

Payroll Period	Effective Dates	Check Date	Automated Interface Cutoff	On-Line Transactions Cutoff*	Time Entry File Submission Date	On-line Deductions, Taxes, Direct Deposit	On - Line Back End Splits Submission Begin/End Dates	Reports/ Files Available
Inst 1 Lag	3/27-4/9	4/24/08	4/7/08	4/8/08	4/8/08	4/11/08	4/17 noon - 4/18	4/18/08
Inst 2 Curr	4/10-4/23	4/24/08	4/7/08	4/8/08	4/8/08	4/11/08	4/17 noon - 4/18	4/18/08
Admin 1 Lag	4/3-4/16	4/30/08	4/14/08	4/15/08	4/15/08	4/18/08	4/24 noon - 4/25	4/25/08
Admin 2 Curr	4/17-4/30	4/30/08	4/14/08	4/15/08	4/15/08	4/18/08	4/24 noon - 4/25	4/25/08
Inst 2 Lag	4/10-4/23	5/8/08	4/22/08	4/23/08	4/23/08	4/25/08	5/1 noon - 5/2	5/2/08
Inst 3 Curr	4/24-5/7	5/8/08	4/22/08	4/23/08	4/23/08	4/25/08	5/1 noon - 5/2	5/2/08
Admin 2 Lag	4/17-4/30	5/14/08	4/29/08	4/30/08	4/30/08	5/2/08	5/8 noon - 5/9	5/9/08
Admin 3 Curr	5/1-5/14	5/14/08	4/29/08	4/30/08	4/30/08	5/2/08	5/8 noon - 5/9	5/9/08
Inst 3 Lag	4/24-5/7	5/22/08	5/6/08	5/7/08	5/7/08	5/9/08	5/15 noon - 5/16	5/16/08
Inst 4 Curr	5/8-5/21	5/22/08	5/6/08	5/7/08	5/7/08	5/9/08	5/15 noon - 5/16	5/16/08
Admin 3 Lag	5/1-5/14	5/28/08	5/13/08	5/14/08	5/14/08	5/16/08	5/22 noon - 5/23	5/23/08
Admin 4 Curr	5/15-5/28	5/28/08	5/13/08	5/14/08	5/14/08	5/16/08	5/22 noon - 5/23	5/23/08
Inst 4 Lag	5/8-5/21	6/5/08	5/19/08	5/20/08	5/20/08	5/23/08	5/29 noon - 5/30	5/30/08
Inst 5 Curr	5/22-6/4	6/5/08	5/19/08	5/20/08	5/20/08	5/23/08	5/29 noon - 5/30	5/30/08
Admin 4 Lag	5/15-5/28	6/11/08	5/27/08	5/28/08	5/28/08	5/30/08	6/5 noon - 6/6	6/6/08
Admin 5 Curr	5/29-6/11	6/11/08	5/27/08	5/28/08	5/28/08	5/30/08	6/5 noon - 6/6	6/6/08
Inst 5 Lag	5/22-6/4	6/19/08	6/3/08	6/4/08	6/4/08	6/6/08	6/12 noon - 6/13	6/13/08
Inst 6 Curr	6/5-6/18	6/19/08	6/3/08	6/4/08	6/4/08	6/6/08	6/12 noon - 6/13	6/13/08
Admin 5 Lag	5/29-6/11	6/25/08	6/10/08	6/11/08	6/11/08	6/13/08	6/19 noon - 6/20	6/20/08
Admin 6 Curr	6/12-6/25	6/25/08	6/10/08	6/11/08	6/11/08	6/13/08	6/19 noon - 6/20	6/20/08
Inst 6 Lag	6/5-6/18	7/3/08	6/17/08	6/18/08	6/18/08	6/20/08	6/26 noon - 6/27	6/27/08
Inst 7 Curr	6/19-7/2	7/3/08	6/17/08	6/18/08	6/18/08	6/20/08	6/26 noon - 6/27	6/27/08
Admin 6 Lag	6/12-6/25	7/9/08	6/23/08	6/24/08	6/24/08	6/27/08	7/3	7/4/08
Admin 7 Curr	6/26-7/9	7/9/08	6/23/08	6/24/08	6/24/08	6/27/08	7/3	7/4/08
Inst 7 Lag	6/19-7/2	7/17/08	6/30/08	7/1/08	7/1/08	7/3/08	7/10 noon - 7/11	7/11/08
