

Department of Accounts

Payroll Bulletin

Calendar Year 2018

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The Payroll Bulletin is published periodically to provide CIPPS agencies guidance regarding Commonwealth payroll operations. If you have any questions about the bulletin, please call Cathy McGill at (804) 371-7800 or Email at cathy.mcgill@doa.virginia.gov

State Payroll Operations

Director **Lora L. George**

Acting Director Cathy C. McGill

PAYROLL PROCESSING - FISCAL YEAR-END

Introduction

This Payroll Bulletin addresses payroll processing for Fiscal Year End 2018, Fiscal Year 2019 benefit rates (including healthcare rate tables) and the June – November 2018 payroll operations calendars for CIPPS processing. Please provide a copy of this bulletin to all appropriate personnel within your agency.

Key Payroll Operations Dates for June 2016

- **June 11** – Semi-monthly salary certification deadline for **PPE 6/9**.
- **June 14** - Leave keying deadline for PPE 6/9.
- **June 15** - Healthcare reconciliations and related ATAs due to DOA for the May coverage month.
- **June 19** – Bi-weekly wage certification deadline for check date 06/22. This is the last wage payroll charged to FY 18.
- **June 20** – Last day to certify special payrolls charged to **FY 18**. **You must use a June check date, no July check dates will be allowed.**
- **June 21** – First day to certify semi-monthly salary for PPE 6/24, Payday **July 2**. **All payrolls certified on or after June 21 will be charged to FY 19 and must have July check dates.**
- **June 26** - Semi-monthly salary certification deadline for **PPE 6/24**. **Will be charged to FY 19.**
- **June 29** – Leave keying deadline. **CIPPS files close at 2:00 pm** for fiscal year end processing.

Payroll Expenditures

Salaried payroll expenditures for the June 10 - 24 pay period (July 2, 2018, payday) will be charged to FY 2019 without exception. Cardinal postings for this payday will be controlled by DOA. To execute this requirement all payrolls certified on June 21, 2018, or later will be charged to FY 2019.

Non-salaried and special pays certified between June 12 and June 20 will be charged to FY 2018. These payruns are for non-salaried (e.g., hourly) and special payrolls only. Salaried payroll certifications for the period ending June 24th will not be permitted during this period.

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PAYROLL PROCESSING - FISCAL YEAR-END, continued

**Optional
Retirement
Rates**

The rates for ORPs will not change for FY 19. The employer-contribution rates will be 10.4% and 8.5% for existing “Plan 1” and “Plan 2” participants, respectively. Plan 2 participants continue to contribute 5% from pay.

The maximum annual compensation for retirement contributions for the plan year that begins July 1, 2018, (checks dated 7/16/2018 – 7/01/2019) is \$275,000 for participants with membership dates on or after April 9, 1996. The maximum is \$405,000 for employees who became plan members with any VRS-covered employer before April 9, 1996. Please provide DOA with a list of employees whose annual salary exceeds the maximums no later than July 6 so proper goals can be established. Also, contact DOA if new employees with salaries that exceed the maximum are added during the year.

**VRS
Retirement
Rates**

Contribution rates for VRS-administered programs are found below. The rates presented below have not yet been approved by the General Assembly, but are not expected to change. The maximum annual compensation for retirement contributions for the plan year that begins July 1, 2018, (checks dated 07/16/2018 – 07/01/2019) is \$275,000 for participants with membership dates on or after April 9, 1996. The maximum is \$405,000 for employees who became plan members with any VRS-covered employer before April 9, 1996. Please provide DOA with a list of employees whose annual salary exceeds the maximums no later than July 6 so proper goals can be established. Also, contact DOA if new employees with salaries that exceed the maximum are added during the year.

