Payroll Service Bureau Operations Calendar	January 2011	Legend: Semi-Monthly Important Dates / Bi-Weekly Wage Important Dates

Mon	Tue	Wed	Thu	Fri
3 PRO Payroll Paperwork Deadline 12/25-1/9 PMIS Update Deadline 12/25-1/9 Bi-Wkly Wage Paperwork Deadline DFP 12/16 - 12/29 DOE & VITA 12/13 - 12/26	4 Fax PMIS Screenprints 12/25-1/9 Changes	5 Fax PMIS Screenprints 12/25-1/9 Changes Bi-Wkly Wage Cert Deadline DFP 12/16 - 12/29 DOE & VITA 12/13 - 12/26	6 Fax PMIS Screenprints 12/25-1/9 Changes	7 PRO Payroll Certification Deadline 12/25-1/9 Leave Paperwork Deadline 12/25-1/9 2010 Calendar Year-End Certification Due Bi-Wkly Wage Pay Day DFP 12/16 - 12/29 DOE & VITA 12/13 - 12/26
10 Bi-Wkly Wage Paperwork Deadline VRC N/A VDEM 12/17-12/30 FCMV 12/22-1/4	11 Distribute Payment Listings & Checks to Agencies Bi-Wkly Wage Cert Deadline VRC N/A VDEM 12/17-12/30 FCMV 12/22-1/4	12 12/25/10-1/9/10 Leave Keying Deadline Calendar Year-End Processing Leave Keying Deadline 12/25-1/9	13 Semi-Monthly Employee Pay Day	14 Lee-Jackson Day Holiday Bi-Wkly Wage Pay Day VRC N/A VDEM 12/17-12/30 FCMV 12/22-1/4
17 Martin Luther King, Jr. Day Holiday	18 Bi-Wkly Wage Paperwork Deadline DFP 12/30 - 1/12 DOE & VITA 12/27 - 1/9	19 Bi-Wkly Wage Cert Deadline DFP 12/30 - 1/12 DOE & VITA 12/27 - 1/9	20 PRO Payroll Paperwork Deadline 1/10-1/24 PMIS Update Deadline Changes 1/10-1/24	21 Fax PMIS Screenprints 1/10-1/24 Changes Bi-Wkly Wage Pay DFP 12/30 - 1/12 DOE & VITA 12/27 - 1/9
24 Fax PMIS Screenprints 1/10-1/24 Changes Bi-Wkly Wage Paperwork Deadline VRC N/A VDEM 12/31 -1/13 FCMV 1/5- 1/18	25 Fax PMIS Screenprints 1/10-1/24 Changes	26 PRO Payroll Certification Deadline 1/10-1/24 Leave Paperwork Deadline 1/10-1/24 Bi-Wkly Wage Cert Deadline VRC N/A VDEM 12/31 -1/13 FCMV 1/5- 1/18	27 Last Day for Distribution of W-2's to Agencies	28 Distribute Payment Listings & Checks to Agencies Bi-Wkly Wage Pay Day VRC N/A VDEM 12/31 -1/13 FCMV 1/5- 1/18
31 Leave Keying Deadline 1/10 - 1/24 December Healthcare Certification Due Last Day for Distribution of W-2's to Agencies Bi-Wkly Wage Paperwork Deadline DFP 1/13 - 1/26 DOE & VITA 1/10 - 1/23				12/22/2010 2:53 PM