

Benefit Premium ~ Under 30 Process

EE Pays Employer Portion in Arrears

STEP 1: RUN the Under 30 Hour Report each week EE's are paid in standard compute cycle

STEP 2: Complete the GAO 73B Form / submit to GAO by end of Friday

STEP 3: GAO will then charge the employee the employer portion and refund agency on the following compute cycle

PAYPERIOD / EE NOT PAID 30 HOURS (e.g. LWOP)			Date to Datawarehouse Report Under 30 Hours (compute week)		Payperiod Dates to Use Under 30 Hour Warehouse Report AND GAO73B FORM		GAO-73B OTD Date (auto populates) Paydate premium was originally paid by agency.	GAO-73B Submission Deadline Date to GAO
EE Paycheck Date	PAY PERIOD START DATE	PAY PERIOD END DATE	Start Date **** Run Thursdays due to Warehouse delays	Due Date	PAY PERIOD START DATE	PAY PERIOD END DATE	OTD DATE	GAO 73B DUE DATE
1/13/2022	12/25/2021	1/7/2022	1/13/2022	1/14/2022	12/25/2021	1/7/2022	12/30/2021	1/14/2022
1/27/2022	1/8/2022	1/21/2022	1/27/2022	1/28/2022	1/8/2022	1/21/2022	12/30/2021	1/28/2022
2/10/2022	1/22/2022	2/4/2022	2/10/2022	2/11/2022	1/22/2022	2/4/2022	12/30/2021	2/11/2022
2/24/2022	2/5/2022	2/18/2022	2/24/2022	2/25/2022	2/5/2022	2/18/2022	12/30/2021	2/25/2022
3/10/2022	2/19/2022	3/4/2022	3/10/2022	3/11/2022	2/19/2022	3/4/2022	12/30/2021	3/11/2022
3/24/2022	3/5/2022	3/18/2022	3/24/2022	3/25/2022	3/5/2022	3/18/2022	12/30/2021	3/25/2022
4/7/2022	3/19/2022	4/1/2022	4/7/2022	4/8/2022	3/19/2022	4/1/2022	12/30/2021	4/8/2022
4/21/2022	4/2/2022	4/15/2022	4/21/2022	4/22/2022	4/2/2022	4/15/2022	12/30/2021	4/22/2022
5/5/2022	4/16/2022	4/29/2022	5/5/2022	5/6/2022	4/16/2022	4/29/2022	12/30/2021	5/6/2022
5/19/2022	4/30/2022	5/13/2022	5/19/2022	5/20/2022	4/30/2022	5/13/2022	12/30/2021	5/20/2022
6/2/2022	5/14/2022	5/27/2022	6/2/2022	6/3/2022	5/14/2022	5/27/2022	12/30/2021	6/3/2022
6/16/2022	5/28/2022	6/10/2022	6/16/2022	6/17/2022	5/28/2022	6/10/2022	12/30/2021	6/17/2022
6/30/2022	6/11/2022	6/24/2022	6/30/2022	7/1/2022	6/11/2022	6/24/2022	12/30/2021	7/1/2022
7/14/2022	6/25/2022	7/8/2022	7/14/2022	7/15/2022	6/25/2022	7/8/2022	12/30/2021	7/15/2022
7/28/2022	7/9/2022	7/22/2022	7/28/2022	7/29/2022	7/9/2022	7/22/2022	12/30/2021	7/29/2022
8/11/2022	7/23/2022	8/5/2022	8/11/2022	8/12/2022	7/23/2022	8/5/2022	12/30/2021	8/12/2022
8/25/2022	8/6/2022	8/19/2022	8/25/2022	8/26/2022	8/6/2022	8/19/2022	12/30/2021	8/26/2022
9/8/2022	8/20/2022	9/2/2022	9/8/2022	9/9/2022	8/20/2022	9/2/2022	12/30/2021	9/9/2022
9/22/2022	9/3/2022	9/16/2022	9/22/2022	9/23/2022	9/3/2022	9/16/2022	12/30/2021	9/23/2022
10/6/2022	9/17/2022	9/30/2022	10/6/2022	10/7/2022	9/17/2022	9/30/2022	12/30/2021	10/7/2022
10/20/2022	10/1/2022	10/14/2022	10/20/2022	10/21/2022	10/1/2022	10/14/2022	12/30/2021	10/21/2022
11/3/2022	10/15/2022	10/28/2022	11/3/2022	11/4/2022	10/15/2022	10/28/2022	12/30/2021	11/4/2022
11/17/2022	10/29/2022	11/11/2022	11/17/2022	11/18/2022	10/29/2022	11/11/2022	12/30/2021	11/18/2022
12/1/2022	11/12/2022	11/25/2022	12/1/2022	12/2/2022	11/12/2022	11/25/2022	12/30/2021	12/2/2022
12/15/2022	11/26/2022	12/9/2022	12/15/2022	12/16/2022	11/26/2022	12/9/2022	12/30/2021	12/16/2022
12/29/2022	12/10/2022	12/23/2022	12/29/2022	12/30/2022	12/10/2022	12/23/2022	12/30/2021	12/30/2022