Inst 8 Curr	7/3-7/16	7/17/08	6/30/08	7/1/08	7/1/08	7/3/08	7/10 noon - 7/11	7/11/08
Admin 7 Lag	6/26-7/9	7/23/08	7/8/08	7/9/08	7/9/08	7/11/08	7/17 noon - 7/18	7/18/08
Admin 8 Curr	7/10-7/23	7/23/08	7/8/08	7/9/08	7/9/08	7/11/08	7/17 noon - 7/18	7/18/08
Inst 8 Lag	7/3-7/16	7/31/08	7/15/08	7/16/08	7/16/08	7/18/08	7/24 noon - 7/25	7/25/08
Inst 9 Curr	7/17-7/30	7/31/08	7/15/08	7/16/08	7/16/08	7/18/08	7/24 noon - 7/25	7/25/08

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Admin 8 Lag	7/10-7/23	8/6/08	7/22/08	7/23/08	7/23/08	7/25/08	7/31 noon - 8/1	8/1/08
Admin 9 Curr	7/24-8/6	8/6/08	7/22/08	7/23/08	7/23/08	7/25/08	7/31 noon - 8/1	8/1/08
Inst 9 Lag	7/17-7/30	8/14/08	7/29/08	7/30/08	7/30/08	8/1/08	8/7 noon - 8/8	8/8/08
Inst 10 Curr	7/31-8/13	8/14/08	7/29/08	7/30/08	7/30/08	8/1/08	8/7 noon - 8/8	8/8/08
Admin 9 Lag	7/24-8/6	8/20/08	8/5/08	8/6/08	8/6/08	8/8/08	8/14 noon - 8/15	8/15/08
Admin 10 Curr	8/7-8/20	8/20/08	8/5/08	8/6/08	8/6/08	8/8/08	8/14 noon - 8/15	8/15/08
Inst 10 Lag	7/31-8/13	8/28/08	8/12/08	8/13/08	8/13/08	8/15/08	8/21 noon - 8/22	8/22/08
Inst 11 Curr	8/14-8/27	8/28/08	8/12/08	8/13/08	8/13/08	8/15/08	8/21 noon - 8/22	8/22/08
Admin 10 Lag	8/7-8/20	9/3/08	8/19/08	8/20/08	8/20/08	8/22/08	8/28 noon - 8/29	8/29/08
Admin 11 Curr	8/21-9/3	9/3/08	8/19/08	8/20/08	8/20/08	8/22/08	8/28 noon - 8/29	8/29/08
Inst 11 Lag	8/14-8/27	9/11/08	8/25/08	8/26/08	8/26/08	8/29/08	9/4 noon - 9/5	9/5/08
Inst 12 Curr	8/28-9/10	9/11/08	8/25/08	8/26/08	8/26/08	8/29/08	9/4 noon - 9/5	9/5/08
Admin 11 Lag	8/21-9/3	9/17/08	9/2/08	9/3/08	9/3/08	9/5/08	9/11 noon - 9/12	9/12/08
Admin 12 Curr	9/4-9/17	9/17/08	9/2/08	9/3/08	9/3/08	9/5/08	9/11 noon - 9/12	9/12/08
Inst 12 Lag	8/28-9/10	9/25/08	9/9/08	9/10/08	9/10/08	9/12/08	9/18 noon - 9/19	9/19/08
Inst 13 Curr	9/11-9/24	9/25/08	9/9/08	9/10/08	9/10/08	9/12/08	9/18 noon - 9/19	9/19/08
Admin 12 Lag	9/4-9/17	10/1/08	9/16/08	9/17/08	9/17/08	9/19/08	9/25 noon - 9/26	9/26/08
Admin 13 Curr	9/18-10/1	10/1/08	9/16/08	9/17/08	9/17/08	9/19/08	9/25 noon - 9/26	9/26/08
Inst 13 Lag	9/11-9/24	10/9/08	9/23/08	9/24/08	9/24/08	9/26/08	10/2 noon - 10/3	10/3/08
Inst 14 Curr	9/25-10/8	10/9/08	9/23/08	9/24/08	9/24/08	9/26/08	10/2 noon - 10/3	10/3/08
Admin 13 Lag	9/18-10/1	10/15/08	9/30/08	10/1/08	10/1/08	10/3/08	10/9 noon - 10/10	10/10/08
Admin 14 Curr	10/2-10/15	10/15/08	9/30/08	10/1/08	10/1/08	10/3/08	10/9 noon - 10/10	10/10/08
