

Schedule for Agency Payroll Submission and Report File Availability

Payroll Period	Effective Dates	Check Date	Automated Interface Cutoff	On-Line Transactions Cutoff*	Time Entry File Submission Date	Taxes, Direct Deposit and Deductions Cutoff	On - Line Back End Splits Submission Begin/End dates	Reports/ Files Available
Inst 1 Lag	3/30 - 4/12	4/27/06	4/10/06	4/11/06	4/11/06	4/14/06	4/20 noon - 4/21	4/21/06
Inst 2 Curr	4/13 - 4/26	4/27/06	4/10/06	4/11/06	4/11/06	4/14/06	4/20 noon - 4/21	4/21/06
Admin 1 Lag	4/6 - 4/19	5/3/06	4/17/06	4/18/06	4/18/06	4/21/06	4/27 noon - 4/28	4/28/06
Admin 2 Curr	4/20 - 5/3	5/3/06	4/17/06	4/18/06	4/18/06	4/21/06	4/27 noon - 4/28	4/28/06
Inst 2 Lag	4/13 - 4/26	5/11/06	4/25/06	4/26/06	4/26/06	4/28/06	5/4 noon - 5/5	5/5/06
Inst 3 Curr	4/27 - 5/10	5/11/06	4/25/06	4/26/06	4/26/06	4/28/06	5/4 noon - 5/5	5/5/06
Admin 2 Lag	4/20 - 5/3	5/17/06	5/2/06	5/3/06	5/3/06	5/5/06	5/11 noon - 5/12	5/12/06
Admin 3 Curr	5/4 - 5/17	5/17/06	5/2/06	5/3/06	5/3/06	5/5/06	5/11 noon - 5/12	5/12/06
Inst 3 Lag	4/27 - 5/10	5/25/06	5/9/06	5/10/06	5/10/06	5/12/06	5/18 noon - 5/19	5/19/06
Inst 4 Curr	5/11 - 5/24	5/25/06	5/9/06	5/10/06	5/10/06	5/12/06	5/18 noon - 5/19	5/19/06
Admin 3 Lag	5/4 - 5/17	5/31/06	5/16/06	5/17/06	5/17/06	5/19/06	5/25 noon - 5/26	5/26/06
Admin 4 Curr	5/18 - 5/31	5/31/06	5/16/06	5/17/06	5/17/06	5/19/06	5/25 noon - 5/26	5/26/06
Inst 4 Lag	5/11 - 5/24	6/8/06	5/22/06	5/23/06	5/23/06	5/26/06	6/1 noon - 6/2	6/2/06
Inst 5 Curr	5/25 - 6/7	6/8/06	5/22/06	5/23/06	5/23/06	5/26/06	6/1 noon - 6/2	6/2/06
Admin 4 Lag	5/18 - 5/31	6/14/06	5/30/06	5/31/06	5/31/06	6/2/06	6/8 noon - 6/9	6/9/06
Admin 5 Curr	6/1 - 6/14	6/14/06	5/30/06	5/31/06	5/31/06	6/2/06	6/8 noon - 6/9	6/9/06
Inst 5 Lag	5/25 - 6/7	6/22/06	6/6/06	6/7/06	6/7/06	6/9/06	6/15 noon - 6/16	6/16/06
Inst 6 Curr	6/8 - 6/21	6/22/06	6/6/06	6/7/06	6/7/06	6/9/06	6/15 noon - 6/16	6/16/06
Admin 5 Lag	6/1 - 6/14	6/28/06	6/13/06	6/14/06	6/14/06	6/16/06	6/22 noon - 6/23	6/23/06
Admin 6 Curr	6/15 - 6/28	6/28/06	6/13/06	6/14/06	6/14/06	6/16/06	6/22 noon - 6/23	6/23/06
Inst 6 Lag	6/8 - 6/21	7/6/06	6/20/06	6/21/06	6/21/06	6/23/06	6/29 noon - 6/30	6/30/06
Inst 7 Curr	6/22 - 7/5	7/6/06	6/20/06	6/21/06	6/21/06	6/23/06	6/29 noon - 6/30	6/30/06
Admin 6 Lag	6/15 - 6/28	7/12/06	6/26/06	6/27/06	6/27/06	6/30/06	7/6 noon - 7/7	7/7/06
Admin 7 Curr	6/29 - 7/12	7/12/06	6/26/06	6/27/06	6/27/06	6/30/06	7/6 noon - 7/7	7/7/06
Inst 7 Lag	6/22 - 7/5	7/20/06	7/3/06	7/5/06	7/5/06	7/7/06	7/13 noon - 7/14	7/14/06
Inst 8 Curr	7/6 - 7/19	7/20/06	7/3/06	7/5/06	7/5/06	7/7/06	7/13 noon - 7/14	7/14/06
Admin 7 Lag	6/29 - 7/12	7/26/06	7/11/06	7/12/06	7/12/06	7/14/06	7/20 noon - 7/21	7/21/06

