

**Payroll Service Bureau
Operations Calendar**

May 2011

Legend

Semi-Monthly
Important Dates

Bi-Weekly Wage
Important Dates

Mon	Tue	Wed	Thu	Fri
<p>2</p> <p>Bi-Wkly Wage Pay Day VCCS 4/1 - 4/14</p> <p>Bi-Wkly Wage Paperwork Deadline VRC 4/17 - 4/30 VDEM 4/8 - 4/21 FCMV 4/13 - 4/26</p>	<p>3</p>	<p>4 PRO</p> <p>Payroll Paperwork Deadline 4/25 - 5/9</p> <p>PMIS Update Deadline 4/25 - 5/9</p> <p>Bi-Wkly Wage Cert Deadline VRC 4/17 - 4/30 VDEM 4/8 - 4/21 FCMV 4/13 - 4/26</p>	<p>5</p> <p>Fax PMIS Screenprints 4/25 - 5/9 Changes</p>	<p>6</p> <p>Fax PMIS Screenprints 4/25 - 5/9 Changes</p> <p>Bi-Wkly Wage Pay Day VRC 4/17 - 4/30 VDEM 4/8 - 4/21 FCMV 4/13 - 4/26</p>
<p>9</p> <p>Fax PMIS Screenprints 4/25 - 5/9 Changes</p> <p>Bi-Wkly Wage Paperwork Deadline DFP 4/21 - 5/4 DOE & VITA 4/18 - 5/1</p>	<p>10 PRO</p> <p>Payroll Certification Deadline 4/25 - 5/9</p> <p>Leave Paperwork Deadline 4/25 - 5/9</p> <p>Bi-Wkly Wage Paperwork Deadline VCCS 4/15 - 4/28</p>	<p>11</p> <p>Bi-Wkly Wage Cert Deadline DFP 4/21 - 5/4 DOE & VITA 4/18 - 5/1</p>	<p>12</p> <p>Distribute 3rd Party Pay'ts & Checks to Agencies</p> <p>Bi-Wkly Wage Cert Deadline VCCS 4/15 - 4/28</p>	<p>13 PRO</p> <p>Leave Keying Deadline 4/25 - 5/9</p> <p>Bi-Wkly Wage Pay Day DFP 4/21 - 5/4 DOE & VITA 4/18 - 5/1</p>
<p>16</p> <p>Semi-Monthly Employee Pay Day</p> <p>Bi-Weekly Wage</p> <p>Paperwork Deadline VRC 5/1 - 5/14 VDEM 4/22 - 5/5 FCMV 4/27 - 5/10</p> <p>Pay Day VCCS 4/15 - 4/28</p>	<p>17</p>	<p>18</p> <p>Bi-Wkly Wage Cert Deadline VRC 5/1 - 5/14 VDEM 4/22 - 5/5 FCMV 4/27 - 5/10</p>	<p>19 PRO</p> <p>Payroll Paperwork Deadline 5/10 - 5/24</p> <p>PMIS Update Deadline 5/10 - 5/24</p>	<p>20</p> <p>Fax PMIS Screenprints 5/10 - 5/24 Changes</p> <p>Bi-Wkly Wage Pay VRC 5/1 - 5/14 VDEM 4/22 - 5/5 FCMV 4/27 - 5/10</p>
<p>23</p> <p>Fax PMIS Screenprints 5/10 - 5/24 Changes</p> <p>Bi-Wkly Wage Paperwork Deadline DFP 5/5 - 5/18 DOE & VITA 5/2 - 5/15 VCCS 4/29 - 5/12</p>	<p>24</p> <p>Fax PMIS Screenprints 5/10 - 5/24 Changes</p>	<p>25 PRO</p> <p>Payroll Certification Deadline 5/10 - 5/24</p> <p>Leave Paperwork Deadline 5/10 - 5/24</p> <p>Bi-Wkly Wage Cert Deadline DFP 5/5 - 5/18 DOE & VITA 5/2 - 5/15 VCCS 4/29 - 5/12</p>	<p>26</p>	<p>27</p> <p>Distribute 3rd Party Pay'ts & Checks to Agencies</p> <p>Bi-Wkly Wage Pay DFP 5/5 - 5/18 DOE & VITA 5/2 - 5/15 VCCS 4/29 - 5/12</p>
<p>30</p> <p>Memorial Day Holiday</p>	<p>31</p> <p>April Healthcare Certification Due</p> <p>Leave Keying Deadline 5/10 - 5/24</p> <p>Bi-Wkly Wage Paperwork Deadline VRC 5/15 - 5/28 VDEM 5/6 - 5/19 FCMV 5/11 - 5/24</p>			