

**Payroll Service Bureau
Operations Calendar**

June 2016

Legend

Semi-Monthly
Important Dates

Bi-Weekly Wage
Important Dates

Mon	Tue	Wed	Thu	Fri
		<p>1 Semi-Monthly Employee Pay Day</p> <p>Bi-Wkly Wage Cert Deadline</p> <p>DFP 5/12 - 5/25 DOE&VITA 5/9 - 5/22</p>	<p>2 Submit May BES Premium Reward Discrepancy Report (PM4405) dated 6/1 required for May Health Care Reconciliation</p> <p>Submit BES-Taxable-Incentives Report dated 6/1 (Weight Watchers Reimbursement, etc.) Report dated 6/1 for February - April activity</p>	<p>3 2nd Quarter Pre-Certification of Reportable Items distributed to agencies</p> <p>Bi-Wkly Wage Pay Day</p> <p>DFP 5/12 - 5/25 DOE&VITA 5/9 - 5/22</p>
<p>6 Semi-monthly Salaried & Wage Payroll Paperwork Deadline 5/25 - 6/9</p> <p>PMIS Update Deadline 5/25-6/9</p> <p>Bi-Wkly Wage Paperwork Deadline</p> <p>VRC 5/22 - 6/4 VDEM 5/13 - 5/26 FCMV 5/18 - 5/31 DOF 5/14 - 5/27 VSP 5/15 - 5/28</p>	<p>7</p>	<p>8 May Healthcare Certification materials distributed to agencies</p> <p>Bi-Wkly Wage Cert Deadline</p> <p>VRC 5/22 - 6/4 VDEM 5/13 - 5/26 FCMV 5/18 - 5/31 DOF 5/14 - 5/27 VSP 5/15 - 5/28</p>	<p>9 Notify PSB of any PMIS Changes affecting 5/25-6/9 Pay</p> <p>Notify PSB of intent to charge Wage P/R/Salaried OT (Wage/Special) to FY16</p>	<p>10 2nd Quarter Pre-Certification of Reportable Items Due</p> <p>Payroll Certification Deadline 5/25-6/9</p> <p>CIPPS Leave Paperwork Deadline - 5/25-6/9</p> <p>Bi-Wkly Wage Pay Day</p> <p>VRC 5/22 - 6/4 VDEM 5/13 - 5/26 FCMV 5/18 - 5/31 DOF 5/14 - 5/27 VSP 5/15 - 5/28</p>
<p>13</p> <p>Bi-Wkly Wage Paperwork Deadline</p> <p>DFP 5/26 - 6/8 DOE & VITA 5/23 - 6/5</p>	<p>14 Distribute 3rd Party Pmt's & Checks to Agencies</p>	<p>15 May Healthcare Certification Due</p> <p>CIPPS Leave Keying Deadline - 5/25-6/9</p> <p>Bi-Wkly Wage Cert Deadline</p> <p>DFP 5/26 - 6/8 DOE & VITA 5/23 - 6/5</p>	<p>16 Semi-Monthly Employee Pay Day</p> <p>FY16 Wage P/R/Salaried OT (Wage/Special) Submission Deadline</p>	<p>17 FY17 Programmatic Coding Changes effective 6/10-6/24/16 Submission Deadline</p> <p>Bi-Wkly Wage Pay Day</p> <p>DFP 5/26 - 6/8 DOE & VITA 5/23 - 6/5</p>
<p>20</p> <p>Bi-Wkly Wage Paperwork Deadline</p> <p>VRC 6/5 - 6/18 VDEM 5/27 - 6/9 FCMV 6/1 - 6/14 DOF 5/28 - 6/10 VSP 5/29 - 6/11</p>	<p>21 Semi-monthly Salaried & Wage Payroll Paperwork Deadline 6/10 - 6/24</p> <p>PMIS Update Deadline 6/10-6/24</p>	<p>22 FY16 Last Day to Charge Payroll Expenditures to FY16</p> <p>Bi-Wkly Wage Cert Deadline</p> <p>VRC 6/5 - 6/18 VDEM 5/27 - 6/9 FCMV 6/1 - 6/14 DOF 5/28 - 6/10 VSP 5/29 - 6/11</p>	<p>23 FY17</p>	<p>24 FY17 Notify PSB of any PMIS Changes affecting 6/10-6/24 Pay</p> <p>Bi-Wkly Wage Pay Day</p> <p>VRC 6/5 - 6/18 VDEM 5/27 - 6/9 FCMV 6/1 - 6/14 DOF 5/28 - 6/10 VSP 5/29 - 6/11</p>
<p>27 FY17 Payroll Certification Deadline 6/10-6/24</p> <p>CIPPS Leave Paperwork Deadline 6/10-6/24</p> <p>Bi-Wkly Wage Paperwork Deadline</p> <p>DFP 6/9 - 6/22 DOE & VITA 6/6 - 6/19</p>	<p>28 FY17</p>	<p>29 FY17 Distribute 3rd Party Pmt's & Checks to Agencies</p> <p>Bi-Wkly Wage Cert Deadline</p> <p>DFP 6/9 - 6/22 DOE & VITA 6/6 - 6/19</p>	<p>30 FY17 CIPPS Leave Keying Deadline - 6/10 - 6/24</p> <p>CIPPS Files Close at 2:00pm</p>	