

**SPS/CPB Processing Schedule for CONTRACTUAL system**

| CT | PP# | PAY PERIOD BEGIN | DBM PAYROLL ADM RUNS 1st PAYROLL | AGENCIES START REVIEW | PAY PERIOD ENDING | EMPLOYEES: TIMESHEET SUBMISSION BY 11:59pm | AGENCIES SUBMIT PAYROLL INPUT BY 10:00AM | MANAGER: TIMSHEET APPROVAL BY 12:00PM | DBM/AGENCY REVIEW PAYROLL RESULTS after 1:00PM | CORRECTIONS SUBMITTED TO DBM BY 10:00AM | DBM PAYROLL ADM SUBMITS GROSS PAYROLL TO CPB BY 9:00 am | Pay Date   | GENERATE Termination file for PPE | TRANSMIT Termination file | In Workday By Noon | CT CPB FIRST DROP | In Workday By Noon | CT CPB SECOND DROP | CT Address File |
|----|-----|------------------|----------------------------------|-----------------------|-------------------|--|--|---------------------------------------|--|---|---|------------|-----------------------------------|---------------------------|--------------------|-------------------|--------------------|--------------------|-----------------|
| CT | 25  | 5/16/2018        | 5/28/2018                        | 5/28/2018             | 5/29/2018         | 5/29/2018                                  | 5/29/2018                                | 5/30/2018                             | 5/30/2018                                      | 5/31/2018                               | 6/1/2018  | 6/6/2018   | 4/21/2018                         | 5/21/2018                 | 5/18/2018          | 5/21/2018         | 5/24/2018          | 5/25/2018          | 5/30/2018       |
| CT | 26  | 5/30/2018        | 6/11/2018                        | 6/11/2018             | 6/12/2018         | 6/12/2018                                  | 6/12/2018                                | 6/13/2018                             | 6/13/2018                                      | 6/14/2018                               | 6/15/2018   | 6/20/2018  | 5/5/2018                          | 6/4/2018                  | 6/1/2018           | 6/4/2018          | 6/8/2018           | 6/11/2018          | 6/13/2018       |
| CT | 1   | 6/13/2018        | 6/22/2018                        | 6/22/2018             | 6/26/2018         | 6/25/2018                                  | 6/25/2018                                | 6/26/2018                             | 6/26/2018                                      | 6/27/2018                               | 6/28/2018   | 7/3/2018   | 5/19/2018                         | 6/18/2018                 | 6/15/2018          | 6/18/2018         | 6/21/2018          | 6/22/2018          | 6/26/2018       |
| CT | 2   | 6/27/2018        | 7/9/2018                         | 7/9/2018              | 7/10/2018         | 7/10/2018                                  | 7/10/2018                                | 7/11/2018                             | 7/11/2018                                      | 7/12/2018                               | 7/13/2018   | 7/18/2018  | 6/2/2018                          | 7/2/2018                  | 6/29/2018          | 7/2/2018          | 7/6/2018           | 7/9/2018           | 7/11/2018       |
| CT | 3   | 7/11/2018        | 7/23/2018                        | 7/23/2018             | 7/24/2018         | 7/24/2018                                  | 7/24/2018                                | 7/25/2018                             | 7/25/2018                                      | 7/26/2018                               | 7/27/2018   | 8/1/2018   | 6/16/2018                         | 7/16/2018                 | 7/13/2018          | 7/16/2018         | 7/20/2018          | 7/23/2018          | 7/25/2018       |
| CT | 4   | 7/25/2018        | 8/6/2018                         | 8/6/2018              | 8/7/2018          | 8/7/2018                                   | 8/7/2018                                 | 8/8/2018                              | 8/8/2018                                       | 8/9/2018                                | 8/10/2018   | 8/15/2018  | 6/30/2018                         | 7/30/2018                 | 7/27/2018          | 7/30/2018         | 8/3/2018           | 8/6/2018           | 8/8/2018        |
| CT | 5   | 8/8/2018         | 8/20/2018                        | 8/20/2018             | 8/21/2018         | 8/21/2018                                  | 8/21/2018                                | 8/22/2018                             | 8/22/2018                                      | 8/23/2018                               | 8/24/2018   | 8/29/2018  | 7/14/2018                         | 8/13/2018                 | 8/10/2018          | 8/13/2018         | 8/17/2018          | 8/20/2018          | 8/22/2018       |
| CT | 6   | 8/22/2018        | 9/3/2018                         | 9/3/2018              | 9/4/2018          | 9/4/2018                                   | 9/4/2018                                 | 9/5/2018                              | 9/5/2018                                       | 9/6/2018                                | 9/7/2018  | 9/12/2018  | 7/28/2018                         | 8/27/2018                 | 8/24/2018          | 8/27/2018         | 8/30/2018          | 8/31/2018          | 9/5/2018        |
| CT | 7   | 9/5/2018         | 9/17/2018                        | 9/17/2018             | 9/18/2018         | 9/18/2018                                  | 9/18/2018                                | 9/19/2018                             | 9/19/2018                                      | 9/20/2018                               | 9/21/2018   | 9/26/2018  | 8/11/2018                         | 9/10/2018                 | 9/7/2018           | 9/10/2018         | 9/14/2018          | 9/17/2018          | 9/19/2018       |
