

2020 SRA Processing Deadlines

Maximum Amount/Pay		SRA Forms due to Benefits Office by	Pay Date Change is Effective	Paycheck Received	Remaining Pays	Salary Reduction Agreement Calculation Instructions for Employees Changing Contribution Amount Mid-Year (less than 26 pays)
\$ 19,500.00	\$ 26,000.00					
Age 49<	Age 50 +					
\$ 750.00	\$ 1,000.00	12/13/2019**	1/10/2020	1	26	1. Yearly Amount employee wishes to contribute within the IRS guideline: (2020 Maximum = 19,500, age 50 or older = \$26,000) \$ _____ 2. YTD (year to date) employee contributions: \$ _____ (Current dollar amount X # of paychecks received, look at processing schedule to determine if upcoming paycheck will have current deduction to determine how many pays received) 3. Subtract annual amount (# 1) from YTD (#2) to determine amount left in the calendar year \$ _____ 4. Determine how many pay periods are left in the calendar year: _____ (Must look at processing schedule to determine how many pays are left in calendar year) 5. Divide the number of pay periods remaining by the amount in #3 in order to obtain the new deduction/contribution amount: _____ Change in contributions will become effective as of: _____
\$ 780.00	\$ 1,040.00	1/8/2020**	1/24/2020	2	25	
\$ 812.50	\$ 1,083.33	1/22/2020	2/7/2020	3	24	
\$ 847.83	\$ 1,130.43	2/4/2020**	2/21/2020	4	23	
\$ 886.36	\$ 1,181.82	2/18/2020	3/6/2020	5	22	
\$ 928.57	\$ 1,238.10	3/4/2020	3/20/2020	6	21	
\$ 975.00	\$ 1,300.00	3/18/2020	4/3/2020	7	20	
\$ 1,026.32	\$ 1,368.42	4/1/2020	4/17/2020	8	19	
\$ 1,083.33	\$ 1,444.44	4/15/2020	5/1/2020	9	18	
\$ 1,147.06	\$ 1,529.41	4/30/2020	5/15/2020	10	17	
\$ 1,218.75	\$ 1,625.00	5/12/2020**	5/29/2020	11	16	
\$ 1,300.00	\$ 1,733.33	5/27/2020	6/12/2020	12	15	
\$ 1,392.86	\$ 1,857.14	6/10/2020	6/26/2020	13	14	
\$ 1,500.00	\$ 2,000.00	6/23/2020**	7/10/2020	14	13	
\$ 1,625.00	\$ 2,166.67	7/8/2020	7/24/2020	15	12	
\$ 1,772.73	\$ 2,363.64	7/22/2020	8/7/2020	16	11	
\$ 1,950.00	\$ 2,600.00	8/5/2020	8/21/2020	17	10	
\$ 2,166.67	\$ 2,888.89	8/18/2020	9/4/2020	18	9	
\$ 2,437.50	\$ 3,250.00	9/2/2020	9/18/2020	19	8	
\$ 2,785.71	\$ 3,714.29	9/16/2020	10/2/2020	20	7	
\$ 3,250.00	\$ 4,333.33	9/29/2020**	10/16/2020	21	6	
\$ 3,900.00	\$ 5,200.00	10/14/2020	10/30/2020	22	5	
\$ 4,875.00	\$ 6,500.00	10/28/2020	11/13/2020	23	4	
\$ 6,500.00	\$ 8,666.67	11/10/2020**	11/25/2020	24	3	
\$ 9,750.00	\$ 13,000.00	11/23/2020	12/11/2020	25	2	
\$ 19,500.00	\$ 26,000.00	12/8/2020**	12/24/2020	26	1	
** Dates advanced due to Holiday						
\$ Checks Advances due to Holiday						

Send Original SRA forms to: Human Resource Services (HRS) Benefits Office, 620 W. Lexington Street, 3rd Floor
 Vendor contact: Fidelity - 1(800)-642-7131 Nationwide - 1(800)966-6355 TIAA-CREF 1(800)732-8353