Retirement - Plan 1	116 – 5011110	127 - 5011650	Amt Reported to VRS	Total Charged Agency
State Employees – Elected Officials	13.52%	5.00% *	18.52%	18.52%
State Employees – All Others	13.52%	N/A	18.52%	13.52%
State Police (SPORS)	24.88%	N/A	29.88%	24.88%
Judicial	34.39%	5.00% *	39.39%	39.39%
VaLORS	21.61%	N/A	26.61%	21.61%

Retirement - Plan 2				
State Employees	13.52%	N/A	18.52%	13.52%
State Police (SPORS)	24.88%	N/A	29.88%	24.88%
Judicial	34.39%	N/A	39.39%	34.39%
VaLORS	21.61%	N/A	26.61%	21.61%

Hybrid	116- 5011110	105- 5011660	106- 5011660	Total Charged Agency
State Employees	10.02% - 12.52%	1.0%	.5% - 2.5%	13.52%
Judicial	30.89% - 33.39%	1.0%	.5% - 2.5%	34.39%

Group Life Insurance	120 - 5011140	Amt Reported to VRS	Total Charged Agency
	1.31%	1.31%	1.31%

Retiree Health Insurance Credit	115 - 5011160		
	1.17%	1.17%	1.17%

VSDP	136/144 - 5011170		
	0.62%	0.62%	0.62%

* 5% member-portion continues to be paid for Plan 1 elected officials and Judicial coverage by the employer. All other Plan 1 employees pay the member portion.

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PAYROLL PROCESSING - FISCAL YEAR-END, continued

Default Coding Even though CARS was decommissioned effective July 1, 2016, the programmatic coding used on HMBU1 still follows the CARS format. Speedtypes are used to translate the expenditure coding to the appropriate coding in Cardinal. If you have changes to the default coding for FY 2019, please submit the GLI Default Coding form found under Miscellaneous Forms on the Payroll Forms webpage. A separate form is available for changes to default coding used in retirement and health care automated recons. These transactions are formatted according to Cardinal values. Please ensure that the account has been properly established in Cardinal before submitting your change.

CIPPS Security Individuals authorized to certify payroll expenditures are no longer identified on the Authorized Signatories Form (DA-04-121); instead, please submit a CIPPS Security form signed by the appropriate security officer if adding or deleting users. Also keep in mind that updates to Payline/PAT Masking access may also be necessary as assignments change.

Deferred Comp and Annuity Cash Match The maximum amount of Supplemental Plan cash match that may be made for eligible s/m employees continues to be \$20 per pay period. Based on the number of pay periods, maximum deduction amounts per pay period are as follows:

Max. Match		Max. Match	
<u>No Pays</u>	<u>Amt</u>	<u>No Pays</u>	<u>Amt</u>
9	\$53.34	18	\$26.67
10	\$48.00	20	\$24.00
11	\$43.64	22	\$21.82
12	\$40.00	24	\$20.00

Note: Hybrid employees contributing less than 4% voluntary contribution to the hybrid plan are not eligible for the cash match on either the Supplemental Plan or an annuity.

Flexible Benefits Mass transactions to deactivate the flexible benefit deductions (Deduction 021, Dependent Care, Deduction 022, Medical Reimbursement and Deduction 023, Administration Fees) and zero the amount and goal fields will be executed by DOA on June 29.

DOA will then establish the new deduction amounts for Plan Year 2019 and administrative fees from data provided through BES. No data entry will be required by agency personnel for flexible benefit deductions, unless an employee is listed on the REPORT U130, BES/CIPPS TRANSACTION ERROR LISTING. Please review all transactions for accuracy.

Flexible Benefit Admin Fee The flexible spending account administrative fee (Deduction 023) will continue to be \$3.65 per month. This is an employee-paid, pre-tax fee withheld the first pay period of each month. The annual fee of \$43.80 is pro-rated based on the employee’s number of pays (see fee schedule below).

Number of Pays	12/24	11/22	10/20	9/18
Fee Amount (Ded 023)	\$3.65	\$3.99	\$4.38	\$4.87
YTD Amount (Goal)	\$43.80	\$43.80	\$43.80	\$43.80

The deduction goal will be set to decrement (a value of “1” in the eighth position in the utility field) with a deduction end date of 06/30/2019.

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PAYROLL PROCESSING - FISCAL YEAR-END, continued**Healthcare
Premium
Schedules**

On July 1, 2018, the new healthcare premiums specified in DHRM's *Spotlight* Spring 2018 Open Enrollment Issue will take effect. All codes and rates for CIPPS processing are provided on the following pages. These rates do not include the premium reward.

