

2022-2023 Agency Submission Schedule

| 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 | 3/31 - 4/13 | 4/27/2022 | 4/11/2022 | 4/12/2022 | 4/12/2022 | 4/7/2022 noon-4/15/2022 | 4/19/2022 | 4/21 noon-4/22 | 4/22/2022 |
| Admin 2 Curr | 4/14 - 4/27 | 4/27/2022 | 4/11/2022 | 4/12/2022 | 4/12/2022 | 4/7/2022 noon-4/15/2022 | 4/19/2022 | 4/21 noon-4/22 | 4/22/2022 |
| Admin 27 Extra Lag | 3/24 - 4/6 | 4/27/2022 | 4/11/2022 | 4/12/2022 | 4/12/2022 | 4/7/2022 noon-4/15/2022 | 4/19/2022 | 4/21 noon-4/22 | 4/22/2022 |
| Inst 1 Lag | 4/7 - 4/20 | 5/5/2022 | 4/18/2022 | 4/19/2022 | 4/19/2022 | 4/14/2022 noon-4/22/2022 | 4/26/2022 | 4/28 noon-4/29 | 4/29/2022 |
| Inst 2 Curr | 4/21 - 5/4 | 5/5/2022 | 4/18/2022 | 4/19/2022 | 4/19/2022 | 4/14/2022 noon-4/22/2022 | 4/26/2022 | 4/28 noon-4/29 | 4/29/2022 |
| Inst 1 Extra Lag | 3/31 - 4/13 | 5/5/2022 | 4/18/2022 | 4/19/2022 | 4/19/2022 | 4/14/2022 noon-4/22/2022 | 4/26/2022 | 4/28 noon-4/29 | 4/29/2022 |
| Admin 2 Lag | 4/14 - 4/27 | 5/11/2022 | 4/26/2022 | 4/27/2022 | 4/27/2022 | 4/21/2022 noon-4/29/2022 | 5/3/2022 | 5/5 noon-5/6 | 5/6/2022 |
| Admin 3 Curr | 4/28 - 5/11 | 5/11/2022 | 4/26/2022 | 4/27/2022 | 4/27/2022 | 4/21/2022 noon-4/29/2022 | 5/3/2022 | 5/5 noon-5/6 | 5/6/2022 |
| Admin 1 Extra Lag | 4/7 - 4/20 | 5/11/2022 | 4/26/2022 | 4/27/2022 | 4/27/2022 | 4/21/2022 noon-4/29/2022 | 5/3/2022 | 5/5 noon-5/6 | 5/6/2022 |
| Inst 2 Lag | 4/21 - 5/4 | 5/19/2022 | 5/3/2022 | 5/4/2022 | 5/4/2022 | 4/28/2022 noon-5/6/2022 | 5/10/2022 | 5/12 noon-5/13 | 5/13/2022 |
| Inst 3 Curr | 5/5 - 5/18 | 5/19/2022 | 5/3/2022 | 5/4/2022 | 5/4/2022 | 4/28/2022 noon-5/6/2022 | 5/10/2022 | 5/12 noon-5/13 | 5/13/2022 |
| Inst 2 Extra Lag | 4/14 - 4/27 | 5/19/2022 | 5/3/2022 | 5/4/2022 | 5/4/2022 | 4/28/2022 noon-5/6/2022 | 5/10/2022 | 5/12 noon-5/13 | 5/13/2022 |
| Admin 3 Lag | 4/28 - 5/11 | 5/25/2022 | 5/10/2022 | 5/11/2022 | 5/11/2022 | 5/5/2022 noon-5/13/2022 | 5/17/2022 | 5/19 noon-5/20 | 5/20/2022 |
| Admin 4 Curr | 5/12 - 5/25 | 5/25/2022 | 5/10/2022 | 5/11/2022 | 5/11/2022 | 5/5/2022 noon-5/13/2022 | 5/17/2022 | 5/19 noon-5/20 | 5/20/2022 |
| Admin 2 Extra Lag | 4/21 - 5/4 | 5/25/2022 | 5/10/2022 | 5/11/2022 | 5/11/2022 | 5/5/2022 noon-5/13/2022 | 5/17/2022 | 5/19 noon-5/20 | 5/20/2022 |

