

Schedule for Agency Payroll Submission and Report and File Availability

Payroll Period	Effective Dates	Check Date	Data Capture Submission	Time Entry Submission	On-line Transactions Cutoff*	Misc. Payment File Submission	Backend Splits Submission	Reports/ Files Available
Admin 1 Lag	03/29-04/11	04/25/2001	04/04	04/03- 04/10	04/10	04/10	04/19 Noon - 04/20	04/20
Admin 2 Current	04/12-04/25	04/25/2001	04/04	04/03- 04/10	04/10	04/10	04/19 Noon - 04/20	04/20
Inst 1 Lag	04/05-04/18	05/03/2001	04/11	04/10- 04/17	04/17	04/17	04/26 Noon - 04/27	04/27
Inst 2 Current	04/19-05/02	05/03/2001	04/11	04/10- 04/17	04/17	04/17	04/26 Noon - 04/27	04/27
Admin 2 Lag	04/12-04/25	05/09/2001	04/18	04/17-04/25	04/25	04/25	05/03 Noon - 05/04	05/04
Admin 3 Current	04/26-05/09	05/09/2001	04/18	04/17-04/25	04/25	04/25	05/03 Noon - 05/04	05/04
Inst 2 Lag	04/19-05/02	05/17/2001	04/25	04/24-05/02	05/02	05/02	05/10 Noon - 05/11	05/11
Inst 3 Current	05/03-05/16	05/17/2001	04/25	04/24-05/02	05/02	05/02	05/10 Noon - 05/11	05/11
Admin 3 Lag	04/26-05/09	05/23/2001	05/02	05/01-05/09	05/09	05/09	05/17 Noon - 05/18	05/18
Admin 4 Current	05/10-05/23	05/23/2001	05/02	05/01-05/09	05/09	05/09	05/17 Noon - 05/18	05/18
Inst 3 Lag	05/03-05/16	05/31/2001	05/09	05/08-05/16	05/16	05/16	05/24 Noon - 05/25	05/25
Inst 4 Current	05/17-05/30	05/31/2001	05/09	05/08-05/16	05/16	05/16	05/24 Noon - 05/25	05/25
Admin 4 Lag	05/10-05/23	06/06/2001	05/16	05/15- 05/22	05/22	05/22	05/31 Noon - 06/01	06/01
Admin 5 Current	05/24-06/06	06/06/2001	05/16	05/15- 05/22	05/22	05/22	05/31 Noon - 06/01	06/01
Inst 4 Lag	05/17-05/30	06/14/2001	05/23	05/22-05/30	05/30	05/30	06/07 Noon - 06/08	06/08
Inst 5 Current	05/31-06/13	06/14/2001	05/23	05/22-05/30	05/30	05/30	06/07 Noon - 06/08	06/08
Admin 5 Lag	05/24-06/06	06/20/2001	05/30	05/29-06/06	06/06	06/06	06/14 Noon - 06/15	06/15
Admin 6 Current	06/07-06/20	06/20/2001	05/30	05/29-06/06	06/06	06/06	06/14 Noon - 06/15	06/15
Inst 5 Lag	05/31-06/13	06/28/2001	06/06	06/05-06/13	06/13	06/13	06/21 Noon - 06/22	06/22

