

COM Key Milestones – January

Key Milestones	Owner	Dates
Funding Profile due date	Client	November 1, 2021
Recommended communication begins with current members & eligible employees	Client	November 1, 2021
Current eligible employee demographics loaded into new platform	HealthEquity	Week of November 8, 2021
Disable current commuter enrollment method	Client	November 10, 2021
Commuter ordering period begins via new member's account	Members	November 11, 2021
Commuter ordering period ends via new member's account	Members	December 10, 2021
Payroll report made available in the ER Site (Be certain to zero out all commuter payroll deductions after the last deductions. For example, in July use this report to set up deductions for August benefit month)	HealthEquity	December 13, 2021
First funding invoice	HealthEquity	December 15, 2021
Fulfillment of member's commuter order, vouchers or commuter debit card and QuickStart Guides (as applicable) For example: <ul style="list-style-type: none"> • Transit funds loaded to Commuter debit cards – December 20th • Parking funds loaded to Commuter debit cards – January 1 	HealthEquity	Mid/Late December (approximately 10-15 days after your orders are processed)
Final commuter contributions records sent <ul style="list-style-type: none"> • Discontinue sending commuter contributions not applicable to new platform 	Client	Last pay date in December
Spending Account Card by WageWorks disabled	HealthEquity	January 1, 2022
Commuter First Benefit Month Begins on New Platform!		January 1, 2022
Deadline for parking reimbursement claim on MySpendingAccount	Members	January 15, 2022
First monthly administration service fee invoice	HealthEquity	January 23, 2022
Commuter pre-tax balances transferred as a credit	HealthEquity	Late January/early February 2022