Provider	Active Provider Code	Involuntary Separation Provider Code	Project Code And Task
COVA Care Basic (Includes basic dental)	42	92	AHI100 10
COVA Care Expanded Dental	44	94	AHI100 10
COVA Care Out-of-Network	43	93	AHI100 10
COVA Care Out-of-Network and Expanded Dental	45	95	AHI100 10
COVA Care Out-of-Network and Vision, Hearing and Expanded Dental	47	97	AHI100 10
COVA Care Vision, Hearing and Expanded Dental	46	96	AHI100 10
COVA HDHP (High Deductible Health Plan)	50	90	AHI300 10
COVA HDHP ED (High Deductible Health Plan Expanded Dental)	105	155	AHI300 10
COVA Health Aware Basic	101	151	AHI200 10
COVA HealthAware and Expanded Dental	103	153	AHI200 10
COVA HealthAware, Expanded Dental and Vision	102	152	AHI200 10
Kaiser Permanente HMO (Available in Northern Virginia Only)	06	56	AHI810 40
TRICARE	110	160	AHI820 40

Healthcare premium changes will occur July 1, 2018, with the BES to CIPPS automated update. If you have any questions about the schedules, contact Denise Waddy, via e-mail at denise.waddy@doa.virginia.gov or (804) 371-8912.

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COVA Care Basic (BES – ACC0)**Provider Code: 42/92****Employee Coverage Code****Semi-Monthly****Monthly**

	Employee	Agency	Total		Employee	Agency	Total
S - Employee Only	\$46.00	\$343.50	\$389.50		\$92.00	\$687.00	\$779.00
D - Employee Plus One	\$105.50	\$614.50	\$720.00		\$211.00	\$1,229.00	\$1,440.00
F - Family	\$143.50	\$901.00	\$1,044.50		\$287.00	\$1,802.00	\$2,089.00
O - Employee Only - Part Time	\$389.50	\$0.00	\$389.50		\$779.00	\$0.00	\$779.00
T - Employee Plus One - Part Time	\$720.00	\$0.00	\$720.00		\$1,440.00	\$0.00	\$1,440.00
M - Family - Part Time	\$1,044.50	\$0.00	\$1,044.50		\$2,089.00	\$0.00	\$2,089.00

COVA Care OON (BES – ACC1)**Provider Code: 43/93****Employee Coverage Code****Semi-Monthly****Monthly**

	Employee	Agency	Total		Employee	Agency	Total
S - Employee Only	\$55.00	\$343.50	\$398.50		\$110.00	\$687.00	\$797.00
D - Employee Plus One	\$118.00	\$614.50	\$732.50		\$236.00	\$1,229.00	\$1,465.00
F – Family	\$160.50	\$901.00	\$1,061.50		\$321.00	\$1,802.00	\$2,123.00
O - Employee Only - Part Time	\$398.50	\$0.00	\$398.50		\$797.00	\$0.00	\$797.00
T - Employee Plus One - Part Time	\$732.50	\$0.00	\$732.50		\$1,465.00	\$0.00	\$1,465.00
M - Family - Part Time	\$1,061.50	\$0.00	\$1,061.50		\$2,123.00	\$0.00	\$2,123.00

COVA Care ED (BES – ACC2)**Provider Code: 44/94****Employee Coverage Code****Semi-Monthly****Monthly**

	Employee	Agency	Total		Employee	Agency	Total
S - Employee Only	\$62.50	\$343.50	\$406.00		\$125.00	\$687.00	\$812.00
D - Employee Plus One	\$137.00	\$614.50	\$751.50		\$274.00	\$1,229.00	\$1,503.00
F – Family	\$192.00	\$901.00	\$1,093.00		\$384.00	\$1,802.00	\$2,186.00
O - Employee Only - Part Time	\$406.00	\$0.00	\$406.00		\$812.00	\$0.00	\$812.00
T - Employee Plus One - Part Time	\$751.50	\$0.00	\$751.50		\$1,503.00	\$0.00	\$1,503.00
M - Family - Part Time	\$1,093.00	\$0.00	\$1,093.00		\$2,186.00	\$0.00	\$2,186.00