2022-2023 Agency Submission Schedule

| 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 3 Lag | 5/5 - 5/18 | 6/2/2022 | 5/17/2022 | 5/18/2022 | 5/18/2022 | 5/12/2022 noon-5/20/2022 | 5/24/2022 | 5/26 noon-5/27 | 5/27/2022 |
| Inst 4 Curr | 5/19 - 6/1 | 6/2/2022 | 5/17/2022 | 5/18/2022 | 5/18/2022 | 5/12/2022 noon-5/20/2022 | 5/24/2022 | 5/26 noon-5/27 | 5/27/2022 |
| Inst 3 Extra Lag | 4/28 - 5/11 | 6/2/2022 | 5/17/2022 | 5/18/2022 | 5/18/2022 | 5/12/2022 noon-5/20/2022 | 5/24/2022 | 5/26 noon-5/27 | 5/27/2022 |
| Admin 4 Lag | 5/12 - 5/25 | 6/8/2022 | 5/23/2022 | 5/24/2022 | 5/24/2022 | 5/19/2022 noon-5/27/2022 | 5/31/2022 | 6/2 noon-6/3 | 6/3/2022 |
| Admin 5 Curr | 5/26 - 6/8 | 6/8/2022 | 5/23/2022 | 5/24/2022 | 5/24/2022 | 5/19/2022 noon-5/27/2022 | 5/31/2022 | 6/2 noon-6/3 | 6/3/2022 |
| Admin 3 Extra Lag | 5/5 - 5/18 | 6/8/2022 | 5/23/2022 | 5/24/2022 | 5/24/2022 | 5/19/2022 noon-5/27/2022 | 5/31/2022 | 6/2 noon-6/3 | 6/3/2022 |
| Inst 4 Lag | 5/19 - 6/1 | 6/16/2022 | 5/31/2022 | 6/1/2022 | 6/1/2022 | 5/26/2022 noon-6/3/2022 | 6/7/2022 | 6/9 noon-6/10 | 6/10/2022 |
| Inst 5 Curr | 6/2 - 6/15 | 6/16/2022 | 5/31/2022 | 6/1/2022 | 6/1/2022 | 5/26/2022 noon-6/3/2022 | 6/7/2022 | 6/9 noon-6/10 | 6/10/2022 |
| Inst 4 Extra Lag | 5/12 - 5/25 | 6/16/2022 | 5/31/2022 | 6/1/2022 | 6/1/2022 | 5/26/2022 noon-6/3/2022 | 6/7/2022 | 6/9 noon-6/10 | 6/10/2022 |
| Admin 5 Lag | 5/26 - 6/8 | 6/22/2022 | 6/7/2022 | 6/8/2022 | 6/8/2022 | 6/2/2022 noon-6/10/2022 | 6/14/2022 | 6/16 noon-6/17 | 6/17/2022 |
| Admin 6 Curr | 6/9 - 6/22 | 6/22/2022 | 6/7/2022 | 6/8/2022 | 6/8/2022 | 6/2/2022 noon-6/10/2022 | 6/14/2022 | 6/16 noon-6/17 | 6/17/2022 |
| Admin 4 Extra Lag | 5/19 - 6/1 | 6/22/2022 | 6/7/2022 | 6/8/2022 | 6/8/2022 | 6/2/2022 noon-6/10/2022 | 6/14/2022 | 6/16 noon-6/17 | 6/17/2022 |
| Inst 5 Lag | 6/2 - 6/15 | 6/30/2022 | 6/13/2022 | 6/14/2022 | 6/14/2022 | 6/9/2022 noon-6/17/2022 | 6/21/2022 | 6/23 noon-6/24 | 6/24/2022 |
| Inst 6 Curr | 6/16 - 6/29 | 6/30/2022 | 6/13/2022 | 6/14/2022 | 6/14/2022 | 6/9/2022 noon-6/17/2022 | 6/21/2022 | 6/23 noon-6/24 | 6/24/2022 |
| Inst 5 Extra Lag | 5/26 - 6/8 | 6/30/2022 | 6/13/2022 | 6/14/2022 | 6/14/2022 | 6/9/2022 noon-6/17/2022 | 6/21/2022 | 6/23 noon-6/24 | 6/24/2022 |

2022-2023 Agency Submission Schedule

| 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 6 Lag | 6/9 - 6/22 | 7/6/2022 | 6/21/2022 | 6/22/2022 | 6/22/2022 | 6/16/2022 noon-6/24/2022 | 6/28/2022 | 6/30 noon-7/1 | 7/1/2022 |
| Admin 7 Curr | 6/23 - 7/6 | 7/6/2022 | 6/21/2022 | 6/22/2022 | 6/22/2022 | 6/16/2022 noon-6/24/2022 | 6/28/2022 | 6/30 noon-7/1 | 7/1/2022 |
| Admin 5 Extra Lag | 6/2 - 6/15 | 7/6/2022 | 6/21/2022 | 6/22/2022 | 6/22/2022 | 6/16/2022 noon-6/24/2022 | 6/28/2022 | 6/30 noon-7/1 | 7/1/2022 |
| Inst 6 Lag | 6/16 - 6/29 | 7/14/2022 | 6/27/2022 | 6/28/2022 | 6/28/2022 | 6/23/2022 noon-7/1/2022 | 7/5/2022 | 7/7 noon-7/8 | 7/8/2022 |
| Inst 7 Curr | 6/30 - 7/13 | 7/14/2022 | 6/27/2022 | 6/28/2022 | 6/28/2022 | 6/23/2022 noon-7/1/2022 | 7/5/2022 | 7/7 noon-7/8 | 7/8/2022 |
| Inst 6 Extra Lag | 6/9 - 6/22 | 7/14/2022 | 6/27/2022 | 6/28/2022 | 6/28/2022 | 6/23/2022 noon-7/1/2022 | 7/5/2022 | 7/7 noon-7/8 | 7/8/2022 |
| Admin 7 Lag | 6/23 - 7/6 | 7/20/2022 | 7/5/2022 | 7/6/2022 | 7/6/2022 | 6/30/2022 noon-7/8/2022 | 7/12/2022 | 7/14 noon-7/15 | 7/15/2022 |
| Admin 8 Curr | 7/7 - 7/20 | 7/20/2022 | 7/5/2022 | 7/6/2022 | 7/6/2022 | 6/30/2022 noon-7/8/2022 | 7/12/2022 | 7/14 noon-7/15 | 7/15/2022 |
| Admin 6 Extra Lag | 6/16 - 6/29 | 7/20/2022 | 7/5/2022 | 7/6/2022 | 7/6/2022 | 6/30/2022 noon-7/8/2022 | 7/12/2022 | 7/14 noon-7/15 | 7/15/2022 |
| Inst 7 Lag | 6/30 - 7/13 | 7/28/2022 | 7/12/2022 | 7/13/2022 | 7/13/2022 | 7/7/2022 noon - 7/15/2022 | 7/19/2022 | 7/21 noon-7/22 | 7/22/2022 |
| Inst 8 Curr | 7/14 - 7/27 | 7/28/2022 | 7/12/2022 | 7/13/2022 | 7/13/2022 | 7/7/2022 noon - 7/15/2022 | 7/19/2022 | 7/21 noon-7/22 | 7/22/2022 |
| Inst 7 Extra Lag | 6/23 - 7/6 | 7/28/2022 | 7/12/2022 | 7/13/2022 | 7/13/2022 | 7/7/2022 noon - 7/15/2022 | 7/19/2022 | 7/21 noon-7/22 | 7/22/2022 |
| Admin 8 Lag | 7/7 - 7/20 | 8/3/2022 | 7/19/2022 | 7/20/2022 | 7/20/2022 | 7/14/2022 noon- 7/22/2022 | 7/26/2022 | 7/28 noon-7/29 | 7/29/2022 |
| Admin 9 Curr | 7/21 - 8/3 | 8/3/2022 | 7/19/2022 | 7/20/2022 | 7/20/2022 | 7/14/2022 noon- 7/22/2022 | 7/26/2022 | 7/28 noon-7/29 | 7/29/2022 |
| Admin 7 Extra Lag | 6/30 - 7/13 | 8/3/2022 | 7/19/2022 | 7/20/2022 | 7/20/2022 | 7/14/2022 noon- 7/22/2022 | 7/26/2022 | 7/28 noon-7/29 | 7/29/2022 |

