

COM Key Milestones – February

Key Milestones	Owner	Dates
Funding Profile due date	Client	December 1, 2021
Recommended communication begins with current members & eligible employees	Client	December 1, 2021
Current eligible employee demographics loaded into new platform	HealthEquity	Week of December 6, 2021
Disable current commuter enrollment method	Client	December 10, 2021
Commuter ordering period begins via new member's account	Members	December 11, 2021
Commuter ordering period ends via new member's account	Members	January 10, 2022
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	January 13, 2022
First funding invoice	HealthEquity	January 15, 2022
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 – January 20th • Parking funds loaded to Commuter debit cards – February 1 	HealthEquity	Mid/Late January (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 January
Spending Account Card by WageWorks disabled	HealthEquity	February 1, 2022
Commuter First Benefit Month Begins on New Platform!		February 1, 2022
Deadline for parking reimbursement claim on MySpendingAccount	Members	February 15, 2022
First monthly administration service fee invoice	HealthEquity	February 23, 2022
Commuter pre-tax balances transferred as a credit	HealthEquity	Late February/early March 2022