

Mon	Tue	Wed	Thu	Fri
		1 Semi-Monthly Employee Pay Day Distribute 3rd Party Pmt's & Checks to Agy's re: Wage Pay	2 Submit July BES Premium Reward Discrepancy Report (PM4405) dated 8/1 required for July Health Care Reconciliation	3 Bi-Weekly Wage Employee Pay Day
6 Semi-Monthly Salaried Payroll Paperwork Deadline 7/25 - 8/9 PMIS Update Deadline 7/25-8/9	7	8 Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 8/17 Pay Day Cycle 1 7/22 - 8/4 Cycle 2 7/23 - 8/5 Cycle 3 7/20 - 8/2	9 Notify PSB of any PMIS Changes affecting 7/25-8/9 Classified Employees	10 Semi-Monthly Payroll Certification Deadline 7/25-8/9 CIPPS Leave Paperwork Deadline 7/25-8/9
13	14 Distribute 3rd Party Pmt's & Checks to Agencies re: Semi-Monthly Pay Bi-Weekly Wage Payroll Certification Deadline for 8/17 Pay Day Cycle 1 7/22 - 8/4 Cycle 2 7/23 - 8/5 Cycle 3 7/20 - 8/2	15 CIPPS Leave Keying Deadline - 7/25-8/9 Distribute 3rd Party Pmt's & Checks to Agencies re: Wage Pay	16 Semi-Monthly Employee Pay Day	17 Bi-Weekly Wage Employee Pay Day
20	21 Semi-Monthly Salaried Payroll Paperwork Deadline 8/10 - 8/24 PMIS Update Deadline 8/10-8/24	22 Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 8/31 Pay Day Cycle 1 8/5 - 8/18 Cycle 2 8/6 - 8/19 Cycle 3 8/3 - 8/16	23	24 Notify PSB of any PMIS Changes affecting 8/10-8/24 Classified Employees
27 Semi-Monthly Payroll Certification Deadline 8/10-8/24 CIPPS Leave Paperwork Deadline 8/10-8/24	28 Bi-Weekly Wage Payroll Certification Deadline for 8/31 Wage Pay Day Cycle 1 8/5 - 8/18 Cycle 2 8/6 - 8/19 Cycle 3 8/3 - 8/16	29 Distribute 3rd Party Pmt's & Checks to Agencies re: Semi-Monthly Pay Distribute 3rd Party Pmt's & Checks to Agencies re: Wage Pay	30 CIPPS Leave Keying Deadline - 8/10-8/24	31 July 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 1 122, 123, 129, 132, 140, 147, 148, 151, 152, 154, 156, 157, 161, 165, 174, 191, 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, 948
- Cycle 3 127, 146, 181, 199, 239, 403, 405, 411, 942