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

Schedule for Agency Payroll Submission and Report File Availability

Payroll Period	Effective Dates	Check Date	Automated Interface Cutoff	On-Line Transactions Cutoff*	Time Entry File Submission Date	Taxes, Direct Deposit and Deductions Cutoff	On - Line Back End Splits Submission Begin/End dates	Reports/ Files Available
Admin 8 Curr	7/13 - 7/26	7/26/06	7/11/06	7/12/06	7/12/06	7/14/06	7/20 noon - 7/21	7/21/06
Inst 8 Lag	7/6 - 7/19	8/3/06	7/18/06	7/19/06	7/19/06	7/21/06	7/27 noon - 7/28	7/28/06
Inst 9 Curr	7/20 - 8/2	8/3/06	7/18/06	7/19/06	7/19/06	7/21/06	7/27 noon - 7/28	7/28/06
Admin 8 Lag	7/13 - 7/26	8/9/06	7/25/06	7/26/06	7/26/06	7/28/06	8/3 noon - 8/4	8/4/06
Admin 9 Curr	7/27 - 8/09	8/9/06	7/25/06	7/26/06	7/26/06	7/28/06	8/3 noon - 8/4	8/4/06
Inst 9 Lag	7/20 - 8/2	8/17/06	8/1/06	8/2/06	8/2/06	8/4/06	8/10 noon - 8/11	8/11/06
Inst 10 Curr	8/3 - 8/16	8/17/06	8/1/06	8/2/06	8/2/06	8/4/06	8/10 noon - 8/11	8/11/06
Admin 9 Lag	7/27 - 8/9	8/23/06	8/8/06	8/9/06	8/9/06	8/11/06	8/17 noon - 8/18	8/18/06
Admin 10 Curr	8/10 - 8/23	8/23/06	8/8/06	8/9/06	8/9/06	8/11/06	8/17 noon - 8/18	8/18/06
Inst 10 Lag	8/3 - 8/16	8/31/06	8/15/06	8/16/06	8/16/06	8/18/06	8/24 noon - 8/25	8/25/06
Inst 11 Curr	8/17 - 8/30	8/31/06	8/15/06	8/16/06	8/16/06	8/18/06	8/24 noon - 8/25	8/25/06
Admin 10 Lag	8/10 - 8/23	9/6/06	8/22/06	8/23/06	8/23/06	8/25/06	8/31 noon - 9/1	9/1/06
Admin 11 Curr	8/24 - 9/6	9/6/06	8/22/06	8/23/06	8/23/06	8/25/06	8/31 noon - 9/1	9/1/06
Inst 11 Lag	8/17 - 8/30	9/14/06	8/28/06	8/29/06	8/29/06	9/1/06	9/7 noon - 9/8	9/8/06
Inst 12 Curr	8/31 - 9/13	9/14/06	8/28/06	8/29/06	8/29/06	9/1/06	9/7 noon - 9/8	9/8/06
Admin 11 Lag	8/24 - 9/6	9/20/06	9/5/06	9/6/06	9/6/06	9/8/06	9/14 noon - 9/15	9/15/06
Admin 12 Curr	9/7 - 9/20	9/20/06	9/5/06	9/6/06	9/6/06	9/8/06	9/14 noon - 9/15	9/15/06
Inst 12 Lag	8/31 - 9/13	9/28/06	9/12/06	9/13/06	9/13/06	9/15/06	9/21 noon - 9/22	9/22/06
Inst 13 Curr	9/14 - 9/27	9/28/06	9/12/06	9/13/06	9/13/06	9/15/06	9/21 noon - 9/22	9/22/06
Admin 12 Lag	9/7 - 9/20	10/4/06	9/19/06	9/20/06	9/20/06	9/22/06	9/28 noon - 9/29	9/29/06
Admin 13 Curr	9/21 - 10/4	10/4/06	9/19/06	9/20/06	9/20/06	9/22/06	9/28 noon - 9/29	9/29/06
Inst 13 Lag	9/14 - 9/27	10/12/06	9/26/06	9/27/06	9/27/06	9/29/06	10/5 noon - 10/6	10/6/06
Inst 14 Curr	9/28 - 10/11	10/12/06	9/26/06	9/27/06	9/27/06	9/29/06	10/5 noon - 10/6	10/6/06
Admin 13 Lag	9/21 - 10/4	10/18/06	10/2/06	10/3/06	10/3/06	10/6/06	10/12 noon - 10/13	10/13/06
Admin 14 Curr	10/5 - 10/18	10/18/06	10/2/06	10/3/06	10/3/06	10/6/06	10/12 noon - 10/13	10/13/06
Inst 14 Lag	9/28 - 10/11	10/26/06	10/10/06	10/11/06	10/11/06	10/13/06	10/19 noon - 10/20	10/20/06
Inst 15 Curr	10/12 - 10/25	10/26/06	10/10/06	10/11/06	10/11/06	10/13/06	10/19 noon - 10/20	10/20/06

