an allocated open enrollment representative. All communication around OE should tie to this email thread.

