

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

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

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

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

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Admin 25 Lag	2/28-3/13	3/27/13	3/12/13	3/13/13	3/13/13	3/15/13	3/21 noon-3/22	3/22/13
Admin 26 Curr	3/14-3/27	3/27/13	3/12/13	3/13/13	3/13/13	3/15/13	3/21 noon-3/22	3/22/13
Inst 25 Lag	3/7-3/20	4/4/13	3/18/13	3/19/13	3/19/13	3/21/13	3/27 noon-3/28	3/29/13
Inst 26 Curr	3/21-4/3	4/4/13	3/18/13	3/19/13	3/19/13	3/21/13	3/27 noon-3/28	3/29/13
Admin 26 Lag	3/14-3/27	4/10/13	3/26/13	3/27/13	3/27/13	3/29/13	4/4 noon-4/5	4/5/13
Admin 1 Curr	3/28 - 4/10	4/10/13	3/26/13	3/27/13	3/27/13	3/29/13	4/4 noon-4/5	4/5/13
Inst 26 Lag	3/21-4/3	4/18/13	4/2/13	4/3/13	4/3/13	4/5/13	4/11 noon-4/12	4/12/13
Inst 1 Curr	4/4- 4/17	4/18/13	4/2/13	4/3/13	4/3/13	4/5/13	4/11 noon-4/12	4/12/13

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