

Payroll Period	Effective Dates	Check Date	Data Capture Submission	On-Line Time Entry Submission Begin/End Dates	On-Line Transactions Cutoff*	Time Entry File Submission Date	On - Line Back End Splits Submission Begin/End dates	Reports/ Files Available
Inst 9 Lag	07/24 - 08/06	08/21/03	07/30/03	08/04 - 08/06	08/06/03	08/06/03	08/14 noon - 08/15	08/15/03
Inst 10 Curr	08/07 - 08/20	08/21/03	07/30/03	08/04 - 08/06	08/06/03	08/06/03	08/14 noon - 08/15	08/15/03
Admin 10 Lag	07/31 - 08/13	08/27/03	08/06/03	08/04 - 08/13	08/13/03	08/13/03	08/21 noon - 08/22	08/22/03
Admin 11 Curr	08/14 - 08/27	08/27/03	08/06/03	08/04 - 08/13	08/13/03	08/13/03	08/21 noon - 08/22	08/22/03
Inst 10 Lag	08/07 - 08/20	09/04/03	08/13/03	08/12 - 08/19	08/19/03	08/19/03	08/28 noon - 08/29	08/29/03
Inst 11 Curr	08/21 - 09/03	09/04/03	08/13/03	08/12 - 08/19	08/19/03	08/19/03	08/28 noon - 08/29	08/29/03
Admin 11 Lag	08/14 - 08/27	09/10/03	08/19/03	08/19 - 08/26	08/26/03	08/26/03	09/04 noon - 09/05	09/05/03
Admin 12 Curr	08/28 - 09/10	09/10/03	08/19/03	08/19 - 08/26	08/26/03	08/26/03	09/04 noon - 09/05	09/05/03
Inst 11 Lag	08/21 - 09/03	09/18/03	08/27/03	08/25 - 09/03	09/03/03	09/03/03	09/11 noon - 09/12	09/12/03
Inst 12 Curr	09/04 - 09/17	09/18/03	08/27/03	08/25 - 09/03	09/03/03	09/03/03	09/11 noon - 09/12	09/12/03
Admin 12 Lag	08/28 - 09/10	09/24/03	09/03/03	09/02 - 09/10	09/10/03	09/10/03	09/18 noon - 09/19	09/19/03
Admin 13 Curr	09/11 - 09/24	09/24/03	09/03/03	09/02 - 09/10	09/10/03	09/10/03	09/18 noon - 09/19	09/19/03
Inst 12 Lag	09/04 - 09/17	10/02/03	09/10/03	09/09 - 09/17	09/17/03	09/17/03	09/25 noon - 09/26	09/26/03
Inst 13 Curr	09/18 - 10/01	10/02/03	09/10/03	09/09 - 09/17	09/17/03	09/17/03	09/25 noon - 09/26	09/26/03
Admin 13 Lag	09/11 - 09/24	10/08/03	09/17/03	09/16 - 09/24	09/24/03	09/24/03	10/02 noon - 10/03	10/03/03
Admin 14 Curr	09/25 - 10/08	10/08/03	09/17/03	09/16 - 09/24	09/24/03	09/24/03	10/02 noon - 10/03	10/03/03
Inst 13 Lag	09/18 - 10/01	10/16/03	09/24/03	09/23 - 09/30	09/30/03	09/30/03	10/09 noon - 10/10	10/10/03
Inst 14 Curr	10/02 - 10/15	10/16/03	09/24/03	09/23 - 09/30	09/30/03	09/30/03	10/09 noon - 10/10	10/10/03
Admin 14 Lag	09/25 - 10/08	10/22/03	10/01/03	09/30 - 10/07	10/07/03	10/07/03	10/16 noon - 10/17	10/17/03

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

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Admin 19 Lag	12/04 - 12/17	12/31/03	12/10/03	12/09 - 12/16	12/16/03	12/16/03	12/24 noon - 12/26	12/26/03

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

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Admin 24 Lag	02/12 - 02/25	03/10/04	02/18/04	02/17 - 02/25	02/25/04	02/25/04	03/04 noon - 03/05	03/05/04
Admin 25 Curr	02/26 - 03/10	03/10/04	02/18/04	02/17 - 02/25	02/25/04	02/25/04	03/04 noon - 03/05	03/05/04
Inst 24 Lag	02/19 - 03/03	03/18/04	02/25/04	02/24 - 03/03	03/03/04	03/03/04	03/11 noon - 03/12	03/12/04
Inst 25 Curr	03/04 - 03/17	03/18/04	02/25/04	02/24 - 03/03	03/03/04	03/03/04	03/11 noon - 03/12	03/12/04
Admin 25 Lag	02/26 - 03/10	03/24/04	03/03/04	03/02 - 03/10	03/10/04	03/10/04	03/18 noon - 03/19	03/19/04
Admin 26 Curr	03/11 - 03/24	03/24/04	03/03/04	03/02 - 03/10	03/10/04	03/10/04	03/18 noon - 03/19	03/19/04
Inst 25 Lag	03/04 - 03/17	04/01/04	03/10/04	03/09 - 03/17	03/17/04	03/17/04	03/25 noon - 03/26	03/26/04
Inst 26 Curr	03/18 - 03/31	04/01/04	03/10/04	03/09 - 03/17	03/17/04	03/17/04	03/25 noon - 03/26	03/26/04
Admin 26 Lag	03/11 - 03/24	04/07/04	03/17/04	03/16 - 03/24	03/24/04	03/24/04	04/01 noon - 04/02	04/02/04
Admin 1 Curr	03/25 - 04/07	04/07/04	03/17/04	03/16 - 03/24	03/24/04	03/24/04	04/01 noon - 04/02	04/02/04
Inst 26 Lag	03/18 - 03/31	04/15/04	03/24/04	03/23 - 03/30	03/30/04	03/30/04	04/08 noon - 04/09	04/09/04
Inst 1 Curr	04/01 - 04/14	04/15/04	03/24/04	03/23 - 03/30	03/30/04	03/30/04	04/08 noon - 04/09	04/09/04
Admin 1 Lag	03/25 - 04/07	04/21/04	03/31/04	03/30 - 04/06	04/06/04	04/06/04	04/15 noon - 04/16	04/16/04
Admin 2 Curr	04/08 - 04/21	04/21/04	03/31/04	03/30 - 04/06	04/06/04	04/06/04	04/15 noon - 04/16	04/16/04
Inst 1 Lag	04/01 - 04/14	04/29/04	04/07/04	04/05 - 04/13	04/13/04	04/13/04	04/22 noon - 04/23	04/23/04
Inst 2 Curr	04/15 - 04/28	04/29/04	04/07/04	04/05 - 04/13	04/13/04	04/13/04	04/22 noon - 04/23	04/23/04

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