COVA Care OON/ED (BES – ACC3)

Provider Code: 45/95

Employee Coverage Code**Semi-Monthly****Monthly**

	Employee	Agency	Total		Employee	Agency	Total
S - Employee Only	\$71.50	\$343.50	\$415.00		\$143.00	\$687.00	\$830.00
D - Employee Plus One	\$149.50	\$614.50	\$764.00		\$299.00	\$1,229.00	\$1,528.00
F - Family	\$209.00	\$901.00	\$1,110.00		\$418.00	\$1,802.00	\$2,220.00
O - Employee Only - Part Time	\$415.00	\$0.00	\$415.00		\$830.00	\$0.00	\$830.00
T - Employee Plus One - Part Time	\$764.00	\$0.00	\$764.00		\$1,528.00	\$0.00	\$1,528.00
M - Family - Part Time	\$1,110.00	\$0.00	\$1,110.00		\$2,220.00	\$0.00	\$2,220.00

COVA Care V/H/ED (BES – ACC4)

Provider Code: 46/96

Employee Coverage Code**Semi-Monthly****Monthly**

	Employee	Agency	Total		Employee	Agency	Total
S - Employee Only	\$72.00	\$343.50	\$415.50		\$144.00	\$687.00	\$831.00
D - Employee Plus One	\$153.50	\$614.50	\$768.00		\$307.00	\$1,229.00	\$1,536.00
F - Family	\$214.50	\$901.00	\$1,115.50		\$429.00	\$1,802.00	\$2,231.00
O - Employee Only - Part Time	\$415.50	\$0.00	\$415.50		\$831.00	\$0.00	\$831.00
T - Employee Plus One - Part Time	\$768.00	\$0.00	\$768.00		\$1,536.00	\$0.00	\$1,536.00
M - Family - Part Time	\$1,115.50	\$0.00	\$1,115.50		\$2,231.00	\$0.00	\$2,231.00

COVA Care FULL (BES – ACC5)

Provider Code: 47/97

Employee Coverage Code**Semi-Monthly****Monthly**

	Employee	Agency	Total		Employee	Agency	Total
S - Employee Only	\$81.00	\$343.50	\$424.50		\$162.00	\$687.00	\$849.00
D - Employee Plus One	\$166.00	\$614.50	\$780.50		\$332.00	\$1,229.00	\$1,561.00
F - Family	\$231.50	\$901.00	\$1,132.50		\$463.00	\$1,802.00	\$2,265.00
O - Employee Only - Part Time	\$424.50	\$0.00	\$424.50		\$849.00	\$0.00	\$849.00
T - Employee Plus One - Part Time	\$780.50	\$0.00	\$780.50		\$1,561.00	\$0.00	\$1,561.00
M - Family - Part Time	\$1,132.50	\$0.00	\$1,132.50		\$2,265.00	\$0.00	\$2,265.00

COVA HealthAware Basic (BES – CHA)**Provider Code: 101/151****Employee Coverage Code****Semi-Monthly****Monthly**

	Employee	Agency	Total		Employee	Agency	Total
S - Employee Only	\$8.50	\$338.50	\$347.00		\$17.00	\$677.00	\$694.00
D - Employee Plus One	\$29.00	\$614.50	\$643.50		\$58.00	\$1,229.00	\$1,287.00
F - Family	\$29.50	\$901.00	\$930.50		\$59.00	\$1,802.00	\$1,861.00
O - Employee Only - Part Time	\$347.00	\$0.00	\$347.00		\$694.00	\$0.00	\$694.00
T - Employee Plus One - Part Time	\$643.50	\$0.00	\$643.50		\$1,287.00	\$0.00	\$1,287.00
M - Family - Part Time	\$930.50	\$0.00	\$930.50		\$1,861.00	\$0.00	\$1,861.00

COVA HealthAware + ED & Vision (BES – CHA1)**Provider Code: 102/152****Employee Coverage Code****Semi-Monthly****Monthly**

