Payroll Service Bureau Operations Calendar

February 2019

Mon	Tue	Wed	Thu	Fri
				1 **Semi-Monthly Employee Pay Day** **Bi-Weekly Wage Employee Pay Day**
4 **Submit January BES Premium Reward Discrepancy Report (PM4405) dated 2/1 required for January Health Care Reconciliation**	*5* **Semi-Monthly Salaried Payroll Paperwork Deadline 1/25 - 2/9** **PMIS Update Deadline 1/25-2/9**	*6* **Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 2/15 Wage Pay Day** Cycle 1 1/20 - 2/2 Cycle 2 1/21 - 2/3 Cycle 3 1/18 - 1/31	*7*	*8* **Notify PSB of any PMIS Changes affecting 1/25-2/9 Salaried Employees**
11 **Semi-Monthly Salaried Payroll Certification Deadline 1/25-2/9** **CIPPS Leave Paperwork Deadline 1/25-2/9**	*12* **Bi-Weekly Wage Payroll Certification Deadline for 2/15 Wage Pay Day** Cycle 1 1/20 - 2/2 Cycle 2 1/21 - 2/3 Cycle 3 1/18 - 1/31	*13* **Distribute 3rd Party Pmt's & Checks to Agencies re: Semi-Monthly Pay** **Distribute 3rd Party Pmt's & Checks to Agencies re: Wage Pay**	*14* **CIPPS Leave Keying Deadline - 1/25-2/9**	*15* **Semi-Monthly Salaried Employee Pay Day** **2019 Exempt Federal & State Tax Form Renewals due from Employees** **Bi-Weekly Wage Employee Pay Day**
18 **Holiday**	*19* **Semi-Monthly Salaried Payroll Paperwork Deadline 2/10 - 2/24** **PMIS Update Deadline 2/10-2/24**	*20* **Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 3/1 Wage Pay Day** Cycle 1 2/3 - 2/16 Cycle 2 2/4 - 2/17 Cycle 3 2/1 - 2/14	*21*	*22* **Notify PSB of any PMIS Changes affecting 2/10-2/24 Salaried Employees**
25 **Semi-Monthly Payroll Certification Deadline 2/10-2/24** **CIPPS Leave Paperwork Deadline 2/10-2/24**	*26* **Bi-Weekly Wage Payroll Certification Deadline for 3/1 Wage Pay Day** Cycle 1 2/3 - 2/16 Cycle 2 2/4 - 2/17 Cycle 3 2/1 - 2/14	*27* **Distribute 3rd Party Pmt's & Checks to Agencies re: Semi-Monthly Pay** **Distribute 3rd Party Pmt's & Checks to Agencies re: Wage Pay**	*28* **January Healthcare Certification Due** **CIPPS Leave Keying Deadline - 2/10-2/24**	

All Agy's have adopted a Cardinal Bi-weekly Payroll Cycle. The Bi-weekly Payroll Cycles are as follows:

Cycle 1 122, 123, 129, 132, 140, 147, 148, 151, 152, 154, 156, 157, 161, 165, 174, 191, 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, 948

Cycle 3 127, 146, 181, 199, 239, 403, 405, 411, 942

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