| Column Name | | Column Definition |
| --- | --- | --- |
| RG or CT | | Regular Payroll Process or Contractual Payroll Process |
| PP# | | Pay Period |
| PAY PERIOD BEGIN | | First day of the Pay Period |
| PAY PERIOD ENDING | | Last day of the Pay Period |
| Pay Date | | The date the employee gets paid |
| ETR or PTR Due | | The CPB due date for the ETR (Exception Time Reporting) for Regular employees data for CPB or the PTR (Positive Time Reporting) for Contractual employees data for CPB |
| GENERATE Termination file for PPE | | The date DBM Shared Services generates a file of all terminations |
| TRANSMIT Termination file | | The date DBM Shared Services sends the Termination File to CPB |
| In Workday By Noon | | The deadline for work to be **completed** in Workday for the next day transmission to CPB |
| RG or CT CPB FIRST DROP | | The first date for the pay period that the transactions file is sent to CPB |
| Display on the ETR or PTR | | The date agencies can see changes on the ETR or PTR processed by CPB from the first file transmitted to CPB |
| In Workday By Noon | | The deadline for work to be **completed** in Workday for the next day transmission to CPB |
| RG or CT CPB SECOND DROP | | The second date for the pay period that the transactions file is sent to CPB |
| Display on the ETR or PTR | | The date agencies can see changes on the ETR or PTR processed by CPB from the second file transmitted to CPB |
| RG or CT Address File | | The date DBM Shared Services generates and sends a file of all RG or CT new employee addresses to CPB |