

Institution Agencies

Pay Period Dates	Check Dates	Regular Data Capture Submission Deadline	Revised Data Capture Submission Deadline	Regular Submission Deadline For On-Line Transactions and Time Entry file	Revised Submission Deadline For On-Line Transactions And Time Entry File	Time Entry On-Line Submission	Agency Entry After On-Line Submission Deadline
5/15-5/28 4L 5/29-6/11 5C	6/12/03	Wed. 5/21	N/A	Wed. 5/28	N/A	Tues. 5/20- Wed. 5/28	<p>Beginning Thurs. 5/29:</p> <ul style="list-style-type: none"> • Continue to enter Job Requests, regardless of effective date* on Job Action Request panel. ** • Continue to enter on Hire, Concurrent Hire or Rehire panels, regardless of effective date* of transaction. ** • Continue to enter on Job Data and Additional Pay panels only if the effective date is on or after 5/29/03* for lag payrolls or 6/12/03* for current payrolls. ** <p>Beginning Fri. 6/6:</p> <ul style="list-style-type: none"> • If applicable, resume entering transactions on Job Data and Additional Pay panels with effective dates prior to 5/29/03 for lag payrolls or 6/12/03 for current payrolls. **
5/29-6/11 5L 6/12-6/25 6C	6/26/03	Wed. 6/4	Tues. 6/3	Wed. 6/11	Tues. 6/10	Tues. 6/3- Tues.6/10	<p>Beginning Wed. 6/11:</p> <ul style="list-style-type: none"> • Continue to enter Job Requests, regardless of effective date* on Job Action Request panel. ** • Continue to enter on Hire, Concurrent Hire or Rehire panels, regardless of effective date* of transaction. ** • Continue to enter on Job Data and Additional Pay panels only if the effective date is on or after 6/12/03* for lag payrolls or 6/26/03* for current payrolls. ** <p>Beginning Thurs. 6/19:</p> <ul style="list-style-type: none"> • If applicable, resume entering transactions on Job Data and Additional Pay panels with effective dates prior to 6/12/03 for lag payrolls or 6/26/03 for current payrolls.**

* Exception: Do not enter transactions having an effective date on or after 7/24/03 for lag agencies or 8/7/03 for current agencies.

** These transactions will be reviewed and processed by OSC in a subsequent pay period.

***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.

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6/12-6/25 6L 6/26-7/09 7C	7/10/03	Wed 6/18	Mon. 6/16	Wed. 6/25	Mon. 6/23	Sat. 6/14- Mon.6/23	<p>Beginning Tues. 6/24:</p> <ul style="list-style-type: none"> • Continue to enter Job Requests, regardless of effective date* on Job Action Requests panel. ** • Continue to enter on Hire, Concurrent Hire or Rehire panels, regardless of effective date* of transaction. ** • Continue to enter on Job Data and Additional Pay panels only if the effective date is on or after 6/26/03* for lag payrolls or 7/10/03* for current payrolls. ** <p>Beginning Tues. 7/1:</p> <ul style="list-style-type: none"> • If applicable, resume entering transactions on Job Data and Additional Pay panels with effective dates prior to 6/26/03 for lag payrolls or 7/10/03 for current payrolls. **
6/26-7/09 7L 7/10-7/23 8C	7/24/03	Wed. 7/2	Wed. 6/25	Wed. 7/9	Wed. 7/2	Thurs. 6/26- Wed.7/2 ***	<p>Beginning: Thurs. 7/3</p> <ul style="list-style-type: none"> • Continue to enter Job Requests, regardless of effective date* on Job Action Request panel. ** • Continue to enter on Hire, Concurrent Hire or Rehire panels, regardless of effective date* of transaction. ** • Continue to enter on Job Data and Additional Pay panels only if the effective date is on or after 7/10/03* for lag payrolls or 7/24/03* for current payrolls. ** <p>Beginning: Sat. 7/12</p> <ul style="list-style-type: none"> • If applicable, resume entering transactions on Job Data and Additional Pay panels with effective dates prior to 7/10/03 for lag payrolls or 7/24/03 for current payrolls. **
7/10 -7/23 8L 7/24 - 8/06 9C	8/07/03	Wed 7/16	Mon. 7/07	Wed 7/23	Mon. 7/14	Thurs. 7/9- Mon 7/14 ***	<p>Beginning Tues. 7/15, no further entries can be made on-line, regardless of effective date. Exception: Agencies who submit a time entry file will be able to make corrections on 7/15 for rejected file transactions.</p> <p style="text-align: center;">BLACK OUT PERIOD 7/24-8/3.</p>

* Exception: Do not enter transactions having an effective date on or after 7/24/03 for lag agencies or 8/7/03 for current agencies.

** These transactions will be reviewed and processed by OSC in a subsequent pay period.

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