

**Payroll Service Bureau  
Operations Calendar**

**June 2017**

Please note: Although accelerated bi-weekly wage payroll certification deadlines are reflected on the Bureau's calendar, agencies will not be required to certify bi-weekly wage payroll earlier than State Payroll Operations' deadlines

Mon	Tue	Wed	Thu	Fri
			<p><b>1</b> Semi-Monthly Employee Pay Day</p> <p>Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 6/9 Wage Pay Day</p> <p>FCMV 5/17 - 5/30 Cycle 1 5/14 - 5/27 Cycle 2 5/15 - 5/28 Cycle 3 5/12 - 5/25</p>	<p><b>2</b></p> <p>Submit May BES Premium Reward Discrepancy Report (PM4405) dated 6/1 required for May Health Care Reconciliation</p>
<p><b>5</b> Submit BES-Taxable-Incentives Report dated 6/1 (Weight Watchers Reimbursement, etc.) Report dated 6/1 for February - April Activity</p> <p>Bi-Weekly Wage Payroll Certification Deadline for 6/9 Wage Pay Day</p> <p>FCMV 5/17 - 5/30 Cycle 1 5/14 - 5/27 Cycle 2 5/15 - 5/28 Cycle 3 5/12 - 5/25</p>	<p><b>6</b></p> <p>Semi-Monthly Salaried &amp; Wage Payroll Paperwork Deadline 5/25 - 6/9</p> <p>PMIS Update Deadline 5/25-6/9</p>	<p><b>7</b></p> <p>Notify PSB of Intent to Charge Semi-Monthly Wage P/R, Salaried OT (Specials) to FY17</p> <p>2nd Quarter Pre-Certification of Reportable Items distributed to agencies</p>	<p><b>8</b></p>	<p><b>9</b></p> <p>Notify PSB of any PMIS Changes affecting 5/25-6/9 Pay</p> <p>Bi-Weekly Wage Employee Pay Day</p>
<p><b>12</b></p> <p>Semi-Monthly Payroll Certification Deadline 5/25-6/9</p> <p>CIPPS Leave Paperwork Deadline - 5/25-6/9</p> <p>2nd Quarter Pre-Certification of Reportable Items Due</p>	<p><b>13</b></p> <p>FY17 Semi-Monthly Wage P/R, Salaried OT (Specials) Submission Deadline</p>	<p><b>14</b></p> <p>Distribute 3rd Party Pmt's &amp; Checks to Agencies</p> <p>Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 6/23 Pay Day</p> <p>FCMV 5/31 - 6/8 Cycle 1 5/28 - 6/10 Cycle 2 5/29 - 6/11 Cycle 3 5/26 - 6/8</p>	<p><b>15</b></p> <p>CIPPS Leave Keying Deadline - 5/25-6/9</p>	<p><b>16</b></p> <p>Semi-Monthly Employee Pay</p> <p>May Healthcare Certification Due</p>
<p><b>19</b></p> <p>Bi-Weekly Wage Payroll Certification Deadline for 6/23 Wage Pay Day</p> <p>FCMV 5/31 - 6/8 Cycle 1 5/28 - 6/10 Cycle 2 5/29 - 6/11 Cycle 3 5/26 - 6/8</p>	<p><b>20</b> FY17</p>	<p><b>21</b> FY17</p> <p>Last Day to Charge Payroll Expenditures to FY17</p> <p>Semi-Monthly Salaried Payroll Paperwork Deadline 6/10 - 6/24</p> <p>PMIS Update Deadline 6/10-6/24</p>	<p><b>22</b> FY18</p>	<p><b>23</b> FY18</p> <p>Bi-Weekly Wage Employee Pay Day</p>
<p><b>26</b> FY18</p> <p>Notify PSB of any PMIS Changes affecting 6/10-6/24 Pay</p>	<p><b>27</b></p> <p>Semi-Monthly Payroll Certification Deadline 6/10-6/24</p> <p>CIPPS Leave Paperwork Deadline 6/10-6/24</p> <p>Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 7/7 Pay Day</p> <p>Cycle 1 6/11 - 6/24 Cycle 2 6/12 - 6/25 Cycle 3 6/9 - 6/22</p>	<p><b>28</b></p>	<p><b>29</b></p> <p>Distribute 3rd Party Pmt's &amp; Checks to Agencies</p> <p>Bi-Weekly Wage Payroll Certification Deadline for 7/7 Pay Day</p> <p>Cycle 1 6/11 - 6/24 Cycle 2 6/12 - 6/25 Cycle 3 6/9 - 6/22</p>	<p><b>30</b></p> <p>CIPPS Files Close at 2:00pm</p> <p>CIPPS Leave Keying Deadline - 6/10 - 6/24</p>

Agy's that have adopted a Cardinal Bi-weekly Payroll Cycle with May Pay Dates are reflected below:

**Pay Dates 6/9 & 6/23** 123, 127, 129, 132, 133, 136, 140, 141, 143, 146, 148, 154, 156, 161, 165, 181, 194, 199, 200, 201, 202, 222, 223, 226, 233, 238, 245, 350, 400, 402, 403, 405, 409, 411, 413, 423, 425, 440, 505, 506, 602, 765, 778, 841, 851, 937, 938, 942, 957, 960

**Pay Date 6/23 only** 218, 417