

Mon	Tue	Wed	Thu	Fri
			<b>1</b> Semi-Monthly Employee Pay Day  Submit February BES Premium Reward Discrepancy Report (PM4405) dated 3/1 required for February Health Care Reconciliation	<b>2</b> Bi-Weekly Wage Employee Pay Day
<b>5</b>	<b>6</b> Semi-Monthly Salaried Payroll Paperwork Deadline 2/25 - 3/9  PMIS Update Deadline 2/25-3/9	<b>7</b> Submit BES-Taxable- Incentives Report dated 3/4 (Weight Watchers Reimbursement, etc.) Report dated 3/4 for November - January activity  Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 3/16 Pay Day Cycle 1 2/18 - 3/3 Cycle 2 2/19 - 3/4 Cycle 3 2/16 - 3/1	<b>8</b>	<b>9</b> Notify PSB of any PMIS Changes affecting 2/25-3/9 Classified Pay
<b>12</b> Semi-Monthly Payroll Certification Deadline 2/25-3/9  CIPPS Leave Paperwork Deadline 2/25-3/9  Notify PSB of any PMIS Changes affecting Bi-Weekly Pay for 3/16 Pay Date  1st Quarter Pre-Certification of Reportable Items Due	<b>13</b> Bi-Weekly Wage Payroll Certification Deadline for 3/16 Wage Pay Day Cycle 1 2/18 - 3/3 Cycle 2 2/19 - 3/4 Cycle 3 2/16 - 3/1	<b>14</b> Distribute 3rd Party Pmt's & Checks to Agencies re: Semi-Monthly Pay  Distribute 3rd Party Pmt's & Checks to Agencies re: Wage Pay	<b>15</b> CIPPS Leave Keying Deadline - 2/25-3/9	<b>16</b> Semi-Monthly Employee Pay Day  Bi-Weekly Wage Employee Pay Day
<b>19</b>	<b>20</b> Semi-Monthly Salaried Payroll Paperwork Deadline 3/10 - 3/24  PMIS Update Deadline 3/10-3/24	<b>21</b> Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 3/30 Pay Day Cycle 1 3/4 - 3/17 Cycle 2 3/5 - 3/18 Cycle 3 3/2 - 3/15	<b>22</b>	<b>23</b> Notify PSB of any PMIS Changes affecting 3/10-3/24 Classified Pay
<b>26</b> Semi-Monthly Payroll Certification Deadline 3/10-3/24  CIPPS Leave Paperwork Deadline 3/10-3/24  Notify PSB of any PMIS Changes affecting Bi-Weekly Pay for 3/30 Pay Date	<b>27</b> Bi-Weekly Wage Payroll Certification Deadline for 3/30 Pay Day Cycle 1 3/4 - 3/17 Cycle 2 3/5 - 3/18 Cycle 3 3/2 - 3/15	<b>28</b> Distribute 3rd Party Pmt's & Checks to Agencies re: Semi-Monthly Pay  Distribute 3rd Party Pmt's & Checks to Agencies re: Wage Pay	<b>29</b> CIPPS Leave Keying Deadline - 3/10 - 3/24	<b>30</b> February 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 1 123, 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