

Professional Employer Organization (PEO) Calendar

Month	Date	Event
July	1	First installment due on client employer policies
		Client employer rates are published
		Full PEO reporting leases allowed (July 1 effective date)
	15	Annual PEO Audit Worksheets (PAWs) sent to PEOs
	31	Last day to submit new/change PEO reporting lease (July 1 effective date)
August	15	PEO monthly reporting due
	16	PEO policies rerated (target date)
	30	PEO Audit Worksheets (PAWs) Due back to BWC
September	15	PEO monthly reporting due
		Snapshot date for experience calculation (clients)
October	15	PEO monthly reporting due
November	1	PEO Registration Renewals sent to currently registered PEO employers
	15	PEO monthly reporting due
December	15	PEO monthly reporting due
	31	PEO registration due / PEO financials due with year end June 30
January	1	Full PEO reporting leases allowed (Jan 1 effective date)
	31	Last day to submit new/change PEO reporting lease (Jan. 1 effective date)
February	15	PEO monthly reporting due
	16	PEO policies rerated (target date)
March	15	PEO monthly reporting due
April	15	PEO policies rerated
May	1	EAP Letters mailed to client employers for upcoming year (7-1)
	15	PEO monthly reporting due
	15	Last date client employer can change installment plan for upcoming year (7-1)
June	15	PEO monthly reporting due
	30	PEO financials due for PEOs with year end Dec. 31

Client employer installment schedule*

One-pay plan	100% due
Bill date	Coverage period
June 1	Full year

Two-pay plan	50% due each payment
Bill date	Coverage period
June 1	July - December
Dec. 1	January - June

Four-pay plan	25% due each payment
Bill date	Coverage period
June 1	July - September
Sept. 1	October - December

Six-pay plan	Five at 16.66 %, one at 16.7%
Bill date	Coverage period
June 1	July - August
Aug. 1	September - October
Oct. 1	November - December
Dec. 1	January - February
Feb. 1	March - April
April 1	May - June

12-pay plan	11 at 8.33%, one at 8.37%
Bill date	Coverage period
June 1	July
July 1	August
Aug. 1	September
Sept. 1	October
Oct. 1	November
Nov. 1	December
Dec. 1	January
Jan. 1	February
Feb. 1	March
March 1	April
April 1	May