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

Schedule for Agency Payroll Submission and Report File Availability

Payroll Period	Effective Dates	Check Date	Automated Interface Cutoff	On-Line Transactions Cutoff*	Time Entry File Submission Date	Taxes, Direct Deposit and Deductions Cutoff	On - Line Back End Splits Submission Begin/End dates	Reports/ Files Available
Admin 14 Lag	10/5- 10/18	11/1/06	10/16/06	10/17/06	10/17/06	10/20/06	10/26 noon - 10/27	10/27/06
Admin 15 Curr	10/19 - 11/1	11/1/06	10/16/06	10/17/06	10/17/06	10/20/06	10/26 noon - 10/27	10/27/06
Inst 15 Lag	10/12 - 10/25	11/9/06	10/24/06	10/25/06	10/25/06	10/27/06	11/2 noon - 11/3	11/3/06
Inst 16 Curr	10/26 - 11/8	11/9/06	10/24/06	10/25/06	10/25/06	10/27/06	11/2 noon - 11/3	11/3/06
Admin 15 Lag	10/19 - 11/1	11/15/06	10/31/06	11/1/06	11/1/06	11/3/06	11/9 noon - 11/10	11/10/06
Admin 16 Curr	11/2 - 11/15	11/15/06	10/31/06	11/1/06	11/1/06	11/3/06	11/9 noon - 11/10	11/10/06
Inst 16 Lag	10/26 - 11/8	11/22/06	11/7/06	11/8/06	11/8/06	11/10/06	11/16 noon - 11/17	11/17/06
Inst 17 Curr	11/9 - 11/22	11/22/06	11/7/06	11/8/06	11/8/06	11/10/06	11/16 noon - 11/17	11/17/06
Admin 16 Lag	11/2 - 11/15	11/29/06	11/13/06	11/14/06	11/14/06	11/17/06	11/24	11/24/06
Admin 17 Curr	11/16 - 11/29	11/29/06	11/13/06	11/14/06	11/14/06	11/17/06	11/24	11/24/06
Inst 17 Lag	11/9 - 11/22	12/7/06	11/20/06	11/21/06	11/21/06	11/24/06	11/30 noon - 12/1	12/1/06
Inst 18 Curr	11/23 - 12/6	12/7/06	11/20/06	11/21/06	11/21/06	11/24/06	11/30- noon - 12/1	12/1/06
Admin 17 Lag	11/16 - 11/29	12/13/06	11/28/06	11/29/06	11/29/06	12/1/06	12/7 noon - 12/8	12/8/06
Admin 18 Curr	11/30 - 12/13	12/13/06	11/28/06	11/29/06	11/29/06	12/1/06	12/7 noon - 12/8	12/8/06
Inst 18 Lag	11/23 - 12/6	12/21/06	12/5/06	12/6/06	12/6/06	12/8/06	12/14 noon - 12/15	12/15/06
Inst 19 Curr	12/7 - 12/20	12/21/06	12/5/06	12/6/06	12/6/06	12/8/06	12/14 noon - 12/15	12/15/06
Admin 18 Lag	11/30 - 12/13	12/27/06	12/12/06	12/13/06	12/13/06	12/15/06	12/21 noon - 12/21	12/22/06
Admin 19 Curr	12/14 - 12/27	12/27/06	12/12/06	12/13/06	12/13/06	12/15/06	12/21 noon - 12/21	12/22/06
Inst 19 Lag	12/7 - 12/20	1/4/07	12/18/06	12/19/06	12/19/06	12/22/06	12/28 noon - 12/29	12/29/06
Inst 20 Curr	12/21 - 1/3	1/4/07	12/18/06	12/19/06	12/19/06	12/22/06	12/28 noon - 12/29	12/29/06
Admin 19 Lag	12/14 - 12/27	1/10/07	12/26/06	12/26/06	12/26/06	12/29/06	1/4 noon - 1/5	1/5/07
Admin 20 Curr	12/28 - 1/10	1/10/07	12/26/06	12/26/06	12/26/06	12/29/06	1/4 noon - 1/5	1/5/07
Inst 20 Lag	12/21 - 1/3	1/18/07	1/2/07	1/3/07	1/3/07	1/5/07	1/11 noon - 1/12	1/12/07
Inst 21 Curr	1/4 - 1/17	1/18/07	1/2/07	1/3/07	1/3/07	1/5/07	1/11 noon - 1/12	1/12/07
Admin 20 Lag	12/28 - 1/10	1/24/07	1/8/07	1/9/07	1/9/07	1/12/07	1/18 noon - 1/19	1/19/07
Admin 21 Curr	1/11 - 1/24	1/24/07	1/8/07	1/9/07	1/9/07	1/12/07	1/18 noon - 1/19	1/19/07
Inst 21 Lag	1/4 - 1/17	2/1/07	1/16/07	1/17/07	1/17/07	1/19/07	1/25 noon - 1/26	1/26/07

