

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

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

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

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

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