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Inst 6 Current	06/14 – 06/27	06/28/2001	06/06	06/05–06/13	06/13	06/13	06/21 Noon –06/22	06/22
Admin 6 Lag	06/07-06/20	07/03/2001	06/13	06/12- 06/19	06/19	06/19	06/28 Noon – 06/29	06/29
Admin 7 Current	06/21-07/04	07/03/2001	06/13	06/12- 06/19	06/19	06/19	06/28 Noon – 06/29	06/29
Inst 6 Lag	06/14-06/27	07/12/2001	06/20	06/19- 06/26	06/26	06/26	07/05 Noon -07/06	07/06
Inst 7 Current	06/28-07/11	07/12/2001	06/20	06/19- 06/26	06/26	06/26	07/05 Noon – 07/06	07/06
Admin 7 Lag	06/21-07/04	07/18/2001	06/26	06/25- 07/03	07/03	07/03	07/12 Noon – 07/13	07/13
Admin 8 Current	07/05-07/18	07/18/2001	06/26	06/25- 07/03	07/03	07/03	07/12 Noon – 07/13	07/13
Inst 7 Lag	06/28-07/11	07/26/2001	07/03	07/02- 07/11	07/11	07/11	07/19 Noon – 07/20	07/20
Inst 8 Current	07/12-07/25	07/26/2001	07/03	07/02–07/11	07/11	07/11	07/19 Noon – 07/20	07/20
Admin 8 Lag	07/05-07/18	08/01/2001	07/11	07/10-07/18	07/18	07/18	07/26 Noon – 07/27	07/27
Admin 9 Current	07/19-08/01	08/01/2001	07/11	07/10- 07/18	07/18	07/18	07/26 Noon – 07/27	07/27
Inst 8 Lag	07/12-07/25	08/09/2001	07/18	07/17- 07/25	07/25	07/25	08/02 Noon – 08/03	08/03
Inst 9 Current	07/26-08/08	08/09/2001	07/18	07/17- 07/25	07/25	07/25	08/02 Noon – 08/03	08/03
Admin 9 Lag	07/19-08/01	08/15/2001	07/25	07/24- 08/01	08/01	08/01	08/09 Noon – 08/10	08/10
Admin 10 Current	08/02-08/15	08/15/2001	07/25	07/24- 08/01	08/01	08/01	08/09 Noon – 08/10	08/10
Inst 9 Lag	07/26-08/08	08/23/2001	08/01	07/31- 08/08	08/08	08/08	08/16 Noon – 08/17	08/17
Inst 10 Current	08/09-08/22	08/23/2001	08/01	07/31- 08/08	08/08	08/08	08/16 Noon – 08/17	08/17
Admin 10 Lag	08/02-08/15	08/29/2001	08/08	08/07- 08/15	08/15	08/15	08/23 Noon – 08/24	08/24
Admin 11 Current	08/16-08/29	08/29/2001	08/08	08/07-08/15	08/15	08/15	08/23 Noon – 08/24	08/24
Inst 10 Lag	08/09-08/22	09/06/2001	08/15	08/14- 08/21	08/21	08/21	08/30 Noon – 08/31	08/31

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Inst 11 Current	08/23-09/05	09/06/2001	08/15	08/14 - 08/21	08/21	08/21	08/30 Noon - 08/31	08/31
Admin 11 Lag	08/16-08/29	09/12/2001	08/22	08/21- 08/28	08/28	08/28	09/06 Noon 09/07	09/07
Admin 12 Current	08/30-09/12	09/12/2001	08/22	08/21- 08/28	08/28	08/28	09/06 Noon - 09/07	09/07
Inst 11 Lag	08/23-09/05	09/20/2001	08/29	08/27- 09/05	09/05	09/05	09/13 Noon - 09/14	09/14
Inst 12 Current	09/06-09/19	09/20/2001	08/29	08/27- 09/05	09/05	09/05	09/13 Noon - 09/14	09/14
Admin 12 Lag	08/30-09/12	09/26/2001	09/05	09/04- 09/12	09/12	09/12	09/20 Noon - 09/21	09/21
Admin 13 Current	09/13-09/26	09/26/2001	09/05	09/04- 09/12	09/12	09/12	09/20 Noon - 09/21	09/21
Inst 12 Lag	09/06-09/19	10/04/2001	09/12	09/11- 09/19	09/19	09/19	09/27 Noon - 09/28	09/28
Inst 13 Current	09/20-10/03	10/04/2001	09/12	09/11- 09/19	09/19	09/19	09/27 Noon - 09/28	09/28
Admin 13 Lag	09/13-09/26	10/10/2001	09/19	09/18- 09/25	09/25	09/25	10/04 Noon - 10/05	10/05
Admin 14 Current	09/27-10/10	10/10/2001	09/19	09/18- 09/25	09/25	09/25	10/04 Noon - 10/05	10/05
Inst 13 Lag	09/20-10/03	10/18/2001	09/26	09/25- 10/02	10/02	10/02	10/11 Noon - 10/12	10/12
Inst 14 Current	10/04-10/17	10/18/2001	09/26	09/25- 10/02	10/02	10/02	10/11 Noon - 10/12	10/12
Admin 14 Lag	09/27-10/10	10/24/2001	10/03	10/01- 10/10	10/10	10/10	10/18 Noon - 10/19	10/19
Admin 15 Current	10/11-10/24	10/24/2001	10/03	10/01- 10/10	10/10	10/10	10/18 Noon - 10/19	10/19
Inst 14 Lag	10/04-10/17	11/01/2001	10/10	10/09- 10/16	10/16	10/16	10/25 Noon - 10/26	10/26
Inst 15 Current	10/18-10/31	11/01/2001	10/10	10/09- 10/16	10/16	10/16	10/25 Noon - 10/26	10/26
Admin 15 Lag	10/11-10/24	11/07/2001	10/17	10/16- 10/24	10/24	10/24	11/01 Noon - 11/02	11/02
Admin 16 Current	10/25-11/07	11/07/2001	10/17	10/16- 10/24	10/24	10/24	11/01 Noon - 11/02	11/02
Inst 15 Lag	10/18-10/31	11/15/2001	10/24	10/23- 10/30	10/30	10/30	11/08 Noon - 11/09	11/09

