

| Mon   | Tue   | Wed  | Thu   | Fri  |
|---|---|--|---|--|
|   | <p><b>1</b></p> <p>Semi-Monthly Employee Pay Day</p> <p>Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 9/11 Wage Pay Day</p> <p>Cycle 1 8/16 - 8/29<br/>Cycle 2 8/17 - 8/30<br/>Cycle 3 8/14 - 8/27</p>                        | <p><b>2</b></p> <p>Submit August BES Premium Reward Discrepancy Report (PM4405) dated 9/1 required for August Health Care Reconciliation</p>   | <p><b>3</b></p> <p>Semi-Monthly Salaried Payroll Paperwork Deadline 8/25 - 9/9, 11am</p> <p>PMIS Update Deadline 8/25-9/9</p>   | <p><b>4</b></p> <p>Distribute Bi-Weekly Pre-Certification to Agy's</p>   |
| <p><b>7</b></p> <p><b>Holiday</b></p>                                   | <p><b>8</b></p> <p>3rd Quarter Pre-Certification of Reportable Items distributed to Agy's</p> <p>Bi-Weekly Wage Payroll Certification Deadline for 9/11 Wage Pay Day</p> <p>Cycle 1 8/16 - 8/29<br/>Cycle 2 8/17 - 8/30<br/>Cycle 3 8/14 - 8/27</p> | <p><b>9</b></p> <p>Distribute Semi-Monthly Pre-Certification to Agy's</p> <p>Notify PSB of any PMIS Changes affecting 8/25-9/9 Salaried Employees</p> <p>Distribute Bi-Weekly Post-Certification PAT Rpt 10 Comparison of Final Pay Edit to Pay Calc to Agy's</p>        | <p><b>10</b></p> <p>Semi-Monthly Salaried Payroll Certification Deadline 8/25-9/9</p> <p>CIPPS Leave Paperwork Deadline 8/25-9/9</p> <p>3rd Quarter Pre-Certification of Reportable Items Submission Deadline</p> | <p><b>11</b></p> <p>Distribute Semi-Monthly Post-Certification PAT Rpt 10 Comparison of Final Pay Edit to Pay Calc to Agy's</p> <p>Bi-Weekly Wage Employee Pay Day</p> |
| <p><b>14</b></p>  | <p><b>15</b></p> <p>CIPPS Leave Keying Deadline - 8/25-9/9</p> <p>FY20 ARMICS Service Provider Assurance Statements distributed to Agy's</p> <p>Distribute 3rd Party Pmt's to Agy's re: Salaried &amp; Wage Pay</p>                                 | <p><b>16</b></p> <p>Semi-Monthly Employee Pay Day</p> <p>Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 9/25 Wage Pay Day</p> <p>Cycle 1 8/30 - 9/12<br/>Cycle 2 8/31 - 9/13<br/>Cycle 3 8/28 - 9/10</p>  | <p><b>17</b></p> <p>Submit HURMan Taxable Incentive Report (Weight Watchers Subsidy) &amp; HURMan SmartShopper Report for August activity for processing</p>  | <p><b>18</b></p> <p>Semi-Monthly Salaried Payroll Paperwork Deadline 9/10 - 9/24, 11am</p> <p>PMIS Update Deadline 9/10-9/24</p>                                       |
| <p><b>21</b></p> <p>Distribute Bi-Weekly Pre-Certification to Agy's</p> | <p><b>22</b></p> <p>Bi-Weekly Wage Payroll Certification Deadline for 9/25 Wage Pay Day</p> <p>Cycle 1 8/30 - 9/12<br/>Cycle 2 8/31 - 9/13<br/>Cycle 3 8/28 - 9/10</p>  | <p><b>23</b></p> <p>Distribute Semi-Monthly Pre-Certification to Agy's</p> <p>Notify PSB of any PMIS Changes affecting 8/10-8/24 Salaried Employees</p> <p>Distribute Bi-Weekly Post-Certification PAT Rpt 10 Comparison of Final Pay Edit to Pay Calc to Agy's</p>      | <p><b>24</b></p> <p>Semi-Monthly Payroll Certification Deadline 9/10-9/24</p> <p>CIPPS Leave Paperwork Deadline 9/10-9/24</p>   | <p><b>25</b></p> <p>Distribute Semi-Monthly Post-Certification PAT Rpt 10 Comparison of Final Pay Edit to Pay Calc to Agy's</p> <p>Bi-Weekly Wage Employee Pay Day</p> |
| <p><b>28</b></p>  | <p><b>29</b></p> <p>CIPPS Leave Keying Deadline - 9/10-9/24</p> <p>Distribute 3rd Party Pmt's to Agy's re: Salaried &amp; Wage Pay</p>  | <p><b>30</b></p> <p>August Healthcare Certification Due</p> <p>Semi-Monthly Employee Pay Day</p> <p>Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 10/9 Wage Pay Day</p> <p>Cycle 1 9/13 - 9/26<br/>Cycle 2 9/14 - 9/27<br/>Cycle 3 9/11 - 9/24</p> | <p><b>Student Loan Garnishment Forbearance extended to December 31, 2020</b></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, 164, 165, 174, 191, 194, 200, 202, 218, 222, 223, 226, 233, 238, 245, 350, 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   |