

**Payroll Service Bureau
Operations Calendar**

August 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>1</p> <p>Semi-Monthly Employee Pay Day</p>	<p>2</p>	<p>3</p> <p>Submit July BES Premium Reward Discrepancy Report (PM4405) dated 8/1 required for July Health Care</p>	<p>4 Semi-Monthly Salaried Payroll Paperwork Deadline 7/25 - 8/9</p> <p>PMIS Update Deadline 7/25-8/9</p> <p>Bi-Weekly Wage Employee Pay Day</p>
<p>7</p>	<p>8</p>	<p>9</p> <p>Notify PSB of any PMIS Changes affecting 7/25-8/9 Classified Pay</p> <p>Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 8/18 Wage Pay Day</p> <p>Cycle 1 7/23 - 8/5 Cycle 2 7/24 - 8/6 Cycle 3 7/21 - 8/3</p>	<p>10</p> <p>Semi-Monthly Payroll Certification Deadline 7/25-8/9</p> <p>CIPPS Leave Paperwork Deadline - 7/25-8/9</p>	<p>11</p> <p>Notify PSB of any PMIS Changes affecting Bi-Weekly Pay for 8/18 Pay Date</p>
<p>14</p> <p>Distribute 3rd Party Pmt's & Checks to Agencies</p> <p>Bi-Weekly Wage Payroll Certification Deadline for 8/18 Pay Day</p> <p>Cycle 1 7/23 - 8/5 Cycle 2 7/24 - 8/6 Cycle 3 7/21 - 8/3</p>	<p>15</p> <p>CIPPS Leave Keying Deadline - 7/25-8/9</p>	<p>16</p> <p>Semi-Monthly Employee Pay</p>	<p>17</p>	<p>18</p> <p>Bi-Weekly Wage Employee Pay Day</p>
<p>21</p>	<p>22</p> <p>Semi-Monthly Salaried Payroll Paperwork Deadline 8/10 - 8/24</p> <p>PMIS Update Deadline 8/10-8/24</p>	<p>23</p> <p>Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 9/1 Pay Day</p> <p>Cycle 1 8/6 - 8/19 Cycle 2 8/7 - 8/20 Cycle 3 8/4 - 8/17</p>	<p>24</p>	<p>25</p> <p>Notify PSB of any PMIS Changes affecting 8/10-8/24 Classified Pay</p> <p>Notify PSB of any PMIS Changes affecting Bi-Weekly Pay for 9/1 Pay Date</p>
<p>28 Semi-Monthly Payroll Certification Deadline 8/10-8/24</p> <p>CIPPS Leave Paperwork Deadline 8/10-8/24</p> <p>Bi-Weekly Wage Payroll Certification Deadline for 9/1 Pay Day</p> <p>Cycle 1 8/6 - 8/19 Cycle 2 8/7 - 8/20 Cycle 3 8/4 - 8/17</p>	<p>29</p>	<p>30</p> <p>Distribute 3rd Party Pmt's & Checks to Agencies</p>	<p>31</p> <p>July Healthcare Certification Due</p> <p>CIPPS Leave Keying Deadline - 8/10 - 8/24</p>	

All Agy's have adopted a Cardinal Bi-weekly Payroll Cycle. The Bi-weekly Payroll Cycles are as follows:

- Cycle 1** 123, 129, 132, 140, 147, 148, 154, 156, 157, 161, 165, 194, 200, 202, 218, 222, 223, 226, 233, 238, 245, 350, 400, 402, 409, 413, 417, 423, 425, 440, 505, 506, 602, 720, 765, 778, 841, 851, 937, 938, 957, 960
- Cycle 2** 133, 136, 141, 143, 201, 241, 848
- Cycle 3** 127, 146, 181, 199, 239, 403, 405, 411, 942