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Payroll Period	Effective Dates	Check Date	Data Capture Submission	Time Entry Submission	On-line Transactions Cutoff*	Misc. Payment File Submission	Backend Splits Submission	Reports/ Files Available
Inst 16 Current	11/01-11/14	11/15/2001	10/24	10/23- 10/30	10/30	10/30	11/08 Noon – 11/09	11/09
Admin 16 Lag	10/25-11/07	11/21/2001	10/31	10/30- 11/06	11/06	11/06	11/15 Noon – 11/16	11/16
Admin 17 Current	11/08-11/21	11/21/2001	10/31	10/30- 11/06	11/06	11/06	11/15 Noon – 11/16	11/16
Inst 16 Lag	11/01-11/14	11/29/2001	11/07	11/05- 11/14	11/14	11/14	11/21 Noon – 11/23	11/23
Inst 17 Current	11/15-11/28	11/29/2001	11/07	11/05- 11/14	11/14	11/14	11/21 Noon – 11/23	11/23
Admin 17 Lag	11/08-11/21	12/05/2001	11/14	11/13- 11/20	11/20	11/20	11/29 Noon – 11/30	11/30
Admin 18 Current	11/22-12/05	12/05/2001	11/14	11/13- 11/20	11/20	11/20	11/29 Noon – 11/30	11/30
Inst 17 Lag	11/15-11/28	12/13/2001	11/21	11/19- 11/28	11/28	11/28	12/06 Noon – 12/07	12/07
Inst 18 Current	11/29-12/12	12/13/2001	11/21	11/19- 11/28	11/28	11/28	12/06 Noon – 12/07	12/07
Admin 18 Lag	11/22-12/05	12/19/2001	11/28	11/27- 12/05	12/05	12/05	12/13 Noon – 12/14	12/14
Admin 19 Current	12/06-12/19	12/19/2001	11/28	11/27- 12/05	12/05	12/05	12/13 Noon – 12/14	12/14
Inst 18 Lag	11/29-12/12	12/27/2001	12/05	12/04- 12/11	12/11	12/11	12/20 Noon – 12/21	12/21
Inst 19 Current	12/13-12/26	12/27/2001	12/05	12/04- 12/11	12/11	12/11	12/20 Noon – 12/21	12/21
Admin 19 Lag	12/06-12/19	01/02/2002	12/12	12/11- 12/18	12/18	12/18	12/27 Noon – 12/28	12/28
Admin 20 Current	12/20-01/02	01/02/2002	12/12	12/11- 12/18	12/18	12/18	12/27 Noon – 12/28	12/28
Inst 19 Lag	12/13-12/26	01/10/2002	12/19	12/17- 12/26 N	12/26 N	12/26 N	01/03 Noon – 01/04	01/04
Inst 20 Current	12/27-01/09	01/10/2002	12/19	12/17- 12/26 N	12/26 N	12/26 N	01/03 Noon – 01/04	01/04
Admin 20 Lag	12/20-01/02	01/16/2002	12/24	12/24- 01/02	01/02	01/02	01/10 Noon – 01/11	01/11
Admin 21 Current	01/03-01/16	01/16/2002	12/24	12/24- 01/02	01/02	01/02	01/10 Noon – 01/11	01/11
Inst 20 Lag	12/27-01/09	01/24/2002	01/02	12/31- 01/08	01/08	01/08	01/17 Noon – 01/18	01/18

