

Mon	Tue	Wed	Thu	Fri
				<i>1</i> Semi-Monthly Employee Pay Day
<i>4</i> Notify PSB of any PMIS Changes affecting Bi-Weekly Pay for 6/8 Pay Date Submit May BES Premium Reward Discrepancy Report (PM4405) dated 6/1 required for May Health Care Reconciliation	<i>5</i> Semi-Monthly Salaried Payroll Paperwork Deadline 5/25 - 6/9 PMIS Update Deadline 5/25-6/9 Bi-Weekly Wage Payroll Certification Deadline for 6/8 Wage Pay Day Cycle 1 5/13 - 5/26 Cycle 2 5/14 - 5/27 Cycle 3 5/11 - 5/24	<i>6</i> Distribute 3rd Party Pmt's & Checks to Agencies re: Wage Pay Submit BES-Taxable-Incentives Report dated 6/1 (Weight Watchers Reimbursement, etc.) Report dated 6/1 for February - April activity	<i>7</i> Notify PSB of Intent to Charge Special (Non-Routine /Off Cycle) Payroll Related Expenditures to FY18 2nd Quarter Pre-Certification of Reportable Items distributed to agencies	<i>8</i> Notify PSB of any PMIS Changes affecting 5/25-6/9 Classified Pay Bi-Weekly Wage Employee Pay Day
<i>11</i> Semi-Monthly Payroll Certification Deadline 5/25-6/9 CIPPS Leave Paperwork Deadline 5/25-6/9 2nd Quarter Pre-Certification of Reportable Items Due	<i>12</i> FY18 Intent to Charge Special (Non-Routine/Off Cycle) Payroll Related Expenditures form	<i>13</i> Distribute 3rd Party Pmt's & Checks to Agencies re: Semi-Monthly Pay Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 6/22 Pay Day Cycle 1 5/27 - 6/9 Cycle 2 5/28 - 6/10 Cycle 3 5/25 - 6/7	<i>14</i> CIPPS Leave Keying Deadline - 5/25-6/9	<i>15</i> Semi-Monthly Employee Pay Day May Healthcare Certification Due
<i>18</i> Notify PSB of any PMIS Changes affecting Bi-Weekly Pay for 6/22 Pay Date FY18	<i>19</i> Bi-Weekly Wage Payroll Certification Deadline for 6/22 Pay Day Cycle 1 5/27 - 6/9 Cycle 2 5/28 - 6/10 Cycle 3 5/25 - 6/7 FY18	<i>20</i> Semi-Monthly Salaried Payroll Paperwork Deadline 6/10 - 6/24 PMIS Update Deadline 6/10-6/24 Last Day to Charge Payroll Expenditures to FY18 Distribute 3rd Party Pmt's & Checks to Agencies re: Wage Pay FY18	<i>21</i> FY19	<i>22</i> Bi-Weekly Wage Employee Pay Day FY19
<i>25</i> Notify PSB of any PMIS Changes affecting 6/10-6/24 Classified Pay FY19	<i>26</i> Semi-Monthly Payroll Certification Deadline 6/10-6/24 CIPPS Leave Paperwork Deadline 6/10-6/24 FY19	<i>27</i> Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 7/6 Pay Day Cycle 1 6/10 - 6/23 Cycle 2 6/11 - 6/24 Cycle 3 6/8 - 6/21 FY19	<i>28</i> Distribute 3rd Party Pmt's & Checks to Agencies re: Semi-Monthly Pay FY19	<i>29</i> CIPPS Files Close at 2:00pm CIPPS Leave Keying Deadline - 6/10 - 6/24 FY19

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