

**Payroll Service Bureau
Operations Calendar**

July 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>3</p> <p>Holiday</p> <p>Semi-Monthly Employee Pay Day</p>	<p>4</p> <p>Holiday</p>	<p>5</p> <p>Semi-Monthly Salaried Payroll Paperwork Deadline 6/25 - 7/9</p> <p>PMIS Update Deadline 6/25-7/9</p>	<p>6</p> <p>Distribute 2nd Qtr Taxable Wage Certification to Agencies</p> <p>Submit June BES Premium Reward Discrepancy Report (PM4405) dated 7/1 required for June Health Care</p>	<p>7</p> <p>Notify PSB of any PMIS Changes affecting 6/25-7/9 Classified Pay</p> <p>Bi-Weekly Wage Employee Pay Day</p>
<p>10</p> <p>Semi-Monthly Payroll Certification Deadline 6/25-7/9</p> <p>CIPPS Leave Paperwork Deadline - 6/25-7/9</p>	<p>11</p>	<p>12</p> <p>Distribute 3rd Party Pmt's & Checks to Agencies</p> <p>2nd Qtr Taxable Wage Certification Due</p> <p>Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 7/21 Wage Pay Day</p> <p>Cycle 1 6/25 - 7/8 Cycle 2 6/26 - 7/9 Cycle 3 6/23 - 7/6</p>	<p>13</p> <p>CIPPS Leave Keying Deadline - 6/25-7/9</p>	<p>14</p> <p>Semi-Monthly Employee Pay</p> <p>Notify PSB of any PMIS Changes affecting Bi-Weekly Pay for 7/21 Pay Date</p>
<p>17</p> <p>Distribute VEC FC-20 Tax Returns to Agencies</p> <p>Bi-Weekly Wage Payroll Certification Deadline for 7/21 Pay Day</p> <p>Cycle 1 6/25 - 7/8 Cycle 2 6/26 - 7/9 Cycle 3 6/23 - 7/6</p>	<p>18</p>	<p>19</p>	<p>20</p> <p>Semi-Monthly Salaried Payroll Paperwork Deadline 7/10 - 7/24</p> <p>PMIS Update Deadline 7/10-7/24</p>	<p>21</p> <p>Bi-Weekly Wage Employee Pay Day</p>
<p>24</p>	<p>25</p> <p>Notify PSB of any PMIS Changes affecting 7/10-7/24 Classified Pay</p>	<p>26</p> <p>Semi-Monthly Payroll Certification Deadline 7/10-7/24</p> <p>CIPPS Leave Paperwork Deadline 7/10-7/24</p> <p>Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 8/4 Pay Day</p> <p>Cycle 1 7/9 - 7/22 Cycle 2 7/10 - 7/23 Cycle 3 7/7 - 7/20</p>	<p>27</p>	<p>28</p> <p>Distribute 3rd Party Pmt's & Checks to Agencies</p> <p>Notify PSB of any PMIS Changes affecting Bi-Weekly Pay for 8/4 Pay Date</p>
<p>3</p> <p>CIPPS Leave Keying Deadline - 7/10 - 7/24</p> <p>June Healthcare Certification Due</p> <p>Bi-Weekly Wage Payroll Certification Deadline for 8/4 Pay Day</p> <p>Cycle 1 7/9 - 7/22 Cycle 2 7/10 - 7/23 Cycle 3 7/7 - 7/20</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, 148, 154, 156, 161, 165, 194, 200, 202, 218, 222, 223, 226, 233, 238, 245, 350, 400, 402, 409, 413, 417, 423, 425, 440, 505, 506, 602, 765, 778, 841, 851, 937, 938, 942, 957, 960

Cycle 2 133, 136, 141, 143, 201, 241, 848

Cycle 3 127, 146, 181, 199, 239, 403, 405, 411