



RETIREMENT MANAGER CUT OFF DATES 2011

Tax year	Monthly Payroll Period Dates	Last day to Submit Changes/Enrollment on Retirement manager	Pay warrant distribution	Pay warrant issue date
December 2010 Pay period	12/2/2010-12/31/2010	12/5/2010	12/31/2010	1/1/2011
January 2011 Pay period	1/1/2011-1/31/2011	1/5/2011	1/29/2011	1/30/2011
February 2011 Pay period	2/1/2011-3/1/2011	2/5/2011	2/27/2011	3/1/2011
March 2011 Pay period	3/2/2011-3/31/2011	3/5/2011	3/30/2011	4/1/2011
April 2011 Pay period	4/1/2011-4/30/2011	4/5/2011	4/30/2011	5/1/2011
May 2011 Pay period	5/1/2011-5/31/2011	5/5/2011	5/29/2011	6/1/2011
June 2011 Pay period	6/1/2011-6/30/2011	6/5/2011	6/30/2011	7/1/2011
July 2011 Pay period	7/1/2011-7/30/2011	7/5/2011	7/30/2011	7/31/2011
August 2011 Pay period	8/1/2011-8/31/2011	8/5/2011	8/31/2011	9/1/2011
September 2011 Pay period	9/1/2011-9/30/2011	9/5/2011	9/30/2011	10/1/2011
October 2011 Pay period	10/1/2011-11/1/2011	10/5/2011	10/30/2011	11/1/2011
November 2011 Pay period	11/2/2011-12/1/2011	11/5/2011	12/1/2011	12/1/2011
Tax year 2012 December 2011 Pay period	12/2/2011-12/31/2011	12/5/2011	12/31/2011	1/1/2012

* The deadline to process TSA enrollments and or make changes will consistently be the 5th of each month by 9:59 PM (PST) unless the 5th falls on a holiday or weekend. In that case the cut off date will be the following business day at 9:59 PM (PST).

To setup your TSA payroll deduction, make changes or stop your deduction you may go on-line to www.myretirementmanager.com