Inst 14 Lag	9/25-10/8	10/23/08	10/6/08	10/7/08	10/7/08	10/10/08	10/16 noon - 10/17	10/17/08
Inst 15 Curr	10/9-10/22	10/23/08	10/6/08	10/7/08	10/7/08	10/10/08	10/16 noon - 10/17	10/17/08
Admin 14 Lag	10/2-10/15	10/29/08	10/14/08	10/15/08	10/15/08	10/17/08	10/23 noon - 10/24	10/24/08
Admin 15 Curr	10/16-10/29	10/29/08	10/14/08	10/15/08	10/15/08	10/17/08	10/23 noon - 10/24	10/24/08
Inst 15 Lag	10/9-10/22	11/6/08	10/21/08	10/22/08	10/22/08	10/24/08	10/30 noon - 10/31	10/31/08
Inst 16 Curr	10/23-11/5	11/6/08	10/21/08	10/22/08	10/22/08	10/24/08	10/30 noon - 10/31	10/31/08
Admin 15 Lag	10/16-10/29	11/12/08	10/28/08	10/29/08	10/29/08	10/31/08	11/6 noon - 11/7	11/7/08
Admin 16 Curr	10/30-11/12	11/12/08	10/28/08	10/29/08	10/29/08	10/31/08	11/6 noon - 11/7	11/7/08

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Inst 16 Lag	10/23-11/5	11/20/08	11/3/08	11/4/08	11/4/08	11/7/08	11/13 noon - 11/14	11/14/08
Inst 17 Curr	11/6-11/19	11/20/08	11/3/08	11/4/08	11/4/08	11/7/08	11/13 noon - 11/14	11/14/08
Admin 16 Lag	10/30-11/12	11/26/08	11/10/08	11/12/08	11/12/08	11/14/08	11/20 noon - 11/21	11/21/08
Admin 17 Curr	11/13-11/26	11/26/08	11/10/08	11/12/08	11/12/08	11/14/08	11/20 noon - 11/21	11/21/08
Inst 17 Lag	11/6-11/19	12/4/08	11/17/08	11/18/08	11/18/08	11/21/08	11/28	11/28/08
Inst 18 Curr	11/20-12/03	12/4/08	11/17/08	11/18/08	11/18/08	11/21/08	11/28	11/28/08
Admin 17 Lag	11/13-11/26	12/10/08	11/25/08	11/26/08	11/26/08	11/28/08	12/4 noon - 12/5	12/5/08
Admin 18 Curr	11/27-12/10	12/10/08	11/25/08	11/26/08	11/26/08	11/28/08	12/4 noon - 12/5	12/5/08
Inst 18 Lag	11/20-12/3	12/18/08	12/2/08	12/3/08	12/3/08	12/5/08	12/11 noon - 12/12	12/12/08
Inst 19 Curr	12/4-12/17	12/18/08	12/2/08	12/3/08	12/3/08	12/5/08	12/11 noon - 12/12	12/12/08
Admin 18 Lag	11/27-12/10	12/24/08	12/9/08	12/10/08	12/10/08	12/12/08	12/18 noon - 12/19	12/19/08
Admin 19 Curr	12/11-12/24	12/24/08	12/9/08	12/10/08	12/10/08	12/12/08	12/18 noon - 12/19	12/19/08
Inst 19 Lag	12/4-12/17	12/31/08	12/15/08	12/16/08	12/16/08	12/19/08	12/26	12/26/08
Inst 20 Curr	12/18-12/31	12/31/08	12/15/08	12/16/08	12/16/08	12/19/08	12/26	12/26/08
Admin 19 Lag	12/11-12/24	1/7/09	12/22/08	12/23/08	12/23/08	12/26/08	1/2	1/2/09
Admin 20 Curr	12/25-1/7	1/7/09	12/22/08	12/23/08	12/23/08	12/26/08	1/2	1/2/09
Inst 20 Lag	12/18-12/31	1/15/09	12/30/08	12/31/08	12/31/08	1/2/09	1/8 noon - 1/9	1/9/09
