

Benefit Premium ~ Under 30 Process

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
1/12/2023	12/24/2022	1/6/2023	1/12/2023	1/13/2023	12/24/2022	1/6/2023	12/29/2022	1/13/2023
1/26/2023	1/7/2023	1/20/2023	1/26/2023	1/27/2023	1/7/2023	1/20/2023	1/12/2023	1/27/2023
2/9/2023	1/21/2023	2/3/2023	2/9/2023	2/10/2023	1/21/2023	2/3/2023	1/26/2023	2/10/2023
2/23/2023	2/4/2023	2/17/2023	2/23/2023	2/24/2023	2/4/2023	2/17/2023	2/9/2023	2/24/2023
3/9/2023	2/18/2023	3/3/2023	3/9/2023	3/10/2023	2/18/2023	3/3/2023	2/23/2023	3/10/2023
3/23/2023	3/4/2023	3/17/2023	3/23/2023	3/24/2023	3/4/2023	3/17/2023	3/9/2023	3/24/2023
4/6/2023	3/18/2023	3/31/2023	4/6/2023	4/7/2023	3/18/2023	3/31/2023	3/23/2023	4/7/2023
4/20/2023	4/1/2023	4/14/2023	4/20/2023	4/21/2023	4/1/2023	4/14/2023	4/6/2023	4/21/2023
5/4/2023	4/15/2023	4/28/2023	5/4/2023	5/5/2023	4/15/2023	4/28/2023	4/20/2023	5/5/2023
5/18/2023	4/29/2023	5/12/2023	5/18/2023	5/19/2023	4/29/2023	5/12/2023	5/4/2023	5/19/2023
6/1/2023	5/13/2023	5/26/2023	6/1/2023	6/2/2023	5/13/2023	5/26/2023	5/18/2023	6/2/2023
6/15/2023	5/27/2023	6/9/2023	6/15/2023	6/16/2023	5/27/2023	6/9/2023	6/1/2023	6/16/2023
6/29/2023	6/10/2023	6/23/2023	6/29/2023	6/30/2023	6/10/2023	6/23/2023	6/15/2023	6/30/2023
7/13/2023	6/24/2023	7/7/2023	7/13/2023	7/14/2023	6/24/2023	7/7/2023	6/29/2023	7/14/2023
7/27/2023	7/8/2023	7/21/2023	7/27/2023	7/28/2023	7/8/2023	7/21/2023	7/13/2023	7/28/2023
8/10/2023	7/22/2023	8/4/2023	8/10/2023	8/11/2023	7/22/2023	8/4/2023	7/27/2023	8/11/2023
8/24/2023	8/5/2023	8/18/2023	8/24/2023	8/25/2023	8/5/2023	8/18/2023	8/10/2023	8/25/2023
9/7/2023	8/19/2023	9/1/2023	9/7/2023	9/8/2023	8/19/2023	9/1/2023	8/24/2023	9/8/2023
9/21/2023	9/2/2023	9/15/2023	9/21/2023	9/22/2023	9/2/2023	9/15/2023	9/7/2023	9/22/2023
10/5/2023	9/16/2023	9/29/2023	10/5/2023	10/6/2023	9/16/2023	9/29/2023	9/21/2023	10/6/2023
10/19/2023	9/30/2023	10/13/2023	10/19/2023	10/20/2023	9/30/2023	10/13/2023	10/5/2023	10/20/2023
11/2/2023	10/14/2023	10/27/2023	11/2/2023	11/3/2023	10/14/2023	10/27/2023	10/19/2023	11/3/2023
11/16/2023	10/28/2023	11/10/2023	11/16/2023	11/17/2023	10/28/2023	11/10/2023	11/2/2023	11/17/2023
11/30/2023	11/11/2023	11/24/2023	11/30/2023	12/1/2023	11/11/2023	11/24/2023	11/16/2023	12/1/2023
12/14/2023	11/25/2023	12/8/2023	12/14/2023	12/15/2023	11/25/2023	12/8/2023	11/30/2023	12/15/2023
12/28/2023	12/9/2023	12/22/2023	12/28/2023	12/29/2023	12/9/2023	12/22/2023	12/14/2023	12/29/2023