



# BENEFITS ELIGIBILITY AUDIT DATES



WEEKLY PAY CYCLE - U.S. MAINLAND PARTNERS

To remain eligible for benefits, you must have at least **520 total hours** for each audit.

- Total Hours = Benefit (BEN) hours + Leave of Absence (LOA) hours
- BEN hours includes any paid time off (vacation, sick, etc.)
- Monitor your total hours on your pay statements in Partner Central

2024 ELIGIBILITY AUDITS	PAYCHECKS RECEIVED BETWEEN	HOURS MUST BE WORKED BY... (Any paid time off must be requested by this date)	... TO BE PAID ON THIS LAST PAYCHECK BEFORE THE AUDIT
JANUARY 6	JULY 6, 2023 – JANUARY 5, 2024	<b>DECEMBER 31, 2023</b> Hours worked after this date will not count in the January 6 audit	JANUARY 5, 2024
JULY 6	JANUARY 6, 2024 – JULY 5, 2024	<b>JUNE 30, 2024</b> Hours worked after this date will not count in the July 6 audit	JULY 5, 2024

### First, check your current total hours:

1. Go to Partner Central and locate your most recent paycheck, available in the Payroll Information section, then look for BEN hours and LOA hours (if applicable) and add them together.

Example: 460 BEN hours + 20 LOA hours = 480 total paid hours

2. Subtract your total BEN hours and total LOA hours from the 520 hours needed to calculate how many additional hours you need to pass the audit.

Example: 520 hours needed – 480 total paid hours = 40 additional hours needed to pass the audit

**Then, look at the number of checks you have remaining** in the audit and that will tell you how many weeks you have to work those hours to count toward the audit. You can also enter vacation time, **up to 40 hours per week** when combined with hours worked, to help boost your total hours.

**Questions?** Call Starbucks Benefits Center at (877) SBUXBEN.

For more information, refer to the *U.S. Benefits Plan Description*. In all cases, the plan document will govern.