

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

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

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 8 Curr	7/10 - 7/23	7/24/14	7/8/14	7/9/14	7/9/14	7/11/14	7/17 noon-7/18	7/18/14
Admin 8 Lag	7/3-7/16	7/30/14	7/15/14	7/16/14	7/16/14	7/18/14	7/24 noon-7/25	7/25/14
Admin 9 Curr	7/17-7/30	7/30/14	7/15/14	7/16/14	7/16/14	7/18/14	7/24 noon-7/25	7/25/14
Inst 8 Lag	7/10-7/23	8/7/14	7/22/14	7/23/14	7/23/14	7/25/14	7/31 noon-8/1	8/1/14
Inst 9 Curr	7/24-8/6	8/7/14	7/22/14	7/23/14	7/23/14	7/25/14	7/31 noon-8/1	8/1/14
Admin 9 Lag	7/17-7/30	8/13/14	7/29/14	7/30/14	7/30/14	8/1/14	8/7 noon-8/8	8/8/14
Admin 10 Curr	7/31-8/13	8/13/14	7/29/14	7/30/14	7/30/14	8/1/14	8/7 noon-8/8	8/8/14
Inst 9 Lag	7/24-8/6	8/21/14	8/5/14	8/6/14	8/6/14	8/8/14	8/14 noon-8/15	8/15/14
Inst 10 Curr	8/7-8/20	8/21/14	8/5/14	8/6/14	8/6/14	8/8/14	8/14 noon-8/15	8/15/14
Admin 10 Lag	7/31-8/13	8/27/14	8/11/14	8/12/14	8/12/14	8/15/14	8/20/14	8/22/2014 until noon
Admin 11 Curr	8/14-8/27	8/27/14	8/11/14	8/12/14	8/12/14	8/15/14	8/20/14	8/22/2014 until noon
Inst 10 Lag	8/7-8/20	9/4/14	8/18/14	8/18/14	8/18/14	8/22/14	8/28 noon-8/29	8/29/14
Inst 11 Curr	8/21-9/3	9/4/14	8/18/14	8/18/14	8/18/14	8/22/14	8/28 noon-8/29	8/29/14
Admin 11 Lag	8/14-8/27	9/10/14	8/25/14	8/26/14	8/26/14	8/29/14	9/4 noon-9/5	9/5/14
Admin 12 Curr	8/28-9/10	9/10/14	8/25/14	8/26/14	8/26/14	8/29/14	9/4 noon-9/5	9/5/14
Inst 11 Lag	8/21-9/3	9/18/14	9/2/14	9/3/14	9/3/14	9/5/14	9/11 noon-9/12	9/12/14
Inst 12 Curr	9/4-9/17	9/18/14	9/2/14	9/3/14	9/3/14	9/5/14	9/11 noon-9/12	9/12/14
Admin 12 Lag	8/28-9/10	9/24/14	9/9/14	9/10/14	9/10/14	9/12/14	9/18 noon-9/19	9/19/14

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

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

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

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

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

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

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