

Mon	Tue	Wed	Thu	Fri
<p><b>1</b></p> <p><b>Semi-Monthly Employee Pay Day</b></p> <p>DFP 4/13 - 4/15</p> <p>Bi-Wkly Wage Paperwork Deadline DOE &amp; VITA 4/10 - 4/23</p>	<p><b>2</b></p> <p><b>Submit April BES Premium Reward Discrepancy Report (PM4405) dated 5/1 required for April Health Care Reconciliation</b></p>	<p><b>3</b></p> <p>DFP 4/13 - 4/15</p> <p>Bi-Wkly Wage Cert Deadline DOE &amp; VITA 4/10 - 4/23</p>	<p><b>4</b></p> <p><b>Semi-monthly Salaried &amp; Wage Payroll Paperwork Deadline 4/25 - 5/9</b></p> <p>PMIS Update Deadline 4/25-5/9</p>	<p><b>5</b></p> <p><b>Ensure Bi-Weekly TAL Batches Loaded for 5/12 Pay Day</b></p> <p>DFP 4/13 - 4/15</p> <p>Bi-Wkly Wage Paperwork Pay Day DOE &amp; VITA 4/10 - 4/23</p>
<p><b>8</b></p> <p>VRC 4/23 - 5/6 FCMV 4/19 - 5/2 DOF 4/15 - 4/28</p> <p>Bi-Wkly Wage Paperwork Deadline Cycle 1 4/16 - 4/29 Cycle 2 4/17 - 4/30 Cycle 3 4/14 - 4/27</p>	<p><b>9</b></p> <p><b>Notify PSB of any PMIS Changes affecting 4/25-5/9 Pay</b></p>	<p><b>10</b></p> <p><b>Payroll Certification Deadline 4/25-5/9</b></p> <p>CIPPS Leave Paperwork Deadline - 4/25-5/9</p> <p>VRC 4/23 - 5/6 FCMV 4/19 - 5/2 DOF 4/15 - 4/28</p> <p>Bi-Wkly Wage Cert Deadline Cycle 1 4/16 - 4/29 Cycle 2 4/17 - 4/30 Cycle 3 4/14 - 4/27</p>	<p><b>11</b></p>	<p><b>12</b></p> <p><b>Distribute 3rd Party Pmt's &amp; Checks to Agencies</b></p> <p>VRC 4/23 - 5/6 FCMV 4/19 - 5/2 DOF 4/15 - 4/28</p> <p>Bi-Wkly Wage Paperwork Pay Day Cycle 1 4/16 - 4/29 Cycle 2 4/17 - 4/30 Cycle 3 4/14 - 4/27</p>
<p><b>15</b></p> <p><b>CIPPS Leave Keying Deadline - 4/25-5/9</b></p> <p>DOE &amp; VITA 4/24 - 5/7</p> <p>Bi-Wkly Wage Paperwork Deadline</p>	<p><b>16</b></p> <p><b>Semi-Monthly Employee Pay Day</b></p>	<p><b>17</b></p> <p>DOE &amp; VITA 4/24 - 5/7</p> <p>Bi-Wkly Wage Cert Deadline</p>	<p><b>18</b></p>	<p><b>19</b></p> <p><b>Semi-monthly Salaried &amp; Wage Payroll Paperwork Deadline 5/10 - 5/24</b></p> <p>PMIS Update Deadline 5/10-5/24</p> <p><b>Ensure Bi-Weekly TAL Batches Loaded for 5/26 Pay Day</b></p> <p>DOE &amp; VITA 4/24 - 5/7</p> <p>Bi-Wkly Wage Paperwork Pay Day</p>
<p><b>22</b></p> <p>VRC 5/7 - 5/20 FCMV 5/3 - 5/16 DOF 4/29 - 5/12</p> <p>Bi-Wkly Wage Paperwork Deadline Cycle 1 4/30 - 5/13 Cycle 2 5/1 - 5/14 Cycle 3 4/28 - 5/11</p>	<p><b>23</b></p>	<p><b>24</b></p> <p><b>Notify PSB of any PMIS Changes affecting 5/10-5/24 Pay</b></p> <p>VRC 5/7 - 5/20 FCMV 5/3 - 5/16 DOF 4/29 - 5/12</p> <p>Bi-Wkly Wage Cert Deadline Cycle 1 4/30 - 5/13 Cycle 2 5/1 - 5/14 Cycle 3 4/28 - 5/11</p>	<p><b>25</b></p> <p><b>Payroll Certification Deadline 5/10-5/24</b></p> <p>CIPPS Leave Paperwork Deadline 5/10-5/24</p>	<p><b>26</b></p> <p>DOE &amp; VITA 5/8 - 5/21</p> <p>Bi-Wkly Wage Paperwork Deadline</p> <p>VRC 5/7 - 5/20 FCMV 5/3 - 5/16 DOF 4/29 - 5/12</p> <p>Bi-Wkly Wage Paperwork Pay Day Cycle 1 4/30 - 5/13 Cycle 2 5/1 - 5/14 Cycle 3 4/28 - 5/11</p>
<p><b>29</b></p> <p><b>Holiday</b></p>	<p><b>30</b></p> <p><b>Distribute 3rd Party Pmt's &amp; Checks to Agencies</b></p>	<p><b>31</b></p> <p><b>April Healthcare Certification Due</b></p> <p>CIPPS Leave Keying Deadline - 5/10 - 5/24</p> <p>DOE &amp; VITA 5/8 - 5/21</p> <p>Bi-Wkly Wage Cert Deadline</p>		

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

**Pay Dates 5/12 & 5/26** 123, 127, 129, 132, 133, 140, 154, 156, 161, 165, 181, 194, 200, 202, 222, 223, 226, 238, 245, 400, 402, 403, 409, 423, 425, 505, 506, 765, 778, 841, 851, 937, 942, 957, 960

**Pay Date 5/26 only** 141, 143, 146, 199, 602