

Personnel Transactions Data Entry Deadline Schedule

| PAY CHECK NUMBER | PAY DATE | SERVICE PERIOD | | DATA ENTRY DATES | EPAF TRANSACTION MUST BE APPROVED AND APPLIED NO LATER THAN 5:00PM |
|------------------|-----------|---|----------------|--|--|
| 01 | 01/10/18 | 12/18/17 - 12/31/17 01/01/18 - 01/14/18 | BW 9M,PF | 12/18/17 - 12/21/17 (All Transactions)** | 12/21/17 |
| 02 | 01/24/18 | 01/01/18 - 01/14/18 01/15/18 - 01/28/18 | BW 9M,PF | 01/02/18 - 01/04/18 (Future Transactions ONLY)** 01/05/18 - 01/12/18 (All Transactions) | 01/12/18 |
| 03 | 2/7/2018 | 01/15/18 - 01/28/18 01/29/18 - 02/11/18 | BW 9M,PF | 01/15/18 - 01/17/18 (Future Transactions ONLY) 01/18/18 - 01/26/18 (All Transactions) | 01/26/18 |
| 04 | 2/21/2018 | 01/29/18 - 02/11/18 02/12/18 - 02/25/18 | BW 9M,PF | 01/29/18 - 01/31/18 (Future Transactions ONLY) 02/01/18 - 02/09/18 (All Transactions) | 02/09/18 |
| 05 | 03/07/18 | 02/12/18 - 02/25/18 02/26/18 - 03/11/18 | BW 9M,PF | 02/12/18 - 02/14/18 (Future Transactions ONLY) 02/15/18 - 02/23/18 (All Transactions) | 02/23/18 |
| 06 | 03/21/18 | 02/26/18 - 03/11/18 03/12/18 - 03/25/18 | BW 9M,PF | 02/26/18 - 02/28/18 (Future Transactions ONLY) 03/01/18 - 03/09/18 (All Transactions) | 03/09/18 |
| 07 | 04/04/18 | 03/12/18 - 03/25/18 03/26/18 - 04/08/18 | BW 9M,PF | 03/12/18 - 03/14/18 (Future Transactions ONLY) 03/15/18 - 03/23/18 (All Transactions) | 03/23/18 |
| 08 | 04/18/18 | 03/26/18 - 04/08/18 04/09/18 - 04/22/18 | BW 9M,PF | 03/26/18 - 03/28/18 (Future Transactions ONLY) 03/29/18 - 04/06/18 (All Transactions) | 04/06/18 |
| 09 | 05/02/18 | 04/09/18 - 04/22/18 04/23/18 - 05/06/18 | BW 9M,PF | 04/09/18 - 04/11/18 (Future Transactions ONLY) 04/12/18 - 04/20/18 (All Transactions) | 04/20/18 |
| 10 | 05/16/18 | 04/23/18 - 05/06/18 05/07/18 - 05/15/18 05/07/18 - 05/20/18 | BW 9M PF | 04/23/18 - 04/25/18 (Future Transactions ONLY) 04/26/18 - 05/04/18 (All Transactions) | 05/04/18 |
| 11 | 05/30/18 | 05/07/18 - 05/20/18 05/21/18 - 06/03/18 | BW PF | 05/07/18 - 05/09/18 (Future Transactions ONLY) 05/10/18 - 05/18/18 (All Transactions) | 05/18/18 |
| 12 | 06/13/18 | 05/21/18 - 06/03/18 06/04/18 - 06/17/18 | BW PF | 05/21/18 - 05/23/18 (Future Transactions ONLY) 05/24/18 - 06/01/18 (All Transactions) | 06/01/18 |
| 13 | 06/27/18 | 06/04/18 - 06/17/18 06/18/18 - 07/01/18 | BW PF | 06/04/18 - 06/06/18 (Future Transactions ONLY) 06/07/18 - 06/15/18 (All Transactions) | 06/15/18 |
| 14 | 07/11/18 | 06/18/18 - 07/01/18 07/02/18 - 07/15/18 | BW PF | 06/18/18 - 06/20/18 (Future Transactions ONLY) 06/21/18 - 06/29/18 (All Transactions) | 06/29/18 |
| 15 | 07/25/18 | 07/02/18 - 07/15/18 07/16/18 - 07/29/18 | BW PF | 07/02/18 - 07/04/18 (Future Transactions ONLY)** 07/05/18 - 07/13/18 (All Transactions) | 07/13/18 |
| 16 | 08/08/18 | 07/16/18 - 07/29/18 07/30/18 - 08/12/18 | BW PF | 07/16/18 - 07/18/18 (Future Transactions ONLY) 07/19/18 - 07/27/18 (All Transactions) | 07/27/18 |
| 17 | 08/22/18 | 07/30/18 - 08/12/18 08/17/18 - 08/30/18 08/13/18 - 08/26/18 | BW 9M PF | 07/30/18 - 08/01/18 (Future Transactions ONLY) 08/02/18 - 08/10/18 (All Transactions) | 08/10/18 |
| 18 | 09/05/18 | 08/13/18 - 08/26/18 08/31/18 - 09/13/18 08/27/18 - 09/09/18 | BW 9M PF | 08/13/18 - 08/15/18 (Future Transactions ONLY) 08/16/18 - 08/24/18 (All Transactions) | 08/24/18 |
| 19 | 09/19/18 | 08/27/18 - 09/09/18 09/14/18 - 09/27/18 09/10/18 - 09/23/18 | BW 9M PF | 08/27/18 - 08/29/18 (Future Transactions ONLY) 08/30/18 - 09/07/18 (All Transactions)** | 09/07/18 |
| 20 | 10/03/18 | 09/10/18 - 09/23/18 09/28/18 - 10/15/18 09/24/18 - 10/07/18 | BW 9M PF | 09/10/18 - 09/12/18 (Future Transactions ONLY) 09/13/18 - 09/21/18 (All Transactions) | 09/21/18 |