2022-2023 Agency Submission Schedule

| 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 8 Lag | 7/14 - 7/27 | 8/11/2022 | 7/26/2022 | 7/27/2022 | 7/27/2022 | 7/21/2022 noon-7/29/2022 | 8/2/2022 | 8/4 noon-8/5 | 8/5/2022 |
| Inst 9 Curr | 7/28 - 8/10 | 8/11/2022 | 7/26/2022 | 7/27/2022 | 7/27/2022 | 7/21/2022 noon-7/29/2022 | 8/2/2022 | 8/4 noon-8/5 | 8/5/2022 |
| Inst 8 Extra Lag | 7/7 - 7/20 | 8/11/2022 | 7/26/2022 | 7/27/2022 | 7/27/2022 | 7/21/2022 noon-7/29/2022 | 8/2/2022 | 8/4 noon-8/5 | 8/5/2022 |
| Admin 9 Lag | 7/21 - 8/3 | 8/17/2022 | 8/2/2022 | 8/3/2022 | 8/3/2022 | 7/28/2022 noon-8/5/2022 | 8/9/2022 | 8/11 noon-8/12 | 8/12/2022 |
| Admin 10 Curr | 8/4 - 8/17 | 8/17/2022 | 8/2/2022 | 8/3/2022 | 8/3/2022 | 7/28/2022 noon-8/5/2022 | 8/9/2022 | 8/11 noon-8/12 | 8/12/2022 |
| Admin 8 Extra Lag | 7/14 - 7/27 | 8/17/2022 | 8/2/2022 | 8/3/2022 | 8/3/2022 | 7/28/2022 noon-8/5/2022 | 8/9/2022 | 8/11 noon-8/12 | 8/12/2022 |
| Inst 9 Lag | 7/28 - 8/10 | 8/25/2022 | 8/9/2022 | 8/10/2022 | 8/10/2022 | 8/4/2022 noon-8/12/2022 | 8/16/2022 | 8/18 noon-8/19 | 8/19/2022 |
| Inst 10 Curr | 8/11 - 8/24 | 8/25/2022 | 8/9/2022 | 8/10/2022 | 8/10/2022 | 8/4/2022 noon-8/12/2022 | 8/16/2022 | 8/18 noon-8/19 | 8/19/2022 |
| Inst 9 Extra Lag | 7/21 - 8/3 | 8/25/2022 | 8/9/2022 | 8/10/2022 | 8/10/2022 | 8/4/2022 noon-8/12/2022 | 8/16/2022 | 8/18 noon-8/19 | 8/19/2022 |
| Admin 10 Lag | 8/4 - 8/17 | 8/31/2022 | 8/16/2022 | 8/17/2022 | 8/17/2022 | 8/11/2022 noon-8/19/2022 | 8/23/2022 | 8/25 noon-8/26 | 8/26/2022 |
| Admin 11 Curr | 8/18 - 8/31 | 8/31/2022 | 8/16/2022 | 8/17/2022 | 8/17/2022 | 8/11/2022 noon-8/19/2022 | 8/23/2022 | 8/25 noon-8/26 | 8/26/2022 |
| Admin 9 Extra Lag | 7/28 - 8/10 | 8/31/2022 | 8/16/2022 | 8/17/2022 | 8/17/2022 | 8/11/2022 noon-8/19/2022 | 8/23/2022 | 8/25 noon-8/26 | 8/26/2022 |
| Inst 10 Lag | 8/11 - 8/24 | 9/8/2022 | 8/23/2022 | 8/24/2022 | 8/24/2022 | 8/18/2022 noon-8/26/2022 | 8/30/2022 | 9/1 noon-9/2 | 9/2/2022 |
| Inst 11 Curr | 8/25 - 9/7 | 9/8/2022 | 8/23/2022 | 8/24/2022 | 8/24/2022 | 8/18/2022 noon-8/26/2022 | 8/30/2022 | 9/1 noon-9/2 | 9/2/2022 |
| Inst 10 Extra Lag | 8/4 - 8/17 | 9/8/2022 | 8/23/2022 | 8/24/2022 | 8/24/2022 | 8/18/2022 noon-8/26/2022 | 8/30/2022 | 9/1 noon-9/2 | 9/2/2022 |

