

2023 Lower Limit & Current Process Month Calendar

For SEBB benefits administrators

The “lower limit date” is 60 days before the current “process month.” For terminations, the lower limit date is the farthest back coverage may be retro-terminated as allowable under Policy 19-1, Addendum 19-1A.

Current “process month” identifies the specific period of time for which the insurance system is billing an agency.

Process Month	Invoice Date	Process Month Date Range	Lower Limit Date for Enrollment	Lower Limit Date for Terminations
January 2023	12/15/2022	12/16/2022 – 1/13/2023	11/01/2022	11/30/2022
February 2023	1/13/2023	1/14/2023 – 2/15/2023	12/01/2022	12/31/2022
March 2023	2/15/2023	2/16/2023 – 3/15/2023	1/01/2023	1/31/2023
April 2023	3/15/2023	3/16/2023 – 4/14/2023	2/01/2023	2/28/2023
May 2023	4/14/2023	4/15/2023 – 5/15/2023	3/01/2023	3/31/2023
June 2023	5/15/2023	5/16/2023 – 6/15/2023	4/01/2023	4/30/2023
July 2023	6/15/2023	6/16/2023 – 7/14/2023	5/01/2023	5/31/2023
August 2023	7/14/2023	7/15/2023 – 8/15/2023	6/01/2023	6/30/2023
September 2023	8/15/2023	8/16/2023 – 9/15/2023	7/01/2023	7/31/2023
October 2023	9/15/2023	9/16/2023 – 10/13/2023	8/01/2023	8/31/2023
November 2023	10/13/2023	10/14/2023 – 11/15/2023	9/01/2023	9/30/2023
December 2023	11/15/2023	11/16/2023 – 12/15/2023	10/01/2023	10/31/2023

To ensure any entries you make in SEBB My Account get included on the next invoice, those entries should be completed at least one day prior to the invoice date. For example: If the invoice date falls on the 15th, keying should be completed no later than on the 14th.

Generally, invoices will be available in SEBB My Account on the 16th of each month.