

**Payroll Service Bureau  
Operations Calendar**

**July 2011**

**Legend**

Semi-Monthly  
Important Dates

Bi-Weekly Wage  
Important Dates

Mon	Tue	Wed	Thu	Fri						
				<b>1</b> <b>Semi-Monthly Employee Pay Day</b>  <table border="1"> <tr> <td>Bi-Wkly Wage Paperwork Deadline</td> <td>DFP 6/16 - 6/29 DOE &amp; VITA 6/13 - 6/26</td> </tr> <tr> <td>Bi-Wkly Wage Pay Day</td> <td>VRC 6/12 - 6/25 VDEM 6/3 - 6/16 FCMV 6/8 - 6/21</td> </tr> </table>	Bi-Wkly Wage Paperwork Deadline	DFP 6/16 - 6/29 DOE & VITA 6/13 - 6/26	Bi-Wkly Wage Pay Day	VRC 6/12 - 6/25 VDEM 6/3 - 6/16 FCMV 6/8 - 6/21		
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<b>4</b>  <b>Independence Day Holiday</b>	<b>5</b> <b>PRO</b>  PMIS Update Deadline 6/25-7/9  Payroll Paperwork Deadline 6/25-7/9	<b>6</b>  <b>Fax PMIS Screenprints 6/25-7/9 Changes</b>  <table border="1"> <tr> <td>Bi-Wkly Wage Cert Deadline</td> <td>DFP 6/16 - 6/29 DOE &amp; VITA 6/13 - 6/26</td> </tr> </table>	Bi-Wkly Wage Cert Deadline	DFP 6/16 - 6/29 DOE & VITA 6/13 - 6/26	<b>7</b>  <b>Fax PMIS Screenprints 6/25-7/9 Changes</b>  Distribute 2nd Qtr Taxable Wage Certification to Agencies	<b>8</b>  <b>Fax PMIS Screenprints 6/25-7/9 Changes</b>  <table border="1"> <tr> <td>Bi-Wkly Wage Pay Day</td> <td>DFP 6/16 - 6/29 DOE &amp; VITA 6/13 - 6/26</td> </tr> </table>	Bi-Wkly Wage Pay Day	DFP 6/16 - 6/29 DOE & VITA 6/13 - 6/26		
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<b>11</b> <b>PRO</b>  Payroll Certification Deadline 6/25-7/9  Leave Paperwork Deadline 6/25-7/9  <table border="1"> <tr> <td>Bi-Wkly Wage Paperwork Deadline</td> <td>VRC 6/26 - 7/9 VDEM 6/17 - 6/30 FCMV 6/22 - 7/5</td> </tr> </table>	Bi-Wkly Wage Paperwork Deadline	VRC 6/26 - 7/9 VDEM 6/17 - 6/30 FCMV 6/22 - 7/5	<b>12</b>  <b>2nd Qtr Taxable Wage Certification</b>	<b>13</b>  <b>Distribute 3rd Party Pmt's &amp; Checks to Agencies</b>  <table border="1"> <tr> <td>Bi-Wkly Wage Cert Deadline</td> <td>VRC 6/26 - 7/9 VDEM 6/17 - 6/30 FCMV 6/22 - 7/5</td> </tr> </table>	Bi-Wkly Wage Cert Deadline	VRC 6/26 - 7/9 VDEM 6/17 - 6/30 FCMV 6/22 - 7/5	<b>14</b>  Leave Keying Deadline 6/25-7/9	<b>15</b>  <b>Semi-Monthly Employee Pay Day</b>  <table border="1"> <tr> <td>Bi-Wkly Wage Pay Day</td> <td>VRC 6/26 - 7/9 VDEM 6/17 - 6/30 FCMV 6/22 - 7/5</td> </tr> </table>	Bi-Wkly Wage Pay Day	VRC 6/26 - 7/9 VDEM 6/17 - 6/30 FCMV 6/22 - 7/5
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