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

Schedule for Agency Payroll Submission and Report File Availability

Payroll Period	Effective Dates	Check Date	Automated Interface Cutoff	On-Line Transactions Cutoff*	Time Entry File Submission Date	Taxes, Direct Deposit and Deductions Cutoff	On - Line Back End Splits Submission Begin/End dates	Reports/ Files Available
Inst 22 Curr	1/18 - 1/31	2/1/07	1/16/07	1/17/07	1/17/07	1/19/07	1/25 noon - 1/26	1/26/07
Admin 21 Lag	1/11 - 1/24	2/7/07	1/23/07	1/24/07	1/24/07	1/26/07	2/1 noon - 2/2	2/2/07
Admin 22 Curr	1/25 - 2/7	2/7/07	1/23/07	1/24/07	1/24/07	1/26/07	2/1 noon - 2/2	2/2/07
Inst 22 Lag	1/18 - 1/31	2/15/07	1/30/07	1/31/07	1/31/07	2/2/07	2/8 noon - 2/9	2/9/07
Inst 23 Curr	2/1 - 2/14	2/15/07	1/30/07	1/31/07	1/31/07	2/2/07	2/8 noon - 2/9	2/9/07
Admin 22 Lag	1/25 - 2/7	2/21/07	2/6/07	2/7/07	2/7/07	2/9/07	2/15 noon - 2/16	2/16/07
Admin 23 Curr	2/8 - 2/21	2/21/07	2/6/07	2/7/07	2/7/07	2/9/07	2/15 noon - 2/16	2/16/07
Inst 23 Lag	2/1 - 2/14	3/1/07	2/12/07	2/13/07	2/13/07	2/16/07	2/22 noon - 2/23	2/23/07
Inst 24 Curr	2/15 - 2/28	3/1/07	2/12/07	2/13/07	2/13/07	2/16/07	2/22 noon - 2/23	2/23/07
Admin 23 Lag	2/8 - 2/21	3/7/07	2/20/07	2/21/07	2/21/07	2/23/07	3/1 noon - 3/2	3/2/07
Admin 24 Curr	2/22 - 3/7	3/7/07	2/2/07	2/21/07	2/21/07	2/23/07	3/1 noon - 3/2	3/2/07
Inst 24 Lag	2/15 - 2/28	3/15/07	2/27/07	2/28/07	2/28/07	3/2/07	3/8 noon - 3/9	3/9/07
Inst 25 Curr	3/1 - 3/14	3/15/07	2/27/07	2/28/07	2/28/07	3/2/07	3/8 noon - 3/9	3/9/07
Admin 24 Lag	2/22 - 3/7	3/21/07	3/6/07	3/7/07	3/7/07	3/9/07	3/15 noon - 3/16	3/16/07
Admin 25 Curr	3/8 - 3/21	3/21/07	3/6/07	3/7/07	3/7/07	3/9/07	3/15 noon - 3/16	3/16/07
Inst 25 Lag	3/1 - 3/14	3/29/07	3/13/07	3/14/07	3/14/07	3/16/07	3/22 noon - 3/23	3/23/07
Inst 26 Curr	3/15 - 3/28	3/29/07	3/13/07	3/14/07	3/14/07	3/16/07	3/22 noon - 3/23	3/23/07
Admin 25 Lag	3/8 - 3/21	4/4/07	3/20/07	3/21/07	3/21/07	3/23/07	3/29 noon - 3/30	3/30/07
Admin 26 Curr	3/22 - 4/4	4/4/07	3/20/07	3/21/07	3/21/07	3/23/07	3/29 noon - 3/30	3/30/07
Inst 26 Lag	3/15 - 3/28	4/12/07	3/27/07	3/28/07	3/28/07	3/30/07	4/5 noon - 4/6	4/6/07
Inst 1 Curr	3/29 - 4/11	4/12/07	3/27/07	3/28/07	3/28/07	3/30/07	4/5 noon - 4/6	4/6/07
Admin 26 Lag	3/22 - 4/4	4/18/07	4/3/07	4/4/07	4/4/07	4/6/07	4/12 noon - 4/13	4/13/07
Admin 1 Curr	4/5 - 4/18	4/18/07	4/3/07	4/4/07	4/4/07	4/6/07	4/12 noon - 4/13	4/13/07

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