Inst 21 Curr	1/1-1/14	1/15/09	12/30/08	12/31/08	12/31/08	1/2/09	1/8 noon - 1/9	1/9/09
Admin 20 Lag	12/25-1/7	1/21/09	1/6/09	1/7/09	1/7/09	1/9/09	1/15 noon - 1/16	1/16/09
Admin 21 Curr	1/8-1/21	1/21/09	1/6/09	1/7/09	1/7/09	1/9/09	1/15 noon - 1/16	1/16/09
Inst 21 Lag	1/1-1/14	1/29/09	1/12/09	1/13/09	1/13/09	1/16/09	1/22 noon - 1/23	1/23/09
Inst 22 Curr	1/15-1/28	1/29/09	1/12/09	1/13/09	1/13/09	1/16/09	1/22 noon - 1/23	1/23/09
Admin 21 Lag	1/8-1/21	2/4/09	1/20/09	1/21/09	1/21/09	1/23/09	1/29 noon - 1/30	1/30/09
Admin 22 Curr	1/22-2/4	2/4/09	1/20/09	1/21/09	1/21/09	1/23/09	1/29 noon - 1/30	1/30/09
Inst 22 Lag	1/15-1/28	2/12/09	1/27/09	1/28/09	1/28/09	1/30/09	2/5 noon - 2/6	2/6/09
Inst 23 Curr	1/29-2/11	2/12/09	1/27/09	1/28/09	1/28/09	1/30/09	2/5 noon - 2/6	2/6/09
Admin 22 Lag	1/22-2/4	2/18/09	2/3/09	2/4/09	2/4/09	2/6/09	2/12 noon - 2/13	2/13/09
Admin 23 Curr	2/5-2/18	2/18/09	2/3/09	2/4/09	2/4/09	2/6/09	2/12 noon - 2/13	2/13/09
Inst 23 Lag	1/29-2/11	2/26/09	2/9/09	2/10/09	2/10/09	2/13/09	2/19 noon - 2/20	2/20/09
Inst 24 Curr	2/12-2/25	2/26/09	2/9/09	2/10/09	2/10/09	2/13/09	2/19 noon - 2/20	2/20/09

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Admin 23 Lag	2/5-2/18	3/4/09	2/17/09	2/18/09	2/18/09	2/20/09	2/26 noon - 2/27	2/27/09
Admin 24 Curr	2/19-3/4	3/4/09	2/17/09	2/18/09	2/18/09	2/20/09	2/26 noon - 2/27	2/27/09
Inst 24 Lag	2/12-2/25	3/12/09	2/24/09	2/25/09	2/25/09	2/27/09	3/5 noon - 3/6	3/6/09
Inst 25 Curr	2/26-3/11	3/12/09	2/24/09	2/25/09	2/25/09	2/27/09	3/5 noon - 3/6	3/6/09
Admin 24 Lag	2/19-3/4	3/18/09	3/3/09	3/4/09	3/4/09	3/6/09	3/12 noon - 3/13	3/13/09
Admin 25 Curr	3/5-3/18	3/18/09	3/3/09	3/4/09	3/4/09	3/6/09	3/12 noon - 3/13	3/13/09
Inst 25 Lag	2/26-3/11	3/26/09	3/10/09	3/11/09	3/11/09	3/13/09	3/19 noon - 3/20	3/20/09
Inst 26 Curr	3/12-3/25	3/26/09	3/10/09	3/11/09	3/11/09	3/13/09	3/19 noon - 3/20	3/20/09
Admin 25 Lag	3/5-3/18	4/1/09	3/17/09	3/18/09	3/18/09	3/20/09	3/26 noon - 3/27	3/27/09
Admin 26 Curr	3/19-4/1	4/1/09	3/17/09	3/18/09	3/18/09	3/20/09	3/26 noon - 3/27	3/27/09
Inst 26 Lag	3/12-3/25	4/9/09	3/24/09	3/25/09	3/25/09	3/27/09	4/2 noon - 4/3	4/3/09
Inst 1 Curr	3/26-4/8	4/9/09	3/24/09	3/25/09	3/25/09	3/27/09	4/2 noon - 4/3	4/3/09
Admin 26 Lag	3/19-4/1	4/15/09	3/31/09	4/1/09	4/1/09	4/3/09	4/9 noon - 4/10	4/10/09
Admin 1 Curr	4/2-4/15	4/15/09	3/31/09	4/1/09	4/1/09	4/3/09	4/9 noon - 4/10	4/10/09

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