

Paychex PEO 2026

Annual Enrollment Calendar



HR | Payroll | Benefits | Insurance

October 2025							
SUN	MON	TUE	WED	THU	FRI	SAT	
28	29	30	1	2	3	4	
5	6	7	8	9	10	11	
12	13 Phase 1 begins. Rates available to employers.	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31 If you offer an HSA employer contribution, submit 2026 form.	1	
November 2025							
SUN	MON	TUE	WED	THU	FRI	SAT	
2	3	4	5	6	7	8	
9	10	11	12	13	14 Phase 1 ends. Employer elections due. Remind employees to complete FSA and HSA enrollment.	15	
16	17	18 Don't forget, all eligible employees need to enroll in benefits.	19	20	21	22	
23	24	25	26	27	28	29	
December 2025							
SUN	MON	TUE	WED	THU	FRI	SAT	
30	1	2 Remind employees phase 2 ends 12/15/25.	3	4	5	6	
7	8 7 days left for employee elections.	9	10	11	12	13	
14	15 Last day for employees to enroll in Health & Benefits for 2026.	16 Phase 3 begins. Audit elections.	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31 Last day for FSA enrollments.				
January 2026							
28	29	30	31	1 Benefits effective. Check first pay run for new deductions.	2	3	

Remind employees to complete their 2026 FSA and HSA elections by selecting the PBA tile on paychexflex.com | 170607 | 06/26/25