

Payroll Bulletin No. 391
Attachment A

Payroll Period	Effective Dates	Check Date	Data Capture Submission	On- Line Time Entry Submission Begin/End Dates	On -Line Transactions Cutoff Date *	Time Entry File Submission Date	On - Line Deduction Submission ** Begin/End Dates	On - Line Back End Splits Submission Begin/End Dates	Reports/ Files Available
Inst. 5 Lag Inst. 6 Cur.	5/29 - 6/11 6/12 - 6/25	6/26/2003 6/26/2003	6/03/2003 6/03/2003	6/03 - 6/10 6/03 - 6/10	6/10/2003 6/10/2003	6/10/2003 6/10/2003	6/05 - 6/10 6/05 - 6/10	6/18 noon -6/19 6/18 noon -6/19	6/19/2003 6/19/2003
Admin 6 Lag Admin 7 Cur.	6/05 - 6/18 6/19 - 7/02	7/02/2003 7/02/2003	6/10/2003 6/10/2003	6/10 - 6/17 6/10 - 6/17	6/17/2003 6/17/2003	6/17/2003 6/17/2003	6/12 - 6/17 6/12 - 6/17	6/24 noon -6/25 6/24 noon -6/25	6/25/2003 6/25/2003
Inst. 6 Lag Inst. 7 Cur.	6/12 - 6/25 6/26 - 7/09	7/10/2003 7/10/2003	6/16/2003 6/16/2003	6/14 - 6/23 6/14 - 6/23	6/23/2003 6/23/2003	6/23/2003 6/23/2003	6/18 - 6/23 6/18 - 6/23	6/30 noon -7/1 6/30 noon -7/1	7/01/2003 7/01/2003
Admin 7 Lag Admin 8 Cur.	6/19 - 7/02 7/03 - 7/16	7/16/2003 7/16/2003	6/20/2003 6/20/2003	6/21 - 6/27 *** 6/21 - 6/27 ***	6/27/2003 6/27/2003	6/27/2003 6/27/2003	6/24 - 6/27 6/24 - 6/27	7/7 noon -7/8 7/7 noon -7/8	7/08/2003 7/08/2003
Inst. 7 Lag Inst. 8 Cur.	6/26 - 7/09 7/10 - 7/23	7/24/2003 7/24/2003	6/25/2003 6/25/2003	6/26 - 7/02 *** 6/26 - 7/02 ***	7/02/2003 7/02/2003	7/02/2003 7/02/2003	6/28 - 7/02 6/28 - 7/02	7/11 noon-7/12 7/11 noon-7/12	7/12/2003 7/12/2003
Admin 8 Lag Admin 9 Cur.	7/03 - 7/16 7/17 - 7/30	7/30/2003 7/30/2003	7/02/2003 7/02/2003	7/02 - 7/09 *** 7/02 - 7/09 ***	7/09/2003 7/09/2003	7/09/2003 7/09/2003	7/05 - 7/09 7/05 - 7/09	7/16 noon-7/17 7/16 noon-7/17	7/17/2003 7/17/2003
Inst. 8 Lag Inst. 9 Cur.	7/10 - 7/23 7/24 - 8/06	8/07/2003 8/07/2003	7/07/2003 7/07/2003	7/09 - 7/14 *** 7/09 - 7/14 ***	7/14/2003 7/14/2003	7/14/2003 7/14/2003	7/11 - 7/14 7/11 - 7/14	7/21 noon-7/22 7/21 noon-7/22	7/22/2003 7/22/2003
Admin 9 Lag Admin 10 Cur.	7/17 - 7/30 7/31 - 8/13	8/13/2003 8/13/2003	7/11/2003 7/11/2003	7/14 - 7/18 *** 7/14 - 7/18 ***	7/18/2003 7/18/2003	7/18/2003 7/18/2003	7/16 - 7/18 7/16 - 7/18	8/4 - 8/5 8/4 - 8/5	7/28/2003 7/28/2003

*Includes entries on Job Data, Job Action Request, Additional Pay, Contract Pay, General Comments

*** Includes General Deductions, Taxes, Retirement and Direct Deposit. If transactions are entered for other than dates provided, OSC cannot assure in which check the change will take effect.

***Upon auditor notification, selected Time Entry transactions can be reported on line up to two calendar days after the agency cutoff date indicated above. This is limited to the Earn Codes RGH, FEE, and overtime earn codes (reported as hours only) for employees who are currently active. These transactions will be processed, provided no additional follow-up with the agency is required. No other earn codes may be entered after the agency deadline stated above.