Payroll Service Bureau Operations Calendar

April 2011

Legend

Semi-Monthly Important Dates

Bi-Weekly Wage Important Dates

Mon	Tue	Wed	Thu	Fri
				1 **Bi-Wkly Wage Pay Day** DFP 3/10 - 3/23 DOE & VITA 3/7 - 3/20 VCCS 3/4 - 3/17
4 **Bi-Wkly Wage Paperwork Deadline** VRC N/A VDEM 3/11 - 3/24 FCMV 3/16 - 3/29	*5* PRO **Payroll Paperwork Deadline 3/25 - 4/9** **PMIS Update Deadline 3/25 - 4/9**	*6* **Fax PMIS Screenprints 3/25 - 4/9 Changes** **Bi-Wkly Wage Cert Deadline** VRC N/A VDEM 3/11 - 3/24 FCMV 3/16 - 3/29	*7* **Fax PMIS Screenprints 3/25 - 4/9 Changes**	*8* **Fax PMIS Screenprints 3/25 - 4/9 Changes** **Bi-Wkly Wage Pay Day** VRC N/A VDEM 3/11 - 3/24 FCMV 3/16 - 3/29
11 PRO **1st Qtr Taxable Wage Certification** **Payroll Certification Deadline 3/25 - 4/9** **Leave Paperwork Deadline 3/25 - 4/9** **Bi-Wkly Wage Paperwork Deadline** DFP 3/24 - 4/6 DOE & VITA 3/21 - 4/3	*12* **Bi-Wkly Wage Paperwork Deadline** VCCS 3/18 - 3/31	*13* **Distribute Payment Listings & Checks to Agencies** **Bi-Wkly Wage Cert Deadline** DFP 3/24 - 4/6 DOE & VITA 3/21 - 4/3	*14* **Leave Keying Deadline 3/25 - 4/9** **Bi-Wkly Wage Cert Deadline** VCCS 3/18 - 3/31	*15* **Semi-Monthly Employee Pay Day** **Bi-Wkly Wage Pay Day** DFP 3/24 - 4/6 DOE & VITA 3/21 - 4/3
18 **Bi-Weekly Wage Paperwork Deadline** VRC N/A VDEM 3/25 - 4/7 FCMV 3/30 - 4/12 **Pay Day** VCCS 3/18 - 3/31	*19* PRO **Payroll Paperwork Deadline 4/10 - 4/24** **PMIS Update Deadline 4/10 - 4/24**	*20* **Fax PMIS Screenprints 4/10 - 4/24 Changes** **Bi-Wkly Wage Cert Deadline** VRC N/A VDEM 3/25 - 4/7 FCMV 3/30 - 4/12	*21* **Fax PMIS Screenprints 4/10 - 4/24 Changes**	*22* **Fax PMIS Screenprints 4/10 - 4/24 Changes** **Bi-Wkly Wage Pay Day** VRC N/A VDEM 3/25 - 4/7 FCMV 3/30 - 4/12
25 PRO **Payroll Certification Deadline 4/10 - 4/24** **Leave Paperwork Deadline 4/10 - 4/24** **Bi-Wkly Wage Paperwork Deadline** DFP 4/7 - 4/20 DOE & VITA 4/4 - 4/17	*26* **Bi-Wkly Wage Paperwork Deadline** VCCS 4/1 - 4/14	*27* **Distribute Payment Listings & Checks to Agencies** **Bi-Wkly Wage Cert Deadline** DFP 4/7 - 4/20 DOE & VITA 4/4 - 4/17	*28* **Leave Keying Deadline 4/10 - 4/24** **Bi-Wkly Wage Cert Deadline** VCCS 4/1 - 4/14	*29* **Semi-Monthly Employee Pay Day** **March Healthcare Certification Due** **Bi-Wkly Wage Pay Day** DFP 4/7 - 4/20 DOE & VITA 4/4 - 4/17

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