

Mon	Tue	Wed	Thu	Fri
		1 Holiday	2 Distribute Live Paychecks to Agy's re: Wage Pay Submit December BES Premium Reward Discrepancy Report (PM4405) dated 1/1 required for December Health Care Reconciliation	3 Distribute 3rd Party Pmt's to Agy's re: Wage Pay Bi-Weekly Wage Employee Pay Day
6 Semi-Monthly Salaried Payroll Paperwork Deadline 12/25 - 1/9, 11am PMIS Update Deadline 12/25-1/9	7 Distribute Year End Certification to Agencies Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 1/17 Wage Pay Day Cycle 1 12/22 - 1/4 Cycle 2 12/23 - 1/5 Cycle 3 12/20 - 1/2	8	9 Notify PSB of any PMIS Changes affecting 12/25-1/9 Classified Employees	10 2019 Calendar Year-End Certification Due Semi-Monthly Salaried Payroll Certification Deadline 12/25-1/9 CIPPS Leave Paperwork Deadline 12/25-1/9
13 Bi-Weekly Wage Payroll Certification Deadline for 1/17 Wage Pay Day Cycle 1 12/22 - 1/4 Cycle 2 12/23 - 1/5 Cycle 3 12/20 - 1/2	14 Distribute 3rd Party Pmt's & Live Paychecks to Agy's re: Semi-Monthly Pay Distribute Live Paychecks to Agy's re: Wage Pay	15 CIPPS Leave Keying Deadline - 12/25-1/9 Distribute 3rd Party Pmt's to Agy's re: Wage Pay	16 Distribute VEC FC-20 Tax Returns to Agencies Semi-Monthly Salaried Employee Pay Day	17 Holiday Bi-Weekly Wage Employee Pay Day
20 Holiday	21 Semi-Monthly Salaried Payroll Paperwork Deadline 1/10 - 1/24, 11am PMIS Update Deadline 1/10-1/24	22 Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 1/31 Wage Pay Day Cycle 1 1/5 - 1/18 Cycle 2 1/6 - 1/19 Cycle 3 1/3 - 1/16	23	24 Notify PSB of any PMIS Changes affecting 1/10-1/24 Classified Employees
27 Semi-Monthly Payroll Certification Deadline 1/10-1/24 CIPPS Leave Paperwork Deadline 1/10-1/24	28 Bi-Weekly Wage Payroll Certification Deadline for 1/31 Wage Pay Day Cycle 1 1/5 - 1/18 Cycle 2 1/6 - 1/19 Cycle 3 1/3 - 1/16	29 Distribute 3rd Party Pmt's & Live Paychecks to Agy's re: Semi-Monthly Pay Distribute Live Paychecks to Agy's re: Wage Pay	30 CIPPS Leave Keying Deadline - 1/10-1/24 Distribute 3rd Party Pmt's to Agy's re: Wage Pay	31 December Healthcare Certification Due Last Day for Distribution of W-2's to Agencies 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