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| PAY CHECK NUMBER | PAY DATE | SERVICE PERIOD | | DATA ENTRY DATES | EPAF TRANSACTION MUST BE APPROVED AND APPLIED NO LATER THAN 5:00PM |
|------------------|--|---|----------------|--|--|
| 21 | 10/17/18 | 09/24/18 - 10/07/18 10/16/18 - 10/29/18 10/08/18 - 10/21/18 | BW 9M PF | 09/24/18 - 09/26/18 (Future Transactions ONLY) 09/27/18 - 10/05/18 (All Transactions) | 10/05/18 |
| 22 | 10/31/18 | 10/08/18 - 10/21/18 10/30/18 - 11/12/18 10/22/18 - 11/04/18 | BW 9M PF | 10/08/18 - 10/10/18 (Future Transactions ONLY) 10/11/18 - 10/19/18 (All Transactions) | 10/19/18 |
| 23 | 11/14/18 | 10/22/18 - 11/04/18 11/13/18 - 11/26/18 11/05/18 - 11/18/18 | BW 9M PF | 10/22/18 - 10/24/18 (Future Transactions ONLY) 10/25/18 - 11/02/18 (All Transactions) | 11/02/18 |
| 24 | 11/28/18 | 11/05/18 - 11/18/18 11/27/18 - 12/10/18 11/19/18 - 12/02/18 | BW 9M PF | 11/05/18 - 11/07/18 (Future Transactions ONLY) 11/08/18 - 11/15/18 (All Transactions)** | 11/15/2018*** |
| 25 | 12/12/18 | 11/19/18 - 12/02/18 12/11/18 - 12/24/18 12/03/18 - 12/16/18 | BW 9M PF | 11/19/18 - 11/21/18 (Future Transactions ONLY) 11/26/18 - 11/30/18 (All Transactions)** | 11/30/18 |
| 26 | 12/26/18 | 12/03/18 - 12/16/18 12/25/18 - 12/31/18 12/17/18 - 12/31/18 | BW 9M PF | 12/03/18 - 12/05/18 (Future Transactions ONLY) 12/06/18 - 12/10/18 (All Transactions)** | 12/10/2018*** |
| 01 | 01/09/19 | 12/17/18 - 12/30/18 | BW 9M,PF | 12/17/18 - 12/20/18 (All Transactions)** | 12/20/2018*** |
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| | | ** ACCELERATED DEADLINE DUE TO HOLIDAY | | | |
| | | *** Short data entry period due to Holiday | | | |
| Notes: | Future transactions will have a personnel date equal to or greater than the first day of the pay period. | | | | |
| | Calendar is subject to change. | | | | |
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