

Mon	Tue	Wed	Thu	Fri
2	3 Semi-Monthly Salaried Payroll Paperwork Deadline 9/25 - 10/9 PMIS Update Deadline 9/25-10/9	4 Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 10/13 Wage Pay Day Cycle 1 9/17 - 9/30 Cycle 2 9/18 - 10/1 Cycle 3 9/15 - 9/28	5 Submit September BES Premium Reward Discrepancy Report (PM4405) dated 10/1 required for September Health Care Reconciliation Distribute 3rd Qtr Taxable Wage Certification to Agencies	6 Notify PSB of any PMIS Changes affecting 9/25-10/9 Classified Pay Notify PSB of any PMIS Changes affecting Bi-Weekly Pay for 10/13 Pay Date
9 Holiday	10 Semi-Monthly Payroll Certification Deadline 9/25-10/9 CIPPS Leave Paperwork Deadline - 9/25-10/9 Bi-Weekly Wage Payroll Certification Deadline for 10/13 Wage Pay Day Cycle 1 9/17 - 9/30 Cycle 2 9/18 - 10/1 Cycle 3 9/15 - 9/28	11 3rd Qtr Taxable Wage Certification Due	12 Distribute 3rd Party Pmt's & Checks to Agencies	13 CIPPS Leave Keying Deadline - 9/25-10/9 Bi-Weekly Wage Employee Pay Day
16 Semi-Monthly Employee Pay Day	17 Distribute VEC FC-20 Tax Returns to Agencies	18 Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 10/27 Pay Day Cycle 1 10/1 - 10/14 Cycle 2 10/2 - 10/15 Cycle 3 9/29 - 10/12	19	20 Semi-Monthly Salaried Payroll Paperwork Deadline 10/10 - 10/24 PMIS Update Deadline 10/10-10/24
23 Notify PSB of any PMIS Changes affecting Bi-Weekly Pay for 10/27 Pay Date	24 Bi-Weekly Wage Payroll Certification Deadline for 10/27 Pay Day Cycle 1 10/1 - 10/14 Cycle 2 10/2 - 10/15 Cycle 3 9/29 - 10/12	25 Notify PSB of any PMIS Changes affecting 10/10-10/24 Classified Pay	26 Semi-Monthly Payroll Certification Deadline 10/10-10/24 CIPPS Leave Paperwork Deadline 10/10-10/24	27 Bi-Weekly Wage Employee Pay Day
30 Distribute 3rd Party Pmt's & Checks to Agencies	31 CIPPS Leave Keying Deadline - 10/10 - 10/24 September Healthcare Certification Due			

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