

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