2022-2023 Agency Submission Schedule

| 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 11 Lag | 8/18 - 8/31 | 9/14/2022 | 8/29/2022 | 8/30/2022 | 8/30/2022 | 8/25/2022 noon-9/2/2022 | 9/6/2022 | 9/8 noon-9/9 | 9/9/2022 |
| Admin 12 Curr | 9/1 - 9/14 | 9/14/2022 | 8/29/2022 | 8/30/2022 | 8/30/2022 | 8/25/2022 noon-9/2/2022 | 9/6/2022 | 9/8 noon-9/9 | 9/9/2022 |
| Admin 10 Extra Lag | 8/11 - 8/24 | 9/14/2022 | 8/29/2022 | 8/30/2022 | 8/30/2022 | 8/25/2022 noon-9/2/2022 | 9/6/2022 | 9/8 noon-9/9 | 9/9/2022 |
| Inst 11 Lag | 8/25 - 9/7 | 9/22/2022 | 9/6/2022 | 9/7/2022 | 9/7/2022 | 9/1/2022 noon-9/9/2022 | 9/13/2022 | 9/15 noon-9/16 | 9/16/2022 |
| Inst 12 Curr | 9/8 - 9/21 | 9/22/2022 | 9/6/2022 | 9/7/2022 | 9/7/2022 | 9/1/2022 noon-9/9/2022 | 9/13/2022 | 9/15 noon-9/16 | 9/16/2022 |
| Inst 11 Extra Lag | 8/18 - 8/31 | 9/22/2022 | 9/6/2022 | 9/7/2022 | 9/7/2022 | 9/1/2022 noon-9/9/2022 | 9/13/2022 | 9/15 noon-9/16 | 9/16/2022 |
| Admin 12 Lag | 9/1 - 9/14 | 9/28/2022 | 9/13/2022 | 9/14/2022 | 9/14/2022 | 9/8/2022 noon-9/16/2022 | 9/20/2022 | 9/22 noon-9/23 | 9/23/2022 |
| Admin 13 Curr | 9/15 - 9/28 | 9/28/2022 | 9/13/2022 | 9/14/2022 | 9/14/2022 | 9/8/2022 noon-9/16/2022 | 9/20/2022 | 9/22 noon-9/23 | 9/23/2022 |
| Admin 11 Extra Lag | 8/25 - 9/7 | 9/28/2022 | 9/13/2022 | 9/14/2022 | 9/14/2022 | 9/8/2022 noon-9/16/2022 | 9/20/2022 | 9/22 noon-9/23 | 9/23/2022 |
| Inst 12 Lag | 9/8 - 9/21 | 10/6/2022 | 9/20/2022 | 9/21/2022 | 9/21/2022 | 9/15/2022 noon-9/23/2022 | 9/27/2022 | 9/29 noon-9/30 | 9/30/2022 |
| Inst 13 Curr | 9/22 - 10/5 | 10/6/2022 | 9/20/2022 | 9/21/2022 | 9/21/2022 | 9/15/2022 noon-9/23/2022 | 9/27/2022 | 9/29 noon-9/30 | 9/30/2022 |
| Inst 12 Extra Lag | 9/1 - 9/14 | 10/6/2022 | 9/20/2022 | 9/21/2022 | 9/21/2022 | 9/15/2022 noon-9/23/2022 | 9/27/2022 | 9/29 noon-9/30 | 9/30/2022 |
| Admin 13 Lag | 9/15 - 9/28 | 10/12/2022 | 9/27/2022 | 9/28/2022 | 9/28/2022 | 9/22/2022 noon-9/30/2022 | 10/4/2022 | 10/6 noon-10/7 | 10/7/2022 |
| Admin 14 Curr | 9/29 - 10/12 | 10/12/2022 | 9/27/2022 | 9/28/2022 | 9/28/2022 | 9/22/2022 noon-9/30/2022 | 10/4/2022 | 10/6 noon-10/7 | 10/7/2022 |
| Admin 12 Extra Lag | 9/8 - 9/21 | 10/12/2022 | 9/27/2022 | 9/28/2022 | 9/28/2022 | 9/22/2022 noon-9/30/2022 | 10/4/2022 | 10/6 noon-10/7 | 10/7/2022 |

