

PEBB 2022 Lower Limit & Current Process Month Calendar

The “lower limit date” is 60 days before the current “process month.” For terminations, the lower limit date is the farthest back coverage may be retro-terminated as allowable under Policy 19-1, Addendum 19-1A.

Current “process month” identifies the specific period of time for which the insurance system is billing an agency. The beginning and end date of an agency’s current process month depends on which one of the three invoicing cycles the agency is in.

To ensure any entries you make in the PAY1 Insurance System get included on the next invoice, those entries should be completed at least one day prior to the invoice date. For example: If the invoice date falls on the 23rd, keying should be completed no later than on the 22nd.

Cycle 1: Educational Service Districts with employees on PEBB

Process Month	Invoice Date	Process Month Date Range	Lower Limit Date for Enrollment	Lower Limit Date for Terminations
January 2022	12/23/2021	12/24/2021 – 1/21/2022	11/01/2021	11/30/2021
February 2022	1/21/2022	1/22/2022 – 2/23/2022	12/01/2021	12/31/2021
March 2022	2/23/2022	2/24/2022 – 3/23/2022	1/01/2022	1/31/2022
April 2022	3/23/2022	3/24/2022 – 4/22/2022	2/01/2022	2/28/2022
May 2022	4/22/2022	4/23/2022 – 5/23/2022	3/01/2022	3/31/2022
June 2022	5/23/2022	5/24/2022 – 6/23/2022	4/01/2022	4/30/2022
July 2022	6/23/2022	6/24/2022 – 7/22/2022	5/01/2022	5/31/2022
August 2022	7/22/2022	7/23/2022 – 8/23/2022	6/01/2022	6/30/2022
September 2022	8/23/2022	8/24/2022 – 9/23/2022	7/01/2022	7/31/2022
October 2022	9/23/2022	9/24/2022 – 10/21/2022	8/01/2022	8/31/2022
November 2022	10/21/2022	10/22/2022 – 11/23/2022	9/01/2022	9/30/2022
December 2022	11/23/2022	11/24/2022 – 12/23/2022	10/01/2022	10/31/2022

Cycle 2: Higher Education and Employer Groups

Process Month	Invoice Date	Process Month Date Range	Lower Limit Date for Enrollment	Lower Limit Date for Terminations
January 2022	12/27/2021	12/28/2021 – 1/26/2022	11/01/2021	11/30/2021
February 2022	1/26/2022	1/27/2022 – 2/25/2022	12/01/2021	12/31/2021
March 2022	2/25/2022	2/26/2022 – 3/28/2022	1/01/2022	1/31/2022
April 2022	3/28/2022	3/29/2022 – 4/26/2022	2/01/2022	2/28/2022
May 2022	4/26/2022	4/27/2022 – 5/26/2022	3/01/2022	3/31/2022
June 2022	5/26/2022	5/27/2022 – 6/27/2022	4/01/2022	4/30/2022
July 2022	6/27/2022	6/28/2022 – 7/26/2022	5/01/2022	5/31/2022
August 2022	7/26/2022	7/27/2022 – 8/26/2022	6/01/2022	6/30/2022
September 2022	8/26/2022	8/27/2022 – 9/26/2022	7/01/2022	7/31/2022
October 2022	9/26/2022	9/27/2022 – 10/26/2022	8/01/2022	8/31/2022
November 2022	10/26/2022	10/27/2022 – 11/28/2022	9/01/2022	9/30/2022
December 2022	11/28/2022	11/29/2022 – 12/27/2022	10/01/2022	10/31/2022

Cycle 3: State Agencies

Process Month	Invoice Date	Process Month Date Range	Lower Limit Date for Enrollment	Lower Limit Date for Terminations
January 2022	12/31/2021	1/1/2022 – 1/31/2022	11/01/2021	11/30/2021
February 2022	1/31/2022	2/1/2022 – 2/28/2022	12/01/2021	12/31/2021
March 2022	2/28/2022	3/1/2022 – 3/31/2022	1/01/2022	1/31/2022
April 2022	3/31/2022	4/1/2022– 4/29/2022	2/01/2022	2/28/2022
May 2022	4/29/2022	4/30/2022– 5/31/2022	3/01/2022	3/31/2022
June 2022	5/31/2022	6/1/2022– 6/30/2022	4/01/2022	4/30/2022
July 2022	6/30/2022	7/1/2022 - 7/29/2022	5/01/2022	5/31/2022
August 2022	7/29/2022	7/30/2022 – 8/31/2022	6/01/2022	6/30/2022
September 2022	8/31/2022	9/1/2022 – 9/30/2022	7/01/2022	7/31/2022
October 2022	9/30/2022	10/1/2022 – 10/31/2022	8/01/2022	8/31/2022
November 2022	10/31/2022	11/1/2022 – 11/30/2022	9/01/2022	9/30/2022
December 2022	11/30/2022	12/01/2022-12/30/2022	10/01/2022	10/31/2022