

Mon	Tue	Wed	Thu	Fri
	1 Semi-Monthly Employee Pay Day	2 Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 5/11 Pay Day <small>Cycle 1 4/15 - 4/28 Cycle 2 4/16 - 4/29 Cycle 3 4/13 - 4/26</small>	3 Submit April BES Premium Reward Discrepancy Report (PM4405) dated 5/1 required for April Health Care Reconciliation	4 Semi-Monthly Salaried Payroll Paperwork Deadline 4/25 - 5/9 PMIS Update Deadline 4/25-5/9
7 Notify PSB of any PMIS Changes affecting Bi-Weekly Pay for 5/11 Pay Date	8 Bi-Weekly Wage Payroll Certification Deadline for 5/11 Wage Pay Day <small>Cycle 1 4/15 - 4/28 Cycle 2 4/16 - 4/29 Cycle 3 4/13 - 4/26</small>	9 Notify PSB of any PMIS Changes affecting 4/25-5/9 Classified Pay Distribute 3rd Party Pmt's & Checks to Agencies re: Wage Pay	10 Semi-Monthly Payroll Certification Deadline 4/25-5/9 CIPPS Leave Paperwork Deadline 4/25-5/9	11 Bi-Weekly Wage Employee Pay Day
14 Distribute 3rd Party Pmt's & Checks to Agencies re: Semi-Monthly Pay	15 CIPPS Leave Keying Deadline - 4/25-5/9	16 Semi-Monthly Employee Pay Day Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 5/25 Pay Day <small>Cycle 1 4/29 - 5/12 Cycle 2 4/30 - 5/13 Cycle 3 4/27 - 5/10</small>	17	18
21 Semi-Monthly Salaried Payroll Paperwork Deadline 5/10 - 5/24 PMIS Update Deadline 5/10-5/24 Notify PSB of any PMIS Changes affecting Bi-Weekly Pay for 5/25 Pay Date	22 Bi-Weekly Wage Payroll Certification Deadline for 5/25 Pay Day <small>Cycle 1 4/29 - 5/12 Cycle 2 4/30 - 5/13 Cycle 3 4/27 - 5/10</small>	23 Distribute 3rd Party Pmt's & Checks to Agencies re: Wage Pay	24 Notify PSB of any PMIS Changes affecting 5/10-5/24 Classified Pay	25 Semi-Monthly Payroll Certification Deadline 5/10-5/24 CIPPS Leave Paperwork Deadline 5/10-5/24 Bi-Weekly Wage Employee Pay Day
28 Holiday	29	30 Distribute 3rd Party Pmt's & Checks to Agencies re: Semi-Monthly Pay	31 CIPPS Leave Keying Deadline - 5/10 - 5/24 April Healthcare Certification Due	

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