| CT | 8   | 9/19/2018        | 9/28/2018                        | 9/28/2018             | 10/2/2018         | 10/1/2018                                  | 10/1/2018                                | 10/2/2018                             | 10/2/2018                                      | 10/3/2018                               | 10/4/2018   | 10/10/2018 | 8/25/2018                         | 9/24/2018                 | 9/21/2018          | 9/24/2018         | 9/27/2018          | 9/28/2018          | 10/2/2018       |
| CT | 9   | 10/3/2018        | 10/15/2018                       | 10/15/2018            | 10/16/2018        | 10/16/2018                                 | 10/16/2018                               | 10/17/2018                            | 10/17/2018                                     | 10/18/2018                              | 10/19/2018  | 10/24/2018 | 9/5/2018                          | 10/5/2018                 | 10/4/2018          | 10/5/2018         | 10/12/2018         | 10/15/2018         | 10/17/2018      |
| CT | 10  | 10/17/2018       | 10/26/2018                       | 10/26/2018            | 10/30/2018        | 10/29/2018                                 | 10/29/2018                               | 10/30/2018                            | 10/30/2018                                     | 10/31/2018                              | 11/1/2018   | 11/7/2018  | 9/22/2018                         | 10/22/2018                | 10/19/2018         | 10/22/2018        | 10/25/2018         | 10/26/2018         | 10/30/2018      |
| CT | 11  | 10/31/2018       | 11/12/2018                       | 11/12/2018            | 11/13/2018        | 11/13/2018                                 | 11/13/2018                               | 11/14/2018                            | 11/14/2018                                     | 11/15/2018                              | 11/16/2018  | 11/21/2018 | 10/3/2018                         | 11/2/2018                 | 11/1/2018          | 11/2/2018         | 11/8/2018          | 11/9/2018          | 11/14/2018      |
| CT | 12  | 11/14/2018       | 11/26/2018                       | 11/26/2018            | 11/27/2018        | 11/27/2018                                 | 11/27/2018                               | 11/28/2018                            | 11/28/2018                                     | 11/29/2018                              | 11/30/2018  | 12/5/2018  | 10/20/2018                        | 11/19/2018                | 11/16/2018         | 11/19/2018        | 11/23/2018         | 11/26/2018         | 11/28/2018      |
| CT | 13  | 11/28/2018       | 12/10/2018                       | 12/10/2018            | 12/11/2018        | 12/11/2018                                 | 12/11/2018                               | 12/12/2018                            | 12/12/2018                                     | 12/13/2018                              | 12/14/2018  | 12/19/2018 | 11/3/2018                         | 12/3/2018                 | 11/30/2018         | 12/3/2018         | 12/7/2018          | 12/10/2018         | 12/12/2018      |
| CT | 14  | 12/12/2018       | 12/20/2018                       | 12/20/2018            | 12/25/2018        | 12/21/2018                                 | 12/21/2018                               | 12/24/2018                            | 12/24/2018                                     | 12/26/2018                              | 12/27/2018  | 1/2/2019   | 11/17/2018                        | 12/17/2018                | 12/14/2018         | 12/17/2018        | 12/20/2018         | 12/21/2018         | 12/24/2018      |
| CT | 15  | 12/26/2018       | 1/7/2019                         | 1/17/2019             | 1/8/2019          | 1/8/2019                                   | 1/8/2019                                 | 1/9/2018                              | 1/9/2018                                       | 1/10/2018                               | 1/11/2019   | 1/16/2019  | 12/1/2018                         | 12/31/2018                | 12/28/2018         | 12/31/2018        | 1/4/2019           | 1/7/2019           | 1/9/2019        |
| CT | 16  | 1/9/2019         | 1/21/2019                        | 1/21/2019             | 1/22/2019         | 1/22/2019                                  | 1/22/2019                                | 1/23/2019                             | 1/23/2019                                      | 1/24/2019                               | 1/25/2019   | 1/30/2019  | 12/15/2018                        | 1/14/2019                 | 1/11/2019          | 1/14/2019         | 1/17/2019          | 1/18/2019          | 1/23/2019       |
| CT | 17  | 1/23/2019        | 2/4/2019                         | 2/4/2019              | 2/5/2019          | 2/5/2019                                   | 2/5/019                                  | 2/6/2019                              | 2/6/2019                                       | 2/7/2019                                | 2/8/2019  | 2/13/2019  | 12/29/2018                        | 1/28/2019                 | 1/25/2019          | 1/28/2019         | 2/1/2019           | 2/4/2019           | 2/6/2019        |

• Dates in red signify a change due to a holiday