2022-2023 Agency Submission Schedule

| 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 13 Lag | 9/22 - 10/5 | 10/20/2022 | 10/3/2022 | 10/4/2022 | 10/4/2022 | 9/29/2022 noon-10/7/2022 | 10/11/2022 | 10/13 noon-10/14 | 10/14/2022 |
| Inst 14 Curr | 10/6 - 10/19 | 10/20/2022 | 10/3/2022 | 10/4/2022 | 10/4/2022 | 9/29/2022 noon-10/7/2022 | 10/11/2022 | 10/13 noon-10/14 | 10/14/2022 |
| Inst 13 Extra Lag | 9/15 - 9/28 | 10/20/2022 | 10/3/2022 | 10/4/2022 | 10/4/2022 | 9/29/2022 noon-10/7/2022 | 10/11/2022 | 10/13 noon-10/14 | 10/14/2022 |
| Admin 14 Lag | 9/29 - 10/12 | 10/26/2022 | 10/11/2022 | 10/12/2022 | 10/12/2022 | 10/6/2022 noon-10/14/2022 | 10/18/2022 | 10/20 noon-10/21 | 10/21/2022 |
| Admin 15 Curr | 10/13 - 10/26 | 10/26/2022 | 10/11/2022 | 10/12/2022 | 10/12/2022 | 10/6/2022 noon-10/14/2022 | 10/18/2022 | 10/20 noon-10/21 | 10/21/2022 |
| Admin 13 Extra Lag | 9/22 - 10/5 | 10/26/2022 | 10/11/2022 | 10/12/2022 | 10/12/2022 | 10/6/2022 noon-10/14/2022 | 10/18/2022 | 10/20 noon-10/21 | 10/21/2022 |
| Inst 14 Lag | 10/6 - 10/19 | 11/3/2022 | 10/18/2022 | 10/19/2022 | 10/19/2022 | 10/13/2022 noon -10/21/2022 | 10/25/2022 | 10/27 noon-10/28 | 10/28/2022 |
| Inst 15 Curr | 10/20 - 11/2 | 11/3/2022 | 10/18/2022 | 10/19/2022 | 10/19/2022 | 10/13/2022 noon -10/21/2022 | 10/25/2022 | 10/27 noon-10/28 | 10/28/2022 |
| Inst 14 Extra Lag | 9/29 - 10/12 | 11/3/2022 | 10/18/2022 | 10/19/2022 | 10/19/2022 | 10/13/2022 noon -10/21/2022 | 10/25/2022 | 10/27 noon-10/28 | 10/28/2022 |
| Admin 15 Lag | 10/13 - 10/26 | 11/9/2022 | 10/25/2022 | 10/26/2022 | 10/26/2022 | 10/20/2022 noon-10/28/2022 | 11/1/2022 | 11/3 noon-11/4 | 11/4/2022 |
| Admin 16 Curr | 10/27 - 11/9 | 11/9/2022 | 10/25/2022 | 10/26/2022 | 10/26/2022 | 10/20/2022 noon-10/28/2022 | 11/1/2022 | 11/3 noon-11/4 | 11/4/2022 |
| Admin 14 Extra Lag | 10/6 - 10/19 | 11/9/2022 | 10/25/2022 | 10/26/2022 | 10/26/2022 | 10/20/2022 noon-10/28/2022 | 11/1/2022 | 11/3 noon-11/4 | 11/4/2022 |
| Inst 15 Lag | 10/20 - 11/2 | 11/17/2022 | 11/1/2022 | 11/2/2022 | 11/2/2022 | 10/27/2022 noon-11/4/2022 | 11/8/2022 | 11/10 noon-11/11 | 11/11/2022 |
| Inst 16 Curr | 11/3 - 11/16 | 11/17/2022 | 11/1/2022 | 11/2/2022 | 11/2/2022 | 10/27/2022 noon-11/4/2022 | 11/8/2022 | 11/10 noon-11/11 | 11/11/2022 |
| Inst 15 Extra Lag | 10/13 - 10/26 | 11/17/2022 | 11/1/2022 | 11/2/2022 | 11/2/2022 | 10/27/2022 noon-11/4/2022 | 11/8/2022 | 11/10 noon-11/11 | 11/11/2022 |

