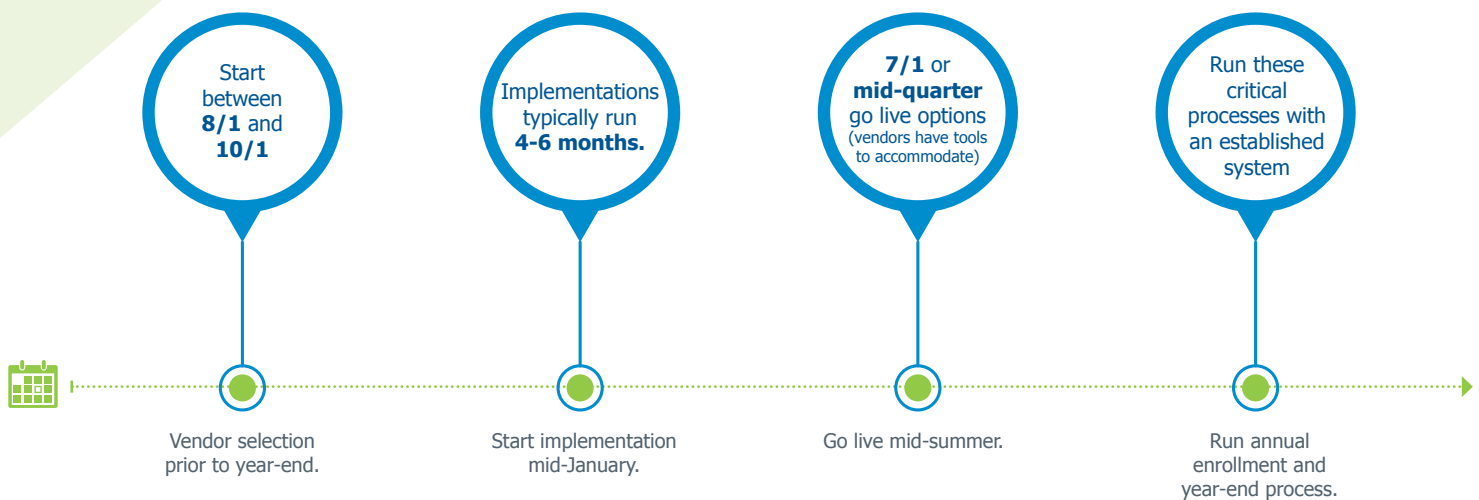


OFF-CYCLE TIMELINE | GREAT RESULTS

In order to achieve the best results with your HR technology selection and implementation project, having a realistic timeline is key. Typically, the timeline for a benefits administration vendor selection starts in the spring with implementation following in mid-summer so the system is live for a fall open enrollment. If you are considering replacing your benefits administration solution and have some flexibility, consider doing it differently than in the timeline described above. **A sample off-cycle timeline is below.**

Benefits Administration Selection and Implementation Sample Timeline



Some Advantages of This Timeline

If you are ready to get your benefits administration solution selection and implementation started, contact Lockton's HR Technology and Outsourcing Practice to figure out the best timeline for your organization.



- +** Avoids scheduling conflicts during year-end and holidays.
- +** Produces the least amount of competition for vendor resources, which could allow access to the best implementation teams.
- +** Allows time to find and eliminate any system errors prior to critical enrollment and year-end processing.
- +** Allows HR staff to focus on other year-end items and planning requirements.

