

**Payroll Service Bureau
Operations Calendar**

June 2011

Legend

Semi-Monthly
Important Dates

Bi-Weekly Wage
Important Dates

Mon	Tue	Wed	Thu	Fri
		<p>1</p> <p>Semi-Monthly Employee Pay Day</p> <p>Bi-Wkly Wage Cert Deadline VRC 5/15 - 5/28 VDEM 5/6 - 5/19 FCMV 5/11 - 5/24</p>	<p>2</p>	<p>3</p> <p>Bi-Wkly Wage Pay Day VRC 5/15 - 5/28 VDEM 5/6 - 5/19 FCMV 5/11 - 5/24</p>
<p>6 PRO</p> <p>Payroll Paperwork Deadline 5/25 - 6/9</p> <p>PMIS Update Deadline 5/25 - 6/9</p> <p>Bi-Wkly Wage Paperwork Deadline DFP 5/19 - 6/1 DOE & VITA 5/16 - 5/29</p>	<p>7</p> <p>Fax PMIS Screenprints 5/25 - 6/9 Changes</p>	<p>8</p> <p>Fax PMIS Screenprints 5/25 - 6/9 Changes</p> <p>Bi-Wkly Wage Cert Deadline DFP 5/19 - 6/1 DOE & VITA 5/16 - 5/29</p>	<p>9</p> <p>Fax PMIS Screenprints 5/25 - 6/9 Changes</p>	<p>10 2nd Quarter PRO Pre-Certification of Reportable Items Due</p> <p>Payroll Certification Deadline 5/25 - 6/9</p> <p>Leave Paperwork Deadline 5/25 - 6/9</p> <p>Bi-Wkly Wage Pay Day DFP 5/19 - 6/1 DOE & VITA 5/16 - 5/29</p>
<p>13</p> <p>Notify PSB of intent to charge Wage P/R/Salaried OT (Wage/Special) to FY11</p> <p>Bi-Wkly Wage Paperwork Deadline VRC 5/29 - 6/11 VDEM 5/20 - 6/2 FCMV 5/25 - 6/7</p>	<p>14</p> <p>Distribute 3rd Party Pmt's & Checks to Agencies</p>	<p>15</p> <p>Leave Keying Deadline 5/25 - 6/9</p> <p>May Healthcare Certification Due</p> <p>Bi-Wkly Wage Cert Deadline VRC 5/29 - 6/11 VDEM 5/20 - 6/2 FCMV 5/25 - 6/7</p>	<p>16</p> <p>Semi-Monthly Employee Pay Day</p> <p>FY11 Wage P/R / Salaried OT (Wage/Special) Materials Due</p>	<p>17</p> <p>Bi-Wkly Wage Pay Day VRC 5/29 - 6/11 VDEM 5/20 - 6/2 FCMV 5/25 - 6/7</p>
<p>20</p> <p>Bi-Wkly Wage Paperwork Deadline DFP 6/2 - 6/15 DOE & VITA 5/30 - 6/12</p>	<p>21 PRO</p> <p>P/R Paperwork Deadline 6/10 - 6/24</p> <p>PMIS Update Deadline 6/10 - 6/24</p> <p>Last Day to Charge FY11 Payroll</p> <p>Bi-Wkly Wage Cert Deadline DFP 6/2 - 6/15 DOE & VITA 5/30 - 6/12</p>	<p>22 FY12</p> <p>Fax PMIS Screenprints 6/10 - 6/24 Changes</p>	<p>23 FY12</p> <p>Fax PMIS Screenprints 6/10 - 6/24 Changes</p>	<p>24 FY12</p> <p>Fax PMIS Screenprints 6/10 - 6/24 Changes</p> <p>Bi-Wkly Wage Pay Day DFP 6/2 - 6/15 DOE & VITA 5/30 - 6/12</p>
<p>27 FY12 PRO</p> <p>Payroll Certification Deadline 6/10 - 6/24 (FY12)</p> <p>Leave Paperwork Deadline 6/10 - 6/24</p> <p>Bi-Wkly Wage Paperwork Deadline VRC 6/12 - 6/25 VDEM 6/3 - 6/16 FCMV 6/8 - 6/21</p>	<p>28 FY12</p>	<p>29 FY12</p> <p>Distribute 3rd Party Pmt's & Checks to Agencies</p> <p>Bi-Wkly Wage Cert Deadline VRC 6/12 - 6/25 VDEM 6/3 - 6/16 FCMV 6/8 - 6/21</p>	<p>30 FY12</p> <p>Leave Keying Deadline 6/10 - 6/24</p>	