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Payroll Period	Effective Dates	Check Date	Data Capture Submission	Time Entry Submission	On-line Transactions Cutoff*	Misc. Payment File Submission	Backend Splits Submission	Reports/ Files Available
Inst 21 Current	01/10-01/23	01/24/2002	01/02	12/31- 01/08	01/08	01/08	01/17 Noon – 01/18	01/18
Admin 21 Lag	01/03-01/16	01/30/2002	01/09	01/08- 01/15	01/15	01/15	01/24 Noon – 01/25	01/25
Admin 22 Current	01/17-01/30	01/30/2002	01/09	01/08- 01/15	01/15	01/15	01/24 Noon – 01/25	01/25
Inst 21 Lag	01/10-01/23	02/07/2002	01/16	01/14- 01/23	01/23	01/23	01/31 Noon – 02/01	02/01
Inst 22 Current	01/24-02/06	02/07/2002	01/16	01/14- 01/23	01/23	01/23	01/31 Noon – 02/01	02/01
Admin 22 Lag	01/17-01/30	02/13/2002	01/23	01/22- 01/30	01/30	01/30	02/07 Noon – 02/08	02/08
Admin 23 Current	01/31-02/13	02/13/2002	01/23	01/22- 01/30	01/30	01/30	02/07 Noon – 02/08	02/08
Inst 22 Lag	01/24-02/06	02/21/2002	01/30	01/29- 02/05	02/05	02/05	02/14 Noon – 02/15	02/15
Inst 23 Current	02/07-02/20	02/21/2002	01/30	01/29- 02/05	02/05	02/05	02/14 Noon – 02/15	02/15
Admin 23 Lag	01/31-02/13	02/27/2002	02/06	02/05- 02/12	02/12	02/12	02/21 Noon – 02/22	02/22
Admin 24 Current	02/14-02/27	02/27/2002	02/06	02/05- 02/12	02/12	02/12	02/21 Noon – 02/22	02/22
Inst 23 Lag	02/07-02/20	03/07/2002	02/13	02/11- 02/20	02/20	02/20	02/28 Noon – 03/01	03/01
Inst 24 Current	02/21-03/06	03/07/2002	02/13	02/11- 02/20	02/20	02/20	02/28 Noon – 03/01	03/01
Admin 24 Lag	02/14-02/27	03/13/2002	02/20	02/19- 02/27	02/27	02/27	03/07 Noon – 03/08	03/08
Admin 25 Current	02/28-03/13	03/13/2002	02/20	02/19- 02/27	02/27	02/27	03/07 Noon – 03/08	03/08
Inst 24 Lag	02/21-03/06	03/21/2002	02/27	02/26- 03/06	03/06	03/06	03/14 Noon – 03/15	03/15
Inst 25 Current	03/07-03/20	03/21/2002	02/27	02/26- 03/06	03/06	03/06	03/14 Noon – 03/15	03/15
Admin 25 Lag	02/28-03/13	03/27/2002	03/06	03/05- 03/13	03/13	03/13	03/21 Noon – 03/22	03/22
Admin 26 Current	03/14-03/27	03/27/2002	03/06	03/05- 03/13	03/13	03/13	03/21 Noon – 03/22	03/22
Inst 25 Lag	03/07-03/20	04/04/2002	03/13	03/12- 03/20	03/20	03/20	03/28 Noon – 03/29	03/29

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Inst 26 Current	03/21-04/03	04/04/2002	03/13	03/12- 03/20	03/20	03/20	03/28 Noon - 03/29	03/29
Admin 26 Lag	03/14-03/27	04/10/2002	03/20	03/19- 03/27	03/27	03/27	04/04 Noon - 04/05	04/05
Admin 1 Current	03/28-04/10	04/10/2002	03/20	03/19-03/27	03/27	03/27	04/04 Noon - 04/05	04/05
Inst 26 Lag	03/21-04/03	04/18/2002	03/27	03/26- 04/03	04/03	04/03	04/11 Noon - 04/12	04/12
Inst 1 Current	04/04-04/17	04/18/2002	03/27	03/26- 04/03	04/03	04/03	04/11 Noon - 04/12	04/12

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