

**Payroll Service Bureau
Operations Calendar**

September 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
				1 Semi-Monthly Employee Pay Day Bi-Weekly Wage Employee Pay Day
4 Holiday	5 Semi-Monthly Salaried Payroll Paperwork Deadline 8/25 - 9/9 PMIS Update Deadline 8/25-9/9 Submit August BES Premium Reward Discrepancy Report (PM4405) dated 9/1 required for August Health Care	6 Submit BES-Taxable-Incentives Report dated 9/4 (Weight Watchers Reimbursement, etc.) Report for May - July Activity Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 9/15 Wage Pay Day Cycle 1 8/20 - 9/2 Cycle 2 8/21 - 9/3 Cycle 3 8/18 - 8/31	7 3rd Quarter Pre-Certification of Reportable Items distributed to agencies	8 Notify PSB of any PMIS Changes affecting 8/25-9/9 Classified Pay Notify PSB of any PMIS Changes affecting Bi-Weekly Pay for 9/15 Pay Date
11 Semi-Monthly Payroll Certification Deadline 8/25-9/9 CIPPS Leave Paperwork Deadline - 8/25-9/9 3rd Quarter Pre-Certification of Reportable Items Due Bi-Weekly Wage Payroll Certification Deadline for 9/15 Pay Day Cycle 1 8/20 - 9/2 Cycle 2 8/21 - 9/3 Cycle 3 8/18 - 8/31	12	13 Distribute 3rd Party Pmt's & Checks to Agencies	14 CIPPS Leave Keying Deadline - 8/25-9/9	15 Semi-Monthly Employee Pay Day Bi-Weekly Wage Employee Pay Day
18	19 Semi-Monthly Salaried Payroll Paperwork Deadline 9/10 - 9/24 PMIS Update Deadline 9/10-9/24	20 Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 9/29 Pay Day Cycle 1 9/3 - 9/16 Cycle 2 9/4 - 9/17 Cycle 3 9/1 - 9/14	21	22 Notify PSB of any PMIS Changes affecting 9/10-9/24 Classified Pay Notify PSB of any PMIS Changes affecting Bi-Weekly Pay for 9/29 Pay Date
25 Semi-Monthly Payroll Certification Deadline 9/10-9/24 CIPPS Leave Paperwork Deadline 9/10-9/24 Bi-Weekly Wage Payroll Certification Deadline for 9/29 Pay Day Cycle 1 9/3 - 9/16 Cycle 2 9/4 - 9/17 Cycle 3 9/1 - 9/14	26	27 Distribute 3rd Party Pmt's & Checks to Agencies	28 CIPPS Leave Keying Deadline - 9/10 - 9/24	29 August Healthcare Certification Due Semi-Monthly Employee Pay Day Bi-Weekly Wage Employee Pay Day

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