

Mon	Tue	Wed	Thu	Fri
1 Holiday	2 Holiday Bi-Weekly Wage Payroll Certification Deadline for 1/5 Pay Day Cycle 1 12/10 - 12/23 Cycle 2 12/11 - 12/24 Cycle 3 12/8 - 12/21	3 Semi-Monthly Salaried Payroll Paperwork Deadline 12/25 - 1/9 PMIS Update Deadline 12/25-1/9 Distribute 3rd Party Pmt's & Checks to Agencies re: Wage Pay	4 Submit December BES Premium Reward Discrepancy Report (PM4405) dated 1/1 required for December Health Care Reconciliation	5 Distribute Year End Certification to Agencies Bi-Weekly Wage Employee Pay Day
8 Notify PSB of any PMIS Changes affecting 12/25-1/9 Classified Pay	9 Semi-Monthly Payroll Certification Deadline 12/25-1/9 CIPPS Leave Paperwork Deadline - 12/25-1/9 Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 1/19 Pay Day Cycle 1 12/24 - 1/6 Cycle 2 12/25 - 1/7 Cycle 3 12/22 - 1/4	10 2017 Calendar Year-End Certification Due	11 CIPPS Leave Keying Deadline - 12/25-1/9 Calendar Year-End CIPPS Leave Processing Distribute 3rd Party Pmt's & Checks to Agencies re: Semi-Monthly Pay Notify PSB of any PMIS Changes affecting Bi-Weekly Pay for 1/19 Pay Date	12 Holiday
15 Holiday	16 Semi-Monthly Employee Pay Day Bi-Weekly Wage Payroll Certification Deadline for 1/19 Wage Pay Day Cycle 1 12/24 - 1/6 Cycle 2 12/25 - 1/7 Cycle 3 12/22 - 1/4	17 Distribute 3rd Party Pmt's & Checks to Agencies re: Wage Pay	18	19 Bi-Weekly Wage Employee Pay Day
22 Semi-Monthly Salaried Payroll Paperwork Deadline 1/10 - 1/24 PMIS Update Deadline 1/10-1/24	23	24 Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 2/2 Pay Day Cycle 1 1/7 - 1/20 Cycle 2 1/8 - 1/21 Cycle 3 1/5 - 1/18	25 Notify PSB of any PMIS Changes affecting 1/10-1/24 Classified Pay	26 Semi-Monthly Payroll Certification Deadline 1/10-1/24 CIPPS Leave Paperwork Deadline 1/10-1/24
29 Notify PSB of any PMIS Changes affecting Bi-Weekly Pay for 2/2 Pay Date	30 Last Day for Distribution of W-2's to Agencies Distribute 3rd Party Pmt's & Checks to Agencies re: Semi-Monthly Pay Bi-Weekly Wage Payroll Certification Deadline for 2/2 Pay Day Cycle 1 1/7 - 1/20 Cycle 2 1/8 - 1/21 Cycle 3 1/5 - 1/18	31 December Healthcare Certification Due CIPPS Leave Keying Deadline - 1/10 - 1/24 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