

# COM Key Milestones – December

Key Milestones	Owner	Dates
Funding Profile due date	Client	October 1, 2021
Recommended communication begins with current members & eligible employees	Client	October 1, 2021
Current eligible employee demographics loaded into new platform	HealthEquity	Week of October 4, 2021
Disable current commuter enrollment method	Client	October 10, 2021
Commuter ordering period begins via new member's account	Members	October 11, 2021
Commuter ordering period ends via new member's account	Members	November 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	November 13, 2021
First funding invoice	HealthEquity	November 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"> <li>• Transit funds loaded to Commuter debit cards – November 20<sup>th</sup></li> <li>• Parking funds loaded to Commuter debit cards – December 1</li> </ul>	HealthEquity	Mid/Late November (approximately 10-15 days after your orders are processed)
Final commuter contributions records sent <ul style="list-style-type: none"> <li>• Discontinue sending commuter contributions not applicable to new platform</li> </ul>	Client	Last pay date in November
Spending Account Card by WageWorks disabled	HealthEquity	December 1, 2021
<b>Commuter First Benefit Month Begins on New Platform!</b>		December 1, 2021
Deadline for parking reimbursement claim on MySpendingAccount	Members	December 15, 2021
First monthly administration service fee invoice	HealthEquity	December 23, 2021
Commuter pre-tax balances transferred as a credit	HealthEquity	Late December/early January 2022