

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

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

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

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Inst 14 Lag	9/28-10/11	10/26/17	10/10/17	10/11/17	10/11/17	10/13/17	10/17/17	10/19 noon-10/20	10/20/17
Inst 15 Curr	10/12-10/25	10/26/17	10/10/17	10/11/17	10/11/17	10/13/17	10/17/17	10/19 noon-10/20	10/20/17
Admin 14 Lag	10/5-10/18	11/1/17	10/17/17	10/18/17	10/18/17	10/20/17	10/24/17	10/26 noon-10/27	10/27/17
Admin 15 Curr	10/19-11/1	11/1/17	10/17/17	10/18/17	10/18/17	10/20/17	10/24/17	10/26 noon-10/27	10/27/17
Inst 15 Lag	10/12-10/25	11/9/17	10/24/17	10/25/17	10/25/17	10/27/17	10/31/17	11/2 noon-11/3	11/3/17
Inst 16 Curr	10/26-11/8	11/9/17	10/24/17	10/25/17	10/25/17	10/27/17	10/31/17	11/2 noon-11/3	11/3/17
Admin 15 Lag	10/19-11/1	11/15/17	10/31/17	11/1/17	11/1/17	11/3/17	11/7/17	11/9 noon-11/10	11/10/17
Admin 16 Curr	11/2-11/15	11/15/17	10/31/17	11/1/17	11/1/17	11/3/17	11/7/17	11/9 noon-11/10	11/10/17
Inst 16 Lag	10/26-11/8	11/22/17	11/7/17	11/8/17	11/8/17	11/10/17	11/14/17	11/16 noon-11/17	11/17/17
Inst 17 Curr	11/9-11/22	11/22/17	11/7/17	11/8/17	11/8/17	11/10/17	11/14/17	11/16 noon-11/17	11/17/17
Admin 16 Lag	11/2-11/15	11/29/17	11/13/17	11/14/17	11/14/17	11/17/17	11/20/17	11/24	11/24/17
Admin 17 Curr	11/16-11/29	11/29/17	11/13/17	11/14/17	11/14/17	11/17/17	11/20/17	11/24	11/24/17
Inst 17 Lag	11/9-11/22	12/7/17	11/21/17	11/22/17	11/22/17	11/24/17	11/28/17	11/30 noon-12/1	12/1/17
Inst 18 Curr	11/23-12/6	12/7/17	11/21/17	11/22/17	11/22/17	11/24/17	11/28/17	11/30 noon-12/1	12/1/17
Admin 17 Lag	11/16-11/29	12/13/17	11/28/17	11/29/17	11/29/17	12/1/17	12/5/17	12/7 noon-12/8	12/8/17
Admin 18 Curr	11/30-12/13	12/13/17	11/28/17	11/29/17	11/29/17	12/1/17	12/5/17	12/7 noon-12/8	12/8/17
Inst 18 Lag	11/23-12/6	12/21/17	12/5/17	12/6/17	12/6/17	12/8/17	12/12/17	12/14 noon-12/15	12/15/17
Inst 19 Curr	12/7-12/20	12/21/17	12/5/17	12/6/17	12/6/17	12/8/17	12/12/17	12/14 noon-12/15	12/15/17
Admin 18 Lag	11/30-12/13	12/27/17	12/12/17	12/13/17	12/13/17	12/15/17	12/19/17	12/21 noon-12/22	12/22/17
Admin 19 Curr	12/14-12/27	12/27/17	12/12/17	12/13/17	12/13/17	12/15/17	12/19/17	12/21 noon-12/22	12/22/17
Inst 19 Lag	12/7-12/20	1/4/18	12/18/17	12/19/17	12/19/17	12/22/2017	12/26/2017	12/28 noon-12/29	12/29/17
Inst 20 Curr	12/21-1/3	1/4/18	12/18/17	12/19/17	12/19/17	12/22/2017	12/26/2017	12/28 noon-12/29	12/29/17
Admin 19 Lag	12/14-12/27	1/10/18	12/26/17	12/26/17	12/26/17	12/29/17	1/2/2018	1/4 noon-1/5	1/5/18
Admin 20 Curr	12/28-1/10	1/10/18	12/26/17	12/26/17	12/26/17	12/29/17	1/2/2018	1/4 noon-1/5	1/5/18
Inst 20 Lag	12/21-1/3	1/18/18	1/2/18	1/2/18	1/2/18	1/5/18	1/9/18	1/11 noon-1/12	1/12/18
Inst 21 Curr	1/4-1/17	1/18/18	1/2/18	1/2/18	1/2/18	1/5/18	1/9/18	1/11 noon-1/12	1/12/18
Admin 20 Lag	12/28-1/10	1/24/18	1/8/18	1/9/18	1/9/18	1/12/18	1/16/18	1/18 noon-1/19	1/19/18
Admin 21 Curr	1/11-1/24	1/24/18	1/8/18	1/9/18	1/9/18	1/12/18	1/16/18	1/18 noon-1/19	1/19/18

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

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