



Schedule for Submitting Contribution Summary Instructions

Please submit the required Employee and Employer contributions via the monthly Contribution Summary Instructions (CSI) by 5:00 p.m. on the 5th business day of the month along with the Monthly ORBIT payroll report. Please refer to the schedule below. [Click here](#) for ORBIT Training and Reporting Information.

December 2021	Friday, January 7, 2022
January 2022	Monday, February 7
February	Monday, March 7
March	Thursday, April 7
April	Friday, May 6
May	Tuesday, June 7
June	Friday, July 8
July	Friday, August 5
August	Thursday, September 8
September	Friday, October 7
October	Monday, November 7
November	Wednesday, December 7
December	Monday, January 9, 2023

