## Concordia Plans Employer Calendar

This calendar provides general timing for CPS activities. Specific details will be shared in the monthly Connecting the Dots employer newsletter.

### JANUARY
- New health benefits go into effect; member ID cards received*
- Cumulative Vitality Tax report sent; use to prepare W-2s
- CPS mails tax forms (1095B, 1099R, etc.) to active workers and retirees

### FEBRUARY
- CPS mails the first Group-Term Life reports of the calendar year

### MARCH
- CRSP 403(b) - Annual ProManage rebalance

### APRIL
- CRSP 403(b) Special Enrollment period

### MAY
- Mental Health Awareness Month

### JUNE
- Health plan rates are available through your Account Manager*
- Rate letters are mailed*

### JULY
- Review your Portal Administrator roles
- Employer Benefits Election period*

### AUGUST
- Health plan rates are available through your Account Manager*

### SEPTEMBER
- Begin preparing for Member Open Enrollment

### OCTOBER
- ACR mailing (only to employers who are not portal-registered)
- ACR Online Tool goes live for upcoming year

### NOVEMBER
- Member open enrollment period*
- CPS mails cumulative year-end Group-Term Life report

### DECEMBER
- Complete ACR for upcoming year salaries by 12/31
- Member ID cards are mailed*

* This applies only to ministries with a calendar-year plan year. If you are an off-cycle employer (meaning your health plan renewal is not Jan. 1), this timing does not apply. Please discuss timing specific to your ministry with your Account Manager.