

<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>
<b>3</b>	<b>4</b> Semi-Monthly Salaried Payroll Paperwork Deadline 1/25 - 2/9, 11am  PMIS Update Deadline 1/25-2/9	<b>5</b> Submit January BES Premium Reward Discrepancy Report (PM4405) dated 2/1 required for January Health Care Reconciliation  Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 2/14 Wage Pay Day Cycle 1 1/19 - 2/1 Cycle 2 1/20 - 2/2 Cycle 3 1/17 - 1/30	<b>6</b>	<b>7</b> Notify PSB of any PMIS Changes affecting 1/25-2/9 Classified Employees
<b>10</b> Semi-Monthly Salaried Payroll Certification Deadline 1/25-2/9  CIPPS Leave Paperwork Deadline 1/25-2/9	<b>11</b>    Bi-Weekly Wage Payroll Certification Deadline for 2/14 Wage Pay Day Cycle 1 1/19 - 2/1 Cycle 2 1/20 - 2/2 Cycle 3 1/17 - 1/30	<b>12</b> Distribute 3rd Party Pmt's & Live Paychecks to Agy's re: Semi-Monthly Pay  Distribute Live Paychecks to Agy's re: Wage Pay	<b>13</b> CIPPS Leave Keying Deadline - 1/25-2/9  Distribute 3rd Party Pmt's to Agy's re: Wage Pay	<b>14</b> Semi-Monthly Salaried Employee Pay Day   Bi-Weekly Wage Employee Pay Day
<b>17</b>  <b>Holiday</b>	<b>18</b> Semi-Monthly Salaried Payroll Paperwork Deadline 2/10 - 2/24, 11am  PMIS Update Deadline 2/10-2/24	<b>19</b>   Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 2/28 Wage Pay Day Cycle 1 2/2 - 2/15 Cycle 2 2/3 - 2/16 Cycle 3 1/31 - 2/13	<b>20</b>	<b>21</b> Notify PSB of any PMIS Changes affecting 2/10-2/24 Classified Employees
<b>24</b> Semi-Monthly Payroll Certification Deadline 2/10-2/24  CIPPS Leave Paperwork Deadline 2/10-2/24	<b>25</b>   Bi-Weekly Wage Payroll Certification Deadline for 2/28 Wage Pay Day Cycle 1 2/2 - 2/15 Cycle 2 2/3 - 2/16 Cycle 3 1/31 - 2/13	<b>26</b> Distribute 3rd Party Pmt's & Live Paychecks to Agy's re: Semi-Monthly Pay  Distribute Live Paychecks to Agy's re: Wage Pay	<b>27</b> CIPPS Leave Keying Deadline - 2/10-2/24  Distribute 3rd Party Pmt's to Agy's re: Wage Pay	<b>28</b> January Healthcare Certification Due  Semi-Monthly Salaried 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 1 122, 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