

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

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

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

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