2022-2023 Agency Submission Schedule

| 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 16 Lag | 10/27 - 11/9 | 11/23/2022 | 11/7/2022 | 11/8/2022 | 11/8/2022 | 11/3/2022 noon-11/10/2022 | 11/15/2022 | 11/17 noon-11/18 | 11/18/2022 |
| Admin 17 Curr | 11/10 - 11/23 | 11/23/2022 | 11/7/2022 | 11/8/2022 | 11/8/2022 | 11/3/2022 noon-11/10/2022 | 11/15/2022 | 11/17 noon-11/18 | 11/18/2022 |
| Admin 15 Extra Lag | 10/20 - 11/2 | 11/23/2022 | 11/7/2022 | 11/8/2022 | 11/8/2022 | 11/3/2022 noon-11/10/2022 | 11/15/2022 | 11/17 noon-11/18 | 11/18/2022 |
| Inst 16 Lag | 11/3 - 11/16 | 12/1/2022 | 11/14/2022 | 11/15/2022 | 11/15/2022 | 11/10/2022 noon-11/18/2022 | 11/22/2022 | 11/25 | 11/25/2022 |
| Inst 17 Curr | 11/17 - 11/30 | 12/1/2022 | 11/14/2022 | 11/15/2022 | 11/15/2022 | 11/10/2022 noon-11/18/2022 | 11/22/2022 | 11/25 | 11/25/2022 |
| Inst 16 Extra Lag | 10/27 - 11/9 | 12/1/2022 | 11/14/2022 | 11/15/2022 | 11/15/2022 | 11/10/2022 noon-11/18/2022 | 11/22/2022 | 11/25 | 11/25/2022 |
| Admin 17 Lag | 11/10 - 11/23 | 12/7/2022 | 11/22/2022 | 11/23/2022 | 11/23/2022 | 11/17/2022 noon-11/25/2022 | 11/29/2022 | 12/1 noon-12/2 | 12/2/2022 |
| Admin 18 Curr | 11/24 - 12/7 | 12/7/2022 | 11/22/2022 | 11/23/2022 | 11/23/2022 | 11/17/2022 noon-11/25/2022 | 11/29/2022 | 12/1 noon-12/2 | 12/2/2022 |
| Admin 16 Extra Lag | 11/3 - 11/16 | 12/7/2022 | 11/22/2022 | 11/23/2022 | 11/23/2022 | 11/17/2022 noon-11/25/2022 | 11/29/2022 | 12/1 noon-12/2 | 12/2/2022 |
| Inst 17 Lag | 11/17 - 11/30 | 12/15/2022 | 11/29/2022 | 11/30/2022 | 11/30/2022 | 11/24/2022 noon-12/2/2022 | 12/6/2022 | 12/8 noon-12/9 | 12/9/2022 |
| Inst 18 Curr | 12/1 - 12/14 | 12/15/2022 | 11/29/2022 | 11/30/2022 | 11/30/2022 | 11/24/2022 noon-12/2/2022 | 12/6/2022 | 12/8 noon-12/9 | 12/9/2022 |
| Inst 17 Extra Lag | 11/10 - 11/23 | 12/15/2022 | 11/29/2022 | 11/30/2022 | 11/30/2022 | 11/24/2022 noon-12/2/2022 | 12/6/2022 | 12/8 noon-12/9 | 12/9/2022 |
| Admin 18 Lag | 11/24 - 12/7 | 12/21/2022 | 12/6/2022 | 12/7/2022 | 12/7/2022 | 12/1/2022 noon-12/9/2022 | 12/13/2022 | 12/15 noon-12/16 | 12/16/2022 |
| Admin 19 Curr | 12/8 - 12/21 | 12/21/2022 | 12/6/2022 | 12/7/2022 | 12/7/2022 | 12/1/2022 noon-12/9/2022 | 12/13/2022 | 12/15 noon-12/16 | 12/16/2022 |
| Admin 17 Extra Lag | 11/17 - 11/30 | 12/21/2022 | 12/6/2022 | 12/7/2022 | 12/7/2022 | 12/1/2022 noon-12/9/2022 | 12/13/2022 | 12/15 noon-12/16 | 12/16/2022 |

2022-2023 Agency Submission Schedule

| 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 18 Lag | 12/1 - 12/14 | 12/29/2022 | 12/12/2022 | 12/13/2022 | 12/13/2022 | 12/8/2022 noon-12/16/2022 | 12/20/2022 | 12/22 noon-12/23 | 12/23/2022 |
| Inst 19 Curr | 12/15 - 12/28 | 12/29/2022 | 12/12/2022 | 12/13/2022 | 12/13/2022 | 12/8/2022 noon-12/16/2022 | 12/20/2022 | 12/22 noon-12/23 | 12/23/2022 |
| Inst 18 Extra Lag | 11/24 - 12/7 | 12/29/2022 | 12/12/2022 | 12/13/2022 | 12/13/2022 | 12/8/2022 noon-12/16/2022 | 12/20/2022 | 12/22 noon-12/23 | 12/23/2022 |
| Admin 19 Lag | 12/8 - 12/21 | 1/4/2023 | 12/19/2022 | 12/20/2022 | 12/20/2022 | 12/15/2022 noon-12/23/2022 | 12/27/2022 | 12/29 noon-12/30 | 12/30/2022 |
| Admin 20 Curr | 12/22 - 1/4 | 1/4/2023 | 12/19/2022 | 12/20/2022 | 12/20/2022 | 12/15/2022 noon-12/23/2022 | 12/27/2022 | 12/29 noon-12/30 | 12/30/2022 |
| Admin 18 Extra Lag | 12/1 - 12/14 | 1/4/2023 | 12/19/2022 | 12/20/2022 | 12/20/2022 | 12/15/2022 noon-12/23/2022 | 12/27/2022 | 12/29 noon-12/30 | 12/30/2022 |
| Inst 19 Lag | 12/15 - 12/28 | 1/12/2023 | 12/23/2022 | 12/27/2022 | 12/27/2022 | 12/22/2022 noon-12/30/2022 | 1/3/2023 | 1/5 noon-1/6 | 1/6/2023 |
| Inst 20 Curr | 12/29 - 1/11 | 1/12/2023 | 12/23/2022 | 12/27/2022 | 12/27/2022 | 12/22/2022 noon-12/30/2022 | 1/3/2023 | 1/5 noon-1/6 | 1/6/2023 |
| Inst 19 Extra Lag | 12/8 - 12/21 | 1/12/2023 | 12/23/2022 | 12/27/2022 | 12/27/2022 | 12/22/2022 noon-12/30/2022 | 1/3/2023 | 1/5 noon-1/6 | 1/6/2023 |
| Admin 20 Lag | 12/22 - 1/4 | 1/18/2023 | 12/30/2022 | 1/3/2023 | 1/3/2023 | 12/29/2022 noon-1/6/2023 | 1/10/2023 | 1/12 noon-1/13 | 1/13/2023 |
| Admin 21 Curr | 1/5 - 1/18 | 1/18/2023 | 12/30/2022 | 1/3/2023 | 1/3/2023 | 12/29/2022 noon-1/6/2023 | 1/10/2023 | 1/12 noon-1/13 | 1/13/2023 |
| Admin 19 Extra Lag | 12/15 - 12/28 | 1/18/2023 | 12/30/2022 | 1/3/2023 | 1/3/2023 | 12/29/2022 noon-1/6/2023 | 1/10/2023 | 1/12 noon-1/13 | 1/13/2023 |
| Inst 20 Lag | 12/29 - 1/11 | 1/26/2023 | 1/9/2023 | 1/10/2023 | 1/10/2023 | 1/5/2023 noon -1/13/2023 | 1/17/2023 | 1/19 noon-1/20 | 1/20/2023 |
| Inst 21 Curr | 1/12 - 1/25 | 1/26/2023 | 1/9/2023 | 1/10/2023 | 1/10/2023 | 1/5/2023 noon -1/13/2023 | 1/17/2023 | 1/19 noon-1/20 | 1/20/2023 |
| Inst 20 Extra Lag | 12/22 - 1/4 | 1/26/2023 | 1/9/2023 | 1/10/2023 | 1/10/2023 | 1/5/2023 noon -1/13/2023 | 1/17/2023 | 1/19 noon-1/20 | 1/20/2023 |