	Employee	Agency	Total		Employee	Agency	Total
S - Employee Only	\$30.00	\$338.50	\$368.50		\$60.00	\$677.00	\$737.00
D - Employee Plus One	\$69.00	\$614.50	\$683.50		\$138.00	\$1,229.00	\$1,367.00
F – Family	\$88.50	\$901.00	\$989.50		\$177.00	\$1,802.00	\$1,979.00
O - Employee Only - Part Time	\$368.50	\$0.00	\$368.50		\$737.00	\$0.00	\$737.00
T - Employee Plus One - Part Time	\$683.50	\$0.00	\$683.50		\$1,367.00	\$0.00	\$1,367.00
M - Family - Part Time	\$989.50	\$0.00	\$989.50		\$1,979.00	\$0.00	\$1,979.00

COVA HealthAware + ED (BES – CHA2)**Provider Code: 103/153****Employee Coverage Code****Semi-Monthly****Monthly**

	Employee	Agency	Total		Employee	Agency	Total
S - Employee Only	\$24.00	\$338.50	\$362.50		\$48.00	\$677.00	\$725.00
D - Employee Plus One	\$60.50	\$614.50	\$675.00		\$121.00	\$1,229.00	\$1,350.00
F – Family	\$76.50	\$901.00	\$977.50		\$153.00	\$1,802.00	\$1,955.00
O - Employee Only - Part Time	\$362.50	\$0.00	\$362.50		\$725.00	\$0.00	\$725.00
T - Employee Plus One - Part Time	\$675.00	\$0.00	\$675.00		\$1,350.00	\$0.00	\$1,350.00
M - Family - Part Time	\$977.50	\$0.00	\$977.50		\$1,955.00	\$0.00	\$1,955.00

COVA HIGH DEDUCTIBLE HEALTH PLAN (BES – CHD)

Provider Code: 50/90

Employee Coverage Code**Semi-Monthly****Monthly**

	Employee	Agency	Total		Employee	Agency	Total
S - Employee Only	\$0.00	\$292.00	\$292.00		\$0.00	\$584.00	\$584.00
D - Employee Plus One	\$0.00	\$543.00	\$543.00		\$0.00	\$1,086.00	\$1,086.00
F - Family	\$0.00	\$793.50	\$793.50		\$0.00	\$1,587.00	\$1,587.00
O - Employee Only - Part Time	\$292.00	\$0.00	\$292.00		\$584.00	\$0.00	\$584.00
T - Employee Plus One - Part Time	\$543.00	\$0.00	\$543.00		\$1,086.00	\$0.00	\$1,086.00
M - Family - Part Time	\$793.50	\$0.00	\$793.50		\$1,587.00	\$0.00	\$1,587.00

COVA HIGH DEDUCTIBLE HEALTH PLAN ED (BES – CHD1)

Provider Code: 105/155

Employee Coverage Code**Semi-Monthly****Monthly**

	Employee	Agency	Total		Employee	Agency	Total
S - Employee Only	\$16.00	\$292.00	\$308.00		\$32.00	\$584.00	\$616.00
D - Employee Plus One	\$31.50	\$543.00	\$574.50		\$63.00	\$1,086.00	\$1,149.00
F - Family	\$47.50	\$793.50	\$841.00		\$95.00	\$1,587.00	\$1,682.00
O - Employee Only - Part Time	\$308.00	\$0.00	\$308.00		\$616.00	\$0.00	\$616.00
T - Employee Plus One - Part Time	\$574.50	\$0.00	\$574.50		\$1,149.00	\$0.00	\$1,149.00
M - Family - Part Time	\$841.00	\$0.00	\$841.00		\$1,682.00	\$0.00	\$1,682.00

KAISER PERMANENTE HMO (BES – KP)

