

**Payroll Service Bureau  
Operations Calendar**

**April 2017 (revised 3/29/17)**

**Legend**

Semi-Monthly  
Important Dates

Bi-Weekly Wage  
Important Dates

Mon	Tue	Wed	Thu	Fri
<p><b>3</b></p> <p>DFP 3/16 - 3/29</p> <p>Bi-Wkly Wage Paperwork Deadline DOE &amp; VITA 3/13 - 3/26</p>	<p><b>4</b></p> <p>Semi-monthly Salaried &amp; Wage Payroll Paperwork Deadline 3/25 - 4/9</p> <p>PMIS Update Deadline 3/25-4/9</p>	<p><b>5</b></p> <p>Submit March BES Premium Reward Discrepancy Report (PM4405) dated 4/1 required for March Health Care Reconciliation</p> <p>DFP 3/16 - 3/29</p> <p>Bi-Wkly Wage Cert Deadline DOE &amp; VITA 3/13 - 3/26</p>	<p><b>6</b></p>	<p><b>7</b></p> <p>Notify PSB of any PMIS Changes affecting 3/25-4/9 Pay</p> <p>DFP 3/16 - 3/29</p> <p>Bi-Wkly Wage Pay Day DOE &amp; VITA 3/13 - 3/26</p>
<p><b>10</b></p> <p>Payroll Certification Deadline 3/25-4/9</p> <p>CIPPS Leave Paperwork Deadline - 3/25-4/9</p> <p>VRC 3/26 - 4/8 VDEM 3/17 - 3/30 FCMV 3/22 - 4/4 DOF 3/18 - 3/31 Cycle 1 3/19 - 4/1 Cycle 2 3/20 - 4/2</p> <p>Bi-Wkly Wage Paperwork Deadline</p>	<p><b>11</b></p> <p>1st Qtr Taxable Wage Certification Due</p>	<p><b>12</b></p> <p>Distribute 3rd Party Pmt's &amp; Checks to Agencies</p> <p>VRC 3/26 - 4/8 VDEM 3/17 - 3/30 FCMV 3/22 - 4/4 DOF 3/18 - 3/31 Cycle 1 3/19 - 4/1 Cycle 2 3/20 - 4/2</p> <p>Bi-Wkly Wage Cert Deadline</p>	<p><b>13</b></p> <p>CIPPS Leave Keying Deadline - 3/25-4/9</p>	<p><b>14</b></p> <p>Semi-Monthly Employee Pay Day</p> <p>VRC 3/26 - 4/8 VDEM 3/17 - 3/30 FCMV 3/22 - 4/4 DOF 3/18 - 3/31 Cycle 1 3/19 - 4/1 Cycle 2 3/20 - 4/2</p> <p>Bi-Wkly Wage Pay Day</p>
<p><b>17</b></p> <p>DFP 3/30 - 4/12</p> <p>Bi-Wkly Wage Paperwork Deadline DOE &amp; VITA 3/27 - 4/9</p>	<p><b>18</b></p>	<p><b>19</b></p> <p>Semi-monthly Salaried &amp; Wage Payroll Paperwork Deadline 4/10 - 4/24</p> <p>PMIS Update Deadline 4/10-4/24</p> <p>DFP 3/30 - 4/12</p> <p>Bi-Wkly Wage Cert Deadline DOE &amp; VITA 3/27 - 4/9</p>	<p><b>20</b></p>	<p><b>21</b></p> <p>DFP 3/30 - 4/12</p> <p>Bi-Wkly Wage Pay Day DOE &amp; VITA 3/27 - 4/9</p>
<p><b>24</b></p> <p>Notify PSB of any PMIS Changes affecting 4/10-4/24 Pay</p> <p>VRC 4/9 - 4/22 VDEM 3/31 - 4/13 FCMV 4/5 - 4/18 DOF 4/1 - 4/14 Cycle 1 4/2 - 4/15 Cycle 2 4/3 - 4/16 Cycle 3 3/31 - 4/13</p> <p>Bi-Wkly Wage Paperwork Deadline</p>	<p><b>25</b></p> <p>Payroll Certification Deadline 4/10-4/24</p> <p>CIPPS Leave Paperwork Deadline 4/10-4/24</p>	<p><b>26</b></p> <p>VRC 4/9 - 4/22 VDEM 3/31 - 4/13 FCMV 4/5 - 4/18 DOF 4/1 - 4/14 Cycle 1 4/2 - 4/15 Cycle 2 4/3 - 4/16 Cycle 3 3/31 - 4/13</p> <p>Bi-Wkly Wage Cert Deadline</p>	<p><b>27</b></p> <p>Distribute 3rd Party Pmt's &amp; Checks to Agencies</p>	<p><b>28</b></p> <p>March Healthcare Certification Due</p> <p>CIPPS Leave Keying Deadline - 4/10 - 4/24</p> <p>VRC 4/9 - 4/22 VDEM 3/31 - 4/13 FCMV 4/5 - 4/18 DOF 4/1 - 4/14 Cycle 1 4/2 - 4/15 Cycle 2 4/3 - 4/16 Cycle 3 3/31 - 4/13</p> <p>Bi-Wkly Wage Pay Day</p>

Agy's that have adopted a Cardinal Bi-weekly Payroll Cycle with April Pay Dates are reflected below:  
 Cycle 1 (Frequency 51) - 129, 156, 226, 851 (Pay Dates 4/14 and 4/28); 505 and 778 begin with Pay Date 4/28  
 Cycle 2 (Frequency 52) - 133 (Pay Dates 4/14 and 4/28)  
 Cycle 3 (Frequency 53) - 181 (begin with Pay Date 4/28)