

**Payroll Service Bureau
Operations Calendar**

June 2020

**** In accordance with the Governor's Executive Order 55, Temporary Stay at Home Order Due to Novel Coronavirus, check distribution will resume once the Order is no longer in effect.**

Mon	Tue	Wed	Thu	Fri
<p>1</p> <p>Submit HURMan Taxable Incentive Report (Weight Watchers Subsidy) for March—May activity & HURMan SmartShopper Report for May activity for processing</p> <p>Semi-Monthly Employee Pay Day</p>	<p>2</p> <p>Bi-Weekly Wage Payroll Certification Deadline for 6/5 Wage Pay Day</p> <p>Cycle 1 5/10 - 5/23 Cycle 2 5/11 - 5/24 Cycle 3 5/8 - 5/21</p>	<p>3</p> <p>2nd Quarter Pre-Certification of Reportable Items distributed to agencies</p> <p>FY20 Intent to Charge Special (Off-Cycle) Payroll form distributed to agencies</p> <p>FY21 PSB-01-001 distributed to agencies</p>	<p>4</p> <p>Semi-Monthly Salaried Payroll Paperwork Deadline 5/25 - 6/9, 11am</p> <p>PMIS Update Deadline 5/25-6/9</p> <p>**Check distribution is suspended in accordance with Executive Order 55: re: Wage Pay</p>	<p>5</p> <p>Bi-Weekly Wage Employee Pay Day</p>
<p>8</p> <p>FY20 Intent to Charge Special (Off-Cycle) Payroll Related Expenditures form Submission Deadline</p>	<p>9</p> <p>Notify PSB of any PMIS Changes affecting 5/25-6/9 Salaried Employees</p> <p>2nd Quarter Pre-Certification of Reportable Items Submission Deadline</p>	<p>10</p> <p>Semi-Monthly Salaried Payroll Certification Deadline 5/25-6/9</p> <p>CIPPS Leave Paperwork Deadline 5/25-6/9</p> <p>Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 6/19 Wage Pay Day</p> <p>Cycle 1 5/24 - 6/6 Cycle 2 5/25 - 6/7 Cycle 3 5/22 - 6/4</p>	<p>11</p> <p>FY20 Intent to Charge Special (Off -Cycle) Payroll Related Expenditures Paperwork Deadline</p>	<p>12</p> <p>May Healthcare Certification Due</p> <p>**Check distribution is suspended in accordance with Executive Order 55: re: Salaried Pay</p>
<p>15 FY20</p> <p>CIPPS Leave Keying Deadline - 5/25-6/9</p>	<p>16 FY20</p> <p>Semi-Monthly Salaried Employee Pay Day</p> <p>Bi-Weekly Wage Payroll Certification Deadline for 6/19 Wage Pay Day</p> <p>Cycle 1 5/24 - 6/6 Cycle 2 5/25 - 6/7 Cycle 3 5/22 - 6/4</p>	<p>17 FY20</p> <p>FY21 PSB-01-001 Submission Deadline</p>	<p>18 FY20</p> <p>**Check distribution is suspended in accordance with Executive Order 55: re: Wage Pay</p>	<p>19 FY20</p> <p>Semi-Monthly Salaried Payroll Paperwork Deadline 6/10 - 6/24, 11am</p> <p>PMIS Update Deadline 6/10-6/24</p> <p>Last Day to Charge Payroll Expenditures to FY20</p> <p>Bi-Weekly Wage Employee Pay Day</p>
<p>22 FY21</p>	<p>23 FY21</p> <p>Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 7/3 Wage Pay Day</p> <p>Cycle 1 6/7 - 6/20 Cycle 2 6/8 - 6/21 Cycle 3 6/5 - 6/18</p>	<p>24 FY21</p> <p>Notify PSB of any PMIS Changes affecting 6/10-6/24 Salaried Employees</p>	<p>25 FY21</p> <p>Semi-Monthly Payroll Certification Deadline 6/10-6/24</p> <p>CIPPS Leave Paperwork Deadline 6/10-6/24</p>	<p>26 FY21</p> <p>**Check distribution is suspended in accordance with Executive Order 55: re: Salaried Pay</p>
<p>29 FY21</p> <p>Bi-Weekly Wage Payroll Certification Deadline for 7/3 Wage Pay Day</p> <p>Cycle 1 6/7 - 6/20 Cycle 2 6/8 - 6/21 Cycle 3 6/5 - 6/18</p>	<p>30 FY21</p> <p>CIPPS Files Close at noon</p> <p>CIPPS Leave Keying Deadline - 6/10-6/24</p>			

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