2022-2023 Agency Submission Schedule

| 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 21 Lag | 1/5 - 1/18 | 2/1/2023 | 1/17/2023 | 1/18/2023 | 1/18/2023 | 1/12/2023 noon-1/20/2023 | 1/24/2023 | 1/26 noon-1/27 | 1/27/2023 |
| Admin 22 Curr | 1/19 - 2/1 | 2/1/2023 | 1/17/2023 | 1/18/2023 | 1/18/2023 | 1/12/2023 noon-1/20/2023 | 1/24/2023 | 1/26 noon-1/27 | 1/27/2023 |
| Admin 20 Extra Lag | 12/29 - 1/11 | 2/1/2023 | 1/17/2023 | 1/18/2023 | 1/18/2023 | 1/12/2023 noon-1/20/2023 | 1/24/2023 | 1/26 noon-1/27 | 1/27/2023 |
| Inst 21 Lag | 1/12 - 1/25 | 2/9/2023 | 1/24/2023 | 1/25/2023 | 1/25/2023 | 1/19/2023 noon-1/27/2023 | 1/31/2023 | 2/2 noon-2/3 | 2/3/2023 |
| Inst 22 Curr | 1/26 - 2/8 | 2/9/2023 | 1/24/2023 | 1/25/2023 | 1/25/2023 | 1/19/2023 noon-1/27/2023 | 1/31/2023 | 2/2 noon-2/3 | 2/3/2023 |
| Inst 21 Extra Lag | 1/5 - 1/18 | 2/9/2023 | 1/24/2023 | 1/25/2023 | 1/25/2023 | 1/19/2023 noon-1/27/2023 | 1/31/2023 | 2/2 noon-2/3 | 2/3/2023 |
| Admin 22 Lag | 1/19 - 2/1 | 2/15/2023 | 1/31/2023 | 2/1/2023 | 2/1/2023 | 1/26/2023 noon-2/3/2023 | 2/7/2023 | 2/9 noon-2/10 | 2/10/2023 |
| Admin 23 Curr | 2/2 - 2/15 | 2/15/2023 | 1/31/2023 | 2/1/2023 | 2/1/2023 | 1/26/2023 noon-2/3/2023 | 2/7/2023 | 2/9 noon-2/10 | 2/10/2023 |
| Admin 21 Extra Lag | 1/12 - 1/25 | 2/15/2023 | 1/31/2023 | 2/1/2023 | 2/1/2023 | 1/26/2023 noon-2/3/2023 | 2/7/2023 | 2/9 noon-2/10 | 2/10/2023 |
| Inst 22 Lag | 1/26 - 2/8 | 2/23/2023 | 2/7/2023 | 2/8/2023 | 2/8/2023 | 2/2/2023 noon-2/10/2023 | 2/14/2023 | 2/16 noon-2/17 | 2/17/2023 |
| Inst 23 Curr | 2/9 - 2/22 | 2/23/2023 | 2/7/2023 | 2/8/2023 | 2/8/2023 | 2/2/2023 noon-2/10/2023 | 2/14/2023 | 2/16 noon-2/17 | 2/17/2023 |
| Inst 22 Extra Lag | 1/19 - 2/1 | 2/23/2023 | 2/7/2023 | 2/8/2023 | 2/8/2023 | 2/2/2023 noon-2/10/2023 | 2/14/2023 | 2/16 noon-2/17 | 2/17/2023 |
| Admin 23 Lag | 2/2 - 2/15 | 3/1/2023 | 2/13/2023 | 2/14/2023 | 2/14/2023 | 2/9/2023 noon-2/17/2023 | 2/21/2023 | 2/23 noon-2/24 | 2/24/2023 |
| Admin 24 Curr | 2/16 - 3/1 | 3/1/2023 | 2/13/2023 | 2/14/2023 | 2/14/2023 | 2/9/2023 noon-2/17/2023 | 2/21/2023 | 2/23 noon-2/24 | 2/24/2023 |
| Admin 22 Extra Lag | 1/26 - 2/8 | 3/1/2023 | 2/13/2023 | 2/14/2023 | 2/14/2023 | 2/9/2023 noon-2/17/2023 | 2/21/2023 | 2/23 noon-2/24 | 2/24/2023 |

