

Mon	Tue	Wed	Thu	Fri
<p>2</p> <p>Submit February BES Premium Reward Discrepancy Report (PM4405) dated 3/1 required for February Health Care Reconciliation</p>	<p>3</p>	<p>4</p> <p>Semi-Monthly Salaried Payroll Paperwork Deadline 2/25 - 3/9, 11am</p> <p>PMIS Update Deadline 2/25-3/9</p> <p>Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 3/13 Wage Pay Day</p> <p>Cycle 1 2/16 - 2/29 Cycle 2 2/17 - 3/1 Cycle 3 2/14 - 2/27</p>	<p>5</p>	<p>6</p>
<p>9</p> <p>Notify PSB of any PMIS Changes affecting 2/25-3/9 Classified Employees</p>	<p>10</p> <p>Semi-Monthly Salaried Payroll Certification Deadline 2/25-3/9</p> <p>CIPPS Leave Paperwork Deadline 2/25-3/9</p> <p>Bi-Weekly Wage Payroll Certification Deadline for 3/13 Wage Pay Day</p> <p>Cycle 1 2/16 - 2/29 Cycle 2 2/17 - 3/1 Cycle 3 2/14 - 2/27</p>	<p>11</p> <p>Distribute Live Paychecks to Agy's re: Wage Pay</p>	<p>12</p> <p>Distribute 3rd Party Pmt's & Live Paychecks to Agy's re: Semi-Monthly Pay</p> <p>Distribute 3rd Party Pmt's to Agy's re: Wage Pay</p>	<p>13</p> <p>CIPPS Leave Keying Deadline - 2/25-3/9</p> <p>Bi-Weekly Wage Employee Pay Day</p>
<p>16</p> <p>Semi-Monthly Salaried Employee Pay Day</p>	<p>17</p>	<p>18</p> <p>Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 3/27 Wage Pay Day</p> <p>Cycle 1 3/1 - 3/14 Cycle 2 3/2 - 3/15 Cycle 3 2/28 - 3/12</p>	<p>19</p> <p>Semi-Monthly Salaried Payroll Paperwork Deadline 3/10 - 3/24, 11am</p> <p>PMIS Update Deadline 3/10-3/24</p>	<p>20</p>
<p>23</p>	<p>24</p> <p>Notify PSB of any PMIS Changes affecting 3/10-3/24 Classified Employees</p> <p>Bi-Weekly Wage Payroll Certification Deadline for 3/27 Wage Pay Day</p> <p>Cycle 1 3/1 - 3/14 Cycle 2 3/2 - 3/15 Cycle 3 2/28 - 3/12</p>	<p>25</p> <p>Semi-Monthly Payroll Certification Deadline 3/10-3/24</p> <p>CIPPS Leave Paperwork Deadline 3/10-3/24</p> <p>Distribute Live Paychecks to Agy's re: Wage Pay</p>	<p>26</p> <p>Distribute 3rd Party Pmt's to Agy's re: Wage Pay</p>	<p>27</p> <p>Distribute 3rd Party Pmt's & Live Paychecks to Agy's re: Semi-Monthly Pay</p> <p>Bi-Weekly Wage Employee Pay Day</p>
<p>30</p> <p>CIPPS Leave Keying Deadline - 3/10-3/24</p>	<p>31</p> <p>Semi-Monthly Salaried Employee Pay Day</p> <p>February Healthcare Certification Due</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