

Mon	Tue	Wed	Thu	Fri
		<i>1</i>  <b>Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 4/10 Wage Pay Day</b> Cycle 1 3/15 - 3/28 Cycle 2 3/16 - 3/29 Cycle 3 3/13 - 3/26	<i>2</i>  <b>Submit March BES Premium Reward Discrepancy Report (PM4405) dated 4/1 required for March Health Care Reconciliation</b>	<i>3</i>
<i>6</i>  <b>Semi-Monthly Salaried Payroll Paperwork Deadline 3/25 - 4/9, 11am</b>  <b>PMIS Update Deadline 3/25-4/9</b>	<i>7</i>  <b>Distribute 1st Qtr Quarterly Wage Certification Materials</b>  <b>Bi-Weekly Wage Payroll Certification Deadline for 4/10 Wage Pay Day</b> Cycle 1 3/15 - 3/28 Cycle 2 3/16 - 3/29 Cycle 3 3/13 - 3/26	<i>8</i>	<i>9</i>  <b>Notify PSB of any PMIS Changes affecting 3/25-4/9 Classified Employees</b>  <b>**Check distribution is suspended in accordance with Executive Order 55: re: Wage Pay</b>	<i>10</i> <b>Semi-Monthly Salaried Payroll Certification Deadline 3/25-4/9</b>  <b>CIPPS Leave Paperwork Deadline 3/25-4/9</b>  <b>1st Qtr Taxable Wage Certification Due</b>  <b>Bi-Weekly Wage Employee Pay Day</b>
<i>13</i>	<i>14</i>  <b>**Check distribution is suspended in accordance with Executive Order 55: re: Wage and Semi-Monthly Pay</b>	<i>15</i>  <b>CIPPS Leave Keying Deadline - 3/25-4/9</b>  <b>Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 4/24 Wage Pay Day</b> Cycle 1 3/29 - 4/11 Cycle 2 3/30 - 4/12 Cycle 3 3/27 - 4/9	<i>16</i>  <b>Semi-Monthly Salaried Employee Pay Day</b>	<i>17</i>
<i>20</i>	<i>21</i>  <b>Semi-Monthly Salaried Payroll Paperwork Deadline 4/10 - 4/24, 11am</b>  <b>PMIS Update Deadline 4/10-4/24</b>  <b>Bi-Weekly Wage Payroll Certification Deadline for 4/24 Wage Pay Day</b> Cycle 1 3/29 - 4/11 Cycle 2 3/30 - 4/12 Cycle 3 3/27 - 4/9	<i>22</i>  <b>Distribute VEC FC-20 Tax Returns to Agencies</b>	<i>23</i>  <b>**Check distribution is suspended in accordance with Executive Order 55: re: Wage Pay</b>	<i>24</i>  <b>Notify PSB of any PMIS Changes affecting 4/10-4/24 Classified Employees</b>  <b>Bi-Weekly Wage Employee Pay Day</b>
<i>27</i>  <b>Semi-Monthly Payroll Certification Deadline 4/10-4/24</b>  <b>CIPPS Leave Paperwork Deadline 4/10-4/24</b>	<i>28</i>	<i>29</i>  <b>**Check distribution is suspended in accordance with Executive Order 55: re: Semi-monthly Pay</b>  <b>Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 5/8 Wage Pay Day</b> Cycle 1 4/12 - 4/25 Cycle 2 4/13 - 4/26 Cycle 3 4/10 - 4/23	<i>30</i>  <b>CIPPS Leave Keying Deadline - 4/10-4/24</b>  <b>March Healthcare Certification Due</b>	

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