Payroll Service Bureau Operations Calendar

May 2014

Legend: Semi-Monthly Important Dates | Bi-Weekly Wage Important Dates

Mon	Tue	Wed	Thu	Fri
			1 **Semi-Monthly Employee Pay Day**	**2** **Submit Apr Health Care Reward Discrepancy Report (PM4403) dated 5/1 required for Apr Health Care Reconciliation** **Bi-Wkly Wage Paperwork Deadline VDACS 4/17-4/30** **Bi-Wkly Wage Pay Day** VRC 4/13 - 4/26 VDEM 4/4 - 4/17 FCMV 4/9 - 4/22 DOF 4/5 - 4/18
5 **Bi-Wkly Wage Paperwork Deadline** DFP 4/17 - 4/30 DOE & VITA 4/14 - 4/27	**6** **Semi-monthly Salaried & Wage Payroll Paperwork Deadline 4/25 - 5/9** **PMIS Update Deadline 4/25 - 5/9** **Submit Health Care Incentive Report dated 5/5** **Bi-Wkly Wage Cert Deadline** VDACS 4/17 - 4/30	**7** **Bi-Wkly Wage Cert Deadline** DFP 4/17 - 4/30 DOE & VITA 4/14 - 4/27	**8** **Bi-Wkly Wage Pay Day** VDACS 4/17 - 4/30	**9** **Notify PSB of any PMIS Changes affecting 4/25-5/9 Pay** **Bi-Wkly Wage Pay Day** DFP 4/17 - 4/30 DOE & VITA 4/14 - 4/27
12 **Payroll Certification Deadline 4/25 - 5/9** **Leave Paperwork Deadline 4/25 - 5/9** **Bi-Wkly Wage Paperwork Deadline** VRC 4/27 - 5/10 VDEM 4/18 - 5/1 FCMV 4/23 - 5/6 DOF 4/19 - 5/2	**13**	**14** **Distribute Payment Listings & Checks to Agencies** **Bi-Wkly Wage Cert Deadline** VRC 4/27 - 5/10 VDEM 4/18 - 5/1 FCMV 4/23 - 5/6 DOF 4/19 - 5/2	**15** **Leave Keying Deadline 4/25 - 5/9**	**16** **Semi-Monthly Employee Pay Day** **Bi-Wkly Wage Paperwork Deadline VDACS 5/1-5/14** **Bi-Wkly Wage Pay Day** VRC 4/27 - 5/10 VDEM 4/18 - 5/1 FCMV 4/23 - 5/6 DOF 4/19 - 5/2
19 **Semi-monthly Salaried &Wage Payroll Paperwork Deadline 5/10 - 5/24** **PMIS Update Deadline 5/10 - 5/24** **Bi-Wkly Wage Paperwork Deadline** DFP 5/1 -5/14 DOE &VITA 4/28-5/11	**20** **Bi-Wkly Wage Cert Deadline** VDACS 5/1 - 5/14	**21** **Bi-Wkly Wage Cert Deadline** DFP 5/1 -5/14 DOE &VITA 4/28-5/11	**22** **Notify PSB of any PMIS Changes affecting 5/10-5/24 Pay** **Bi-Wkly Wage Pay Day** VDACS 5/1 - 5/14	**23** **Payroll Certification Deadline 5/10 - 5/24** **Leave Paperwork Deadline 5/10 - 5/24** **Bi-Wkly Wage Paperwork Deadline** VRC 5/11 - 5/24 VDEM 5/2 - 5/15 FCMV 5/7 - 5/20 DOF 5/3—5/16 **Bi-Wkly Wage Pay Day** DFP 5/1 -5/14 DOE &VITA 4/28-5/11
26 **Memorial Day Holiday**	**27**	**28** **Distribute Payment Listings & Checks to Agencies** **Bi-Wkly Wage Cert Deadline** VRC 5/11 - 5/24 VDEM 5/2 - 5/15 FCMV 5/7 - 5/20 DOF 5/3—5/16	**29** **Leave Keying Deadline 5/10 - 5/24**	**30** **Semi-Monthly Employee Pay Day** **April Healthcare Certification Due** **Bi-Wkly Wage Paperwork Deadline VDACS 5/15-5/28** **Bi-Wkly Wage Pay Day** VRC 5/11 - 5/24 VDEM 5/2 - 5/15 FCMV 5/7 - 5/20 DOF 5/3—5/16

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