2022-2023 Agency Submission Schedule

| 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 23 Lag | 2/9 - 2/22 | 3/9/2023 | 2/21/2023 | 2/22/2023 | 2/22/2023 | 2/16/2023 noon - 2/24/2023 | 2/28/2023 | 3/2 noon-3/3 | 3/3/2023 |
| Inst 24 Curr | 2/23 - 3/8 | 3/9/2023 | 2/21/2023 | 2/22/2023 | 2/22/2023 | 2/16/2023 noon - 2/24/2023 | 2/28/2023 | 3/2 noon-3/3 | 3/3/2023 |
| Inst 23 Extra Lag | 2/2 - 2/15 | 3/9/2023 | 2/21/2023 | 2/22/2023 | 2/22/2023 | 2/16/2023 noon - 2/24/2023 | 2/28/2023 | 3/2 noon-3/3 | 3/3/2023 |
| Admin 24 Lag | 2/16 - 3/1 | 3/15/2023 | 2/28/2023 | 3/1/2023 | 3/1/2023 | 2/23/2023 noon-3/3/2023 | 3/7/2023 | 3/9 noon-3/10 | 3/10/2023 |
| Admin 25 Curr | 3/2 - 3/15 | 3/15/2023 | 2/28/2023 | 3/1/2023 | 3/1/2023 | 2/23/2023 noon-3/3/2023 | 3/7/2023 | 3/9 noon-3/10 | 3/10/2023 |
| Admin 23 Extra Lag | 2/9 - 2/22 | 3/15/2023 | 2/28/2023 | 3/1/2023 | 3/1/2023 | 2/23/2023 noon-3/3/2023 | 3/7/2023 | 3/9 noon-3/10 | 3/10/2023 |
| Inst 24 Lag | 2/23 - 3/8 | 3/23/2023 | 3/7/2023 | 3/8/2023 | 3/8/2023 | 3/2/2023 noon-3/10/2023 | 3/14/2023 | 3/16 noon-3/17 | 3/17/2023 |
| Inst 25 Curr | 3/9 - 3/22 | 3/23/2023 | 3/7/2023 | 3/8/2023 | 3/8/2023 | 3/2/2023 noon-3/10/2023 | 3/14/2023 | 3/16 noon-3/17 | 3/17/2023 |
| Inst 24 Extra Lag | 2/16 - 3/1 | 3/23/2023 | 3/7/2023 | 3/8/2023 | 3/8/2023 | 3/2/2023 noon-3/10/2023 | 3/14/2023 | 3/16 noon-3/17 | 3/17/2023 |
| Admin 25 Lag | 3/2 - 3/15 | 3/29/2023 | 3/14/2023 | 3/15/2023 | 3/15/2023 | 3/9/2023 noon-3/17/2023 | 3/21/2023 | 3/23 noon-3/24 | 3/24/2023 |
| Admin 26 Curr | 3/16 - 3/29 | 3/29/2023 | 3/14/2023 | 3/15/2023 | 3/15/2023 | 3/9/2023 noon-3/17/2023 | 3/21/2023 | 3/23 noon-3/24 | 3/24/2023 |
| Admin 24 Extra Lag | 2/23 - 3/8 | 3/29/2023 | 3/14/2023 | 3/15/2023 | 3/15/2023 | 3/9/2023 noon-3/17/2023 | 3/21/2023 | 3/23 noon-3/24 | 3/24/2023 |
| Inst 25 Lag | 3/9 - 3/22 | 4/6/2023 | 3/20/2023 | 3/21/2023 | 3/21/2023 | 3/16/2023 noon-3/24/2023 | 3/28/2023 | None | 3/31/2023 |
| Inst 26 Curr | 3/23 - 4/5 | 4/6/2023 | 3/20/2023 | 3/21/2023 | 3/21/2023 | 3/16/2023 noon-3/24/2023 | 3/28/2023 | None | 3/31/2023 |
| Inst 25 Extra Lag | 3/2 - 3/15 | 4/6/2023 | 3/20/2023 | 3/21/2023 | 3/21/2023 | 3/16/2023 noon-3/24/2023 | 3/28/2023 | None | 3/31/2023 |

2022-2023 Agency Submission Schedule

| 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 26 Lag | 3/16 - 3/29 | 4/12/2023 | 3/28/2023 | 3/29/2023 | 3/29/2023 | 3/23/2023 noon-3/31/2023 | 4/4/2023 | None | 4/7/2023 |
| Admin 1 Curr | 3/30 - 4/12 | 4/12/2023 | 3/28/2023 | 3/29/2023 | 3/29/2023 | 3/23/2023 noon-3/31/2023 | 4/4/2023 | None | 4/7/2023 |
| Admin 25 Extra Lag | 3/9 - 3/22 | 4/12/2023 | 3/28/2023 | 3/29/2023 | 3/29/2023 | 3/23/2023 noon-3/31/2023 | 4/4/2023 | None | 4/7/2023 |
| Inst 26 Lag | 3/23 - 4/5 | 4/20/2023 | 4/4/2023 | 4/5/2023 | 4/5/2023 | 3/30/2023 noon-4/7/2023 | 4/12/2023 | 4/14 noon-4/15 | 4/14/2023 |
| Inst 1 Curr | 4/6 - 4/19 | 4/20/2023 | 4/4/2023 | 4/5/2023 | 4/5/2023 | 3/30/2023 noon-4/7/2023 | 4/12/2023 | 4/14 noon-4/15 | 4/14/2023 |
| Inst 26 Extra Lag | 3/16 - 3/29 | 4/20/2023 | 4/4/2023 | 4/5/2023 | 4/5/2023 | 3/30/2023 noon-4/7/2023 | 4/12/2023 | 4/14 noon-4/15 | 4/14/2023 |