

Payroll Period	Effective Dates	Check Date	Automated Interface Cutoff	On-Line Transactions Cutoff*	Time Entry File Submission Date	On-line Deductions, Taxes, Direct Deposit	Electronic Certification Submission Date	On - Line Back End Splits Submission Begin/End dates	Reports/ Files Available				
Admin 1 Lag	3/26-4/8	4/22/15	4/6/15	4/7/15	4/7/15	4/10/15	N/A	4/16 noon-4/17	4/17/15				
Admin 2 Curr	4/9-4/22	4/22/15	4/6/15	4/7/15	4/7/15	4/10/15	N/A	4/16 noon-4/17	4/17/15				
Inst 1 Lag	4/2-4/15	4/30/15	4/13/15	4/14/15	4/14/15	4/17/15	N/A	4/23 noon-4/24	4/24/15				
Inst 2 Curr	4/16-4/29	4/30/15	4/13/15	4/14/15	4/14/15	4/17/15	N/A	4/23 noon-4/24	4/24/15				
Admin 2 Lag	4/9-4/22	5/6/15	4/21/15	4/22/15	4/22/15	4/24/15	N/A	4/30 noon-5/1	5/1/15				
Admin 3 Curr	4/23-5/6	5/6/15	4/21/15	4/22/15	4/22/15	4/24/15	N/A	4/30 noon-5/1	5/1/15				
Inst 2 Lag	4/16-4/29	5/14/15	4/28/15	4/29/15	4/29/15	5/1/15	N/A	5/7 noon-5/8	5/8/15				
Inst 3 Curr	4/30-5/13	5/14/15	4/28/15	4/29/15	4/29/15	5/1/15	N/A	5/7 noon-5/8	5/8/15				
Admin 3 Lag	4/23-5/6	5/20/15	5/5/15	5/6/15	5/6/15	5/8/15	N/A	5/14 noon-5/15	5/15/15				
Admin 4 Curr	5/7-5/20	5/20/15	5/5/15	5/6/15	5/6/15	5/8/15	N/A	5/14 noon-5/15	5/15/15				
Inst 3 Lag	4/30-5/13	5/28/15	5/11/15	5/12/15	5/12/15	5/15/15	N/A	None	5/22/15				
Inst 4 Curr	5/14-5/27	5/28/15	5/11/15	5/12/15	5/12/15	5/15/15	N/A	None	5/22/15				
Admin 4 Lag	5/7-5/20	6/3/15	5/18/15	5/19/15	5/19/15	5/22/15	N/A	5/28 noon-5/29	5/29/15				
Admin 5 Curr	5/21-6/3	6/3/15	5/18/15	5/19/15	5/19/15	5/22/15	N/A	5/28 noon-5/29	5/29/15				
Inst 4 Lag	5/14-5/27	6/11/15	5/26/15	5/27/15	5/27/15	5/29/15	N/A	6/4 noon-6/5	6/5/15				
Inst 5 Curr	5/28-6/10	6/11/15	5/26/15	5/27/15	5/27/15	5/29/15	N/A	6/4 noon-6/5	6/5/15				
Admin 5 Lag	5/21-6/3	6/17/15	6/2/15	6/3/15	6/3/15	6/5/15	N/A	6/11 noon-6/12	6/12/15				
Admin 6 Curr	6/4-6/17	6/17/15	6/2/15	6/3/15	6/3/15	6/5/15	N/A	6/11 noon-6/12	6/12/15				
Inst 5 Lag	5/28-6/10	6/25/15	6/9/15	6/10/15	6/10/15	6/12/15	N/A	6/18 noon-6/19	6/19/15				
Inst 6 Curr	6/11-6/24	6/25/15	6/9/15	6/10/15	6/10/15	6/12/15	N/A	6/18 noon-6/19	6/19/15				
Admin 6 Lag	6/4-6/17	7/1/15	6/16/15	6/17/15	6/17/15	6/19/15	N/A	6/25 noon-6/26	6/26/15				
Admin 7 Curr	6/18-7/1	7/1/15	6/16/15	6/17/15	6/17/15	6/19/15	N/A	6/25 noon-6/26	6/26/15				
Inst 6 Lag	6/11-6/24	7/9/15	6/23/15	6/24/15	6/24/15	6/26/15	N/A	7/2 noon- 7/3	7/3/15				
Inst 7 Curr	6/25-7/8	7/9/15	6/23/15	6/24/15	6/24/15	6/26/15	N/A	7/2 noon- 7/3	7/3/15				
Admin 7 Lag	6/18-7/1	7/15/15	6/30/15	7/1/15	7/1/15	7/3/15	N/A	7/9 noon-7/10	7/10/15				
Admin 8 Curr	7/2-7/15	7/15/15	6/30/15	7/1/15	7/1/15	7/3/15	N/A	7/9 noon-7/10	7/10/15				
Inst 7 Lag	6/25-7/8	7/23/15	7/7/15	7/8/15	7/8/15	7/10/15	N/A	7/16 noon-7/17	7/17/15				
Inst 8 Curr	7/9 - 7/22	7/23/15	7/7/15	7/8/15	7/8/15	7/10/15	N/A	7/16 noon-7/17	7/17/15				

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

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

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

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

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

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