



## VOLUNTARY 457 DEFERRED COMPENSATION PLAN PAYROLL CHANGE DEDUCTION CALENDAR

### For Forms or E-mail Requests

Date Contribution Form elected to increase/decrease or re-start	Deadline ING submit file to Deferred Compensation	Pay Date Deduction Will Appear on Check*	Pay Periods Remaining in 2011
December 1 – December 31, 2010	12/22/10	1/14/11 – PP1	26
December 1 – December 31, 2010	12/31/10	1/28/11 – PP2	25
January 1 – January 31, 2011	1/31/11	2/11/11 – PP3	24
January 1 – January 31, 2011	1/31/11	2/25/11 – PP4	23
February 1 – February 28, 2011	2/28/11	3/11/11 – PP5	22
February 1 – February 28, 2011	2/28/11	3/25/11 – PP6	21
March 1 – March 31, 2011	3/31/11	4/8/11 – PP7	20
March 1 – March 31, 2011	3/31/11	4/22/11 – PP8	19
April 1 – April 30, 2011	4/28/11	5/6/11 – PP9	18
April 1 – April 30, 2011	4/30/11	5/20/11 – PP10	17
May 1 – May 31, 2011	5/26/11	6/3/11 – PP11	16
May 1 – May 31, 2011	5/31/11	6/17/11 – PP12	15
June 1 – June 30, 2011	6/23/11	7/1/11 – PP13	14
June 1 – June 30, 2011	6/30/11	7/15/11 – PP 14	13
June 1 – June 30, 2011	6/30/11	7/29/11 – PP 15	12

**\*NOTE:** If making a change by form or e-mail request, indicate which pay period you would like the change to occur. You may choose the pay date specified based on the date Human Resources receives your form or e-mail **OR** you may choose a later pay date. You may not choose an earlier pay date

**NOTE:** To **stop** contributions, the first-of-the-month rule **does not apply**, and the deduction will be effective within one or two pay periods. Email [DeferredCompensation@sanjoseca.gov](mailto:DeferredCompensation@sanjoseca.gov) to request to stop or restart your contributions. Provide your employee ID # and if re-starting include the dollar amount.