

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	MARCH CRSP 403(b) - Annual ProManage rebalance	APRIL
MAY Mental Health Awareness Month	JUNE	JULY	AUGUST Health plan rates are available through your Account Manager* Rate letters are mailed*
SEPTEMBER Employer Benefits Election period*	OCTOBER Begin preparing for Member Open Enrollment*	NOVEMBER Member Open Enrollment period*	DECEMBER Prepare and submit Annual Compensation Report for upcoming year salaries 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.