

Mon	Tue	Wed	Thu	Fri
			1 Submit January BES Premium Reward Discrepancy Report (PM4405) dated 2/1 required for January Health Care Reconciliation	2 Bi-Weekly Wage Employee Pay Day
5	6 Semi-Monthly Salaried Payroll Paperwork Deadline 1/25 - 2/9 PMIS Update Deadline 1/25-2/9	7 Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 2/16 Pay Day Cycle 1 1/21 - 2/3 Cycle 2 1/22 - 2/4 Cycle 3 1/19 - 2/1	8	9 Notify PSB of any PMIS Changes affecting 1/25-2/9 Classified Pay
12 Semi-Monthly Payroll Certification Deadline 1/25-2/9 CIPPS Leave Paperwork Deadline 1/25-2/9 Notify PSB of any PMIS Changes affecting Bi-Weekly Pay for 2/16 Pay Date	13 Bi-Weekly Wage Payroll Certification Deadline for 2/16 Wage Pay Day Cycle 1 1/21 - 2/3 Cycle 2 1/22 - 2/4 Cycle 3 1/19 - 2/1	14 Distribute 3rd Party Pmt's & Checks to Agencies re: Semi-Monthly Pay Distribute 3rd Party Pmt's & Checks to Agencies re: Wage Pay	15 CIPPS Leave Keying Deadline - 1/25-2/9 2018 Exempt VA4's & W4's due from employees	16 Semi-Monthly Salaried Payroll Paperwork Deadline 2/10 - 2/24 PMIS Update Deadline 2/10-2/24 Semi-Monthly Employee Pay Day Bi-Weekly Wage Employee Pay Day
19 Holiday	20	21 Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 3/2 Pay Day Cycle 1 2/4 - 2/17 Cycle 2 2/5 - 2/18 Cycle 3 2/2 - 2/15	22 Notify PSB of any PMIS Changes affecting 2/10-2/24 Classified Pay	23 Semi-Monthly Payroll Certification Deadline 2/10-2/24 CIPPS Leave Paperwork Deadline 2/10-2/24
26 Notify PSB of any PMIS Changes affecting Bi-Weekly Pay for 3/2 Pay Date	27 Distribute 3rd Party Pmt's & Checks to Agencies re: Semi-Monthly Pay Bi-Weekly Wage Payroll Certification Deadline for 3/2 Pay Day Cycle 1 2/4 - 2/17 Cycle 2 2/5 - 2/18 Cycle 3 2/2 - 2/15	28 January Healthcare Certification Due CIPPS Leave Keying Deadline - 2/10 - 2/24 Distribute 3rd Party Pmt's & Checks to Agencies re: Wage Pay		

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