Provider Code: 06/56

Employee Coverage Code**Semi-Monthly****Monthly**

	Employee	Agency	Total		Employee	Agency	Total
S - Employee Only	\$37.50	\$297.00	\$334.50		\$75.00	\$594.00	\$669.00
D - Employee Plus One	\$88.50	\$526.50	\$615.00		\$177.00	\$1,053.00	\$1,230.00
F - Family	\$126.50	\$769.50	\$896.00		\$253.00	\$1,539.00	\$1,792.00
O - Employee Only - Part Time	\$334.50	\$0.00	\$334.50		\$669.00	\$0.00	\$669.00
T - Employee Plus One - Part Time	\$615.00	\$0.00	\$615.00		\$1,230.00	\$0.00	\$1,230.00
M - Family - Part Time	\$896.00	\$0.00	\$896.00		\$1,792.00	\$0.00	\$1,792.00

TRICARE (BES – TRC)

Provider Code: 110/160

Employee Coverage Code**Semi-Monthly****Monthly**

	Employee	Agency	Total		Employee	Agency	Total
S - Employee Only	\$30.50	\$0.00	\$30.50		\$61.00	\$0.00	\$61.00
D - Employee Plus One	\$60.00	\$0.00	\$60.00		\$120.00	\$0.00	\$120.00
F - Family	\$80.50	\$0.00	\$80.50		\$161.00	\$0.00	\$161.00
O - Employee Only - Part Time	\$30.50	\$0.00	\$30.50		\$61.00	\$0.00	\$61.00
T - Employee Plus One - Part Time	\$60.00	\$0.00	\$60.00		\$120.00	\$0.00	\$120.00
M - Family - Part Time	\$80.50	\$0.00	\$80.50		\$161.00	\$0.00	\$161.00

June 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Payday for semi-monthly salaried employees	2
3	4 VNAV/CIPPS Update	5 Bi-weekly wage certification deadline period #1 (PE: 5/24; 5/26;5/27) Deferred Comp Transaction Upload TPA Upload	6 New Hire Center Report	7	8 Payday for bi-weekly wage employees	9
10	11 Semimonthly salaried certification deadline period #1-(5/25-6/09) CHARGE FY 2018	12 CHARGE FY 2018	13 CHARGE FY 2018	14 Leave keying deadline (5/25-6/09) CHARGE FY 2018	15 Payday for semi-monthly salaried employees Healthcare Cert Due CHARGE FY 2018	16
17	18 CHARGE FY 2018	19 Bi-weekly wage certification deadline period #2 (PE: 6/7; 6/9; 6/10) TPA Upload VNAV/CIPPS Update-ORP CHARGE FY 2018	20 New Hire Center Report Last day to certify off-cycle for FY 2018 – NO EXCEPTIONS	21 Starting this day CHARGE FY 2019 Must have July Check Date	22 Payday for bi-weekly wage employees CHARGE FY 2019 Must have July Check Date	23
24	25 CHARGE FY 2019 Must have July Check Date	26 Semimonthly salaried certification deadline period #2-(6/10-6/24) CHARGE FY 2019 Must have July Check Date	27 CHARGE FY 2019 Must have July Check Date	28 CHARGE FY 2019 Must have July Check Date	29 CIPPS close at 2pm Leave keying deadline (6/10-6/24) CHARGE FY 2019 Must have July Check Date	30

July 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Payday for semi-monthly salaried employees	3 Bi-weekly wage certification deadline period #1 (PE: 6/21; 6/23; 6/24) VNAV/CIPPS Update	4 State Holiday: Independence Day	5 New Hire Center Report Deferred Comp Transaction Upload TPA Upload	6 Payday for bi-weekly wage employees	7
8	9	10 Semimonthly salaried certification Deadline Period# 1-(6/25-7/09)	11 QTR Cert Due	12	13 Leave keying Deadline (6/25-7/09)	14
15	16 Payday for semi-monthly salaried employees	17 Bi-weekly wage certification deadline period #2 (PE: 7/5; 7/7;7/8) VNAV/CIPPS Update-ORP	18 New Hire Center Report TPA Upload	19	20 Payday for bi-weekly wage employees	21
22	23	24	25	26 Semimonthly salaried certification deadline Period #2 (7/10-7/24)	27	28
29	30	31 Bi-weekly wage certification deadline period #1 (PE: 7/19; 7/21; 7/22) Leave keying deadline (7/10-7/24) Healthcare Cert Due				

