

Mon	Tue	Wed	Thu	Fri
				<b>1</b> Submit April BES Premium Reward Discrepancy Report (PM4405) dated 5/1 required for April Health Care Reconciliation
<b>4</b> Submit Taxable Incentive Report (Weight Watchers Subsidy Program) from HURMan for January and February activity for processing	<b>5</b> Semi-Monthly Salaried Payroll Paperwork Deadline 4/25 - 5/9, 11am  PMIS Update Deadline 4/25-5/9  Bi-Weekly Wage Payroll Certification Deadline for 5/8 Wage Pay Day Cycle 1 4/12 - 4/25 Cycle 2 4/13 - 4/26 Cycle 3 4/10 - 4/23	<b>6</b>  <b>**Check distribution is suspended in accordance with Executive Order 55: re: Wage Pay</b>	<b>7</b>	<b>8</b>  Notify PSB of any PMIS Changes affecting 4/25-5/9 Salaried Employees  Bi-Weekly Wage Employee Pay Day
<b>11</b> Semi-Monthly Salaried Payroll Certification Deadline 4/25-5/9  CIPPS Leave Paperwork Deadline 4/25-5/9	<b>12</b>	<b>13</b>  <b>**Check distribution is suspended in accordance with Executive Order 55: re: Salaried Pay</b>  Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 5/22 Wage Pay Day Cycle 1 4/26 - 5/9 Cycle 2 4/27 - 5/10 Cycle 3 4/24 - 5/7	<b>14</b>  CIPPS Leave Keying Deadline - 4/25-5/9	<b>15</b>  Semi-Monthly Salaried Employee Pay Day
<b>18</b>	<b>19</b> Semi-Monthly Salaried Payroll Paperwork Deadline 5/10 - 5/24, 11am  PMIS Update Deadline 5/10-5/24  Bi-Weekly Wage Payroll Certification Deadline for 5/22 Wage Pay Day Cycle 1 4/26 - 5/9 Cycle 2 4/27 - 5/10 Cycle 3 4/24 - 5/7	<b>20</b>  <b>**Check distribution is suspended in accordance with Executive Order 55: re: Wage Pay</b>	<b>21</b>	<b>22</b>  Notify PSB of any PMIS Changes affecting 5/10-5/24 Salaried Employees  Bi-Weekly Wage Employee Pay Day
<b>25</b>  <b>Holiday</b>	<b>26</b> Semi-Monthly Payroll Certification Deadline 5/10-5/24  CIPPS Leave Paperwork Deadline 5/10-5/24	<b>27</b>  Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 6/5 Wage Pay Day Cycle 1 5/10 - 5/23 Cycle 2 5/11 - 5/24 Cycle 3 5/8 - 5/21	<b>28</b>  <b>**Check distribution is suspended in accordance with Executive Order 55: re: Salaried Pay</b>	<b>29</b>  CIPPS Leave Keying Deadline - 5/10-5/24  April Healthcare Certification Due

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