Payroll Service Bureau Operations Calendar

December 2011

Legend

Semi-Monthly Important Dates	Bi-Weekly Wage Important Dates

Mon	Tue	Wed	Thu	Fri
			1 **Semi-Monthly Employee Pay Day**	*2* **Bi-Wkly Wage Pay Day** VRC 11/13—11/26 VDEM 11/4 –11/17 FCMV 11/9–11/22
5 **Bi-Wkly Wage Paperwork Deadline** DFP 11/17 - 11/30 DOE & VITA 11/14 - 11/27	*6* **PMIS Update Deadline 11/25-12/9** **Payroll Paperwork Deadline 11/25-12/9**	*7* **Fax PMIS Screenprints 11/25-12/9 Changes** **Bi-Wkly Wage Cert Deadline** DFP 11/17 - 11/30 DOE & VITA 11/14 - 11/27	*8* **Fax PMIS Screenprints 11/25-12/9 Changes**	*9* **Fax PMIS Screenprints 11/25-12/9 Changes** **Bi-Wkly Wage Pay Day** DFP 11/17 - 11/30 DOE & VITA 11/14 - 11/27
12 **4th Qtr Pre-Certification of Reportable Items Due** **Payroll Certification Deadline 11/25-12/9** **Leave Paperwork Deadline 11/25-12/9** **Bi-Wkly Wage Paperwork Deadline** VRC 11/27 - 12/10 VDEM 11/18 – 12/1 FCMV 11/23 – 12/6	*13*	*14* **Distribute 3rd Party Pmt's & Checks to Agencies** **Bi-Wkly Wage Cert Deadline** VRC 11/27 - 12/10 VDEM 11/18 – 12/1 FCMV 11/23 – 12/6	*15* Leave Keying Deadline 11/25-12/9	*16* **Semi-Monthly Employee Pay Day** **PMIS Update Deadline 12/10-12/24** **Payroll Paperwork Deadline 12/10-12/24** **Bi-Wkly Wage Pay Day** VRC 11/27- 12/10 VDEM 11/18 –12/1 FCMV 11/23–12/6
19 **Fax PMIS Screenprints 12/10-12/24 Changes** **Bi-Wkly Wage Paperwork Deadline** DFP 12/1 –12/14 DOE & VITA 11/28 - 12/11	*20* **Fax PMIS Screenprints 12/10-12/24 Changes**	*21* **Fax PMIS Screenprints 12/10-12/24 Changes** **Bi-Wkly Wage Cert Deadline** DFP 12/1 –12/14 DOE & VITA 11/28 - 12/11	*22* Payroll Certification Deadline 12/10-12/24 Leave Paperwork Deadline 12/10-12/24 **Bi-Wkly Wage Paperwork Deadline** VRC 12/11 - 12/24 VDEM 12/2 –12/15 FCMV 12/7–12/20	*23* **Christmas Holiday** **Bi-Wkly Wage Pay Day** DFP 12/1 –12/14 DOE & VITA 11/28 - 12/11
26 **Christmas Holiday**	*27*	*28* **Distribute 3rd Party Pmt's & Checks to Agencies** **Bi-Wkly Wage Cert Deadline** VRC 12/11 - 12/24 VDEM 12/2 –12/15 FCMV 12/7–12/20	*29* Leave Keying Deadline 12/10 - 12/24 **CIPPS Files Close at Noon**	*30* **Semi-Monthly Employee Pay Day** **November Healthcare Certification Due** **Payroll Paperwork Deadline 12/25-1/9** **PMIS Update Deadline 12/25-1/9** **Bi-Wkly Wage Paperwork Deadline** DFP 12/15 - 12/28 DOE & VITA 12/12-12/25 **Bi-Wkly Wage Pay Day** VRC 12/11 - 12/24 VDEM 12/2 –12/15 FCMV 12/7–12/20