August 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Payday for semi-monthly salaried employees New Hire Center Report	2 VNAV/CIPPS Update	3 Payday for bi-weekly wage employees Deferred Comp Transaction Upload TPA Upload	
5	6	7	8	9	10 Semimonthly salaried certification deadline Period# 1 (7/25-8/09)	11
12	13	14 Bi-weekly wage certification deadline period #2 (PE: 8/2; 8/4;8/5)	15 New Hire Center Report Leave keying deadline (7/25-8/09)	16 Payday for semi-monthly salaried employees	17 Payday for bi-weekly wage employees VNAV/CIPPS Update-ORP	18
19	20 TPA Upload	21	22	23	24	25
26	27 Semimonthly salaried certification deadline Period #2 (8/10-8/24)	28 Bi-weekly wage certification deadline period #0 (PE: 8/16; 8/18;8/19)	29 New Hire Center Report	30 Leave keying deadline (8/10-8/24)	31 Payday for semi-monthly salaried employees Payday for bi-weekly wage employees Healthcare Cert Due	

September 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 State Holiday: Labor Day NATIONAL PAYROLL WEEK	4	5 VNAV/CIPPS Update	6 Deferred Comp Transaction Upload TPA Upload	7	8
9	10 Semimonthly salaried certification deadline Period#1 (8/25-9/9)	11 Bi-weekly wage certification deadline period #1 (PE: 8/30; 9/1; 9/2)	12 New Hire Center Report	13 Leave keying deadline (8/25-9/09)	14 Payday for bi-weekly wage employees Payday for semi-monthly salaried employees	15
16	17 TPA Upload	18 VNAV/CIPPS Update-ORP	19	20	21	22
23	24 Semimonthly salaried certification deadline Period#2 (9/10-9/24)	25 Bi-weekly wage certification deadline period #2 (PE: 9/13; 9/15;9/16)	26 New Hire Center Report	27 Leave keying deadline (9/10-9/24) Military Leave Reset	28 Payday for bi-weekly wage employees Payday for semi-monthly salaried employees Healthcare Cert Due	29
30						

October 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 VNAV/CIPPS Update	3 Deferred Comp Transaction Upload TPA Upload	4	5	6
7	8 State Holiday: Columbus Day	9 Bi-weekly wage certification deadline period #1 (PE: 9/27; 9/29; 9/30)	10 Semi-monthly salaried certification deadline Period #1 (9/25-10/09) New Hire Center Report	11 QTR Cert Due	12 Payday for bi- weekly wage employees	13
14	15 Leave keying deadline (9/25-9/09)	16 Payday for semi-monthly salaried employees	17 VNAV/CIPPS Update-ORP	18	19 TPA Upload	20
21	22	23 Bi-weekly wage certification deadline period #2 (PE: 10/11; 10/13; 10/14)	24 New Hire Center Report	25	26 Payday for bi- weekly wage employees Semi-monthly salaried certification deadline Period#2 (10/10- 10/24)	27
28	29	30	31 Leave keying deadline (10/10-10/24) Healthcare Cert Due			

November 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Payday for semi-monthly salaried employees	2 VNAV/CIPPS Update	3
4	5 Deferred Comp Transaction Upload TPA Upload	6 Bi-weekly wage certification deadline period #1 (PE: 10/25; 10/27; 10/28)	7 New Hire Center Report	8	9 Payday for bi-weekly wage employees Semimonthly salaried certification Period 1- (10/25-11/09)	10
11	12 State Holiday: Veterans' Day Observed	13	14	15 Leave keying deadline (10/25-11/09) TPA Upload	16 Payday for semi-monthly salaried employees	17
18	19 Bi-weekly wage certification deadline period #2 (PE: 11/8; 11/10; 11/11) VNAV/CIPPS Update-ORP	20	21 Half-Day Holiday Files close at noon New Hire Center Report	22 State Holiday: Thanksgiving Day	23 State Holiday: Day After Thanksgiving Day Payday for bi-weekly wage employees	24
25	26 Semimonthly salaried certification deadline Period#2 (11/10-11/24)	27	28	29 Leave keying deadline (10/25-11/09)	30 Payday for semi-monthly salaried employees Healthcare Cert Due	