

Mon	Tue	Wed	Thu	Fri
		<p><b>1</b></p> <p>Semi-Monthly Employee Pay Day</p> <p><b>Bi-Wkly Wage Cert Deadline</b></p> <p>VRC 1/15 - 1/28 VDEM 1/6 - 1/19 FCMV 1/11 - 1/24 DOF 1/7 - 1/20 VSP/BOA,TIC 1/8 - 1/21 APA 1/9 - 1/22</p>	<p><b>2</b></p> <p>Submit January BES Premium Reward Discrepancy Report (PM4405) dated 2/1 required for January Health Care Reconciliation</p>	<p><b>3</b></p> <p><b>Bi-Wkly Wage Pay Day</b></p> <p>VRC 1/15 - 1/28 VDEM 1/6 - 1/19 FCMV 1/11 - 1/24 DOF 1/7 - 1/20 VSP/BOA,TIC 1/8 - 1/21 APA 1/9 - 1/22</p>
<p><b>6</b></p> <p>Semi-monthly Salaried &amp; Wage Payroll Paperwork Deadline 1/25 - 2/9</p> <p>PMIS Update Deadline 1/25-2/9</p> <p><b>Bi-Wkly Wage Paperwork Deadline</b></p> <p>DFP 1/19 - 2/1 DOE &amp; VITA 1/16 - 1/29</p>	<p><b>7</b></p>	<p><b>8</b></p> <p><b>Bi-Wkly Wage Cert Deadline</b></p> <p>DFP 1/19 - 2/1 DOE &amp; VITA 1/16 - 1/29</p>	<p><b>9</b></p> <p>Notify PSB of any PMIS Changes affecting 1/25-2/9 Pay</p>	<p><b>10</b></p> <p>Payroll Certification Deadline 1/25-2/9</p> <p>CIPPS Leave Paperwork Deadline - 1/25-2/9</p> <p><b>Bi-Wkly Wage Pay Day</b></p> <p>DFP 1/19 - 2/1 DOE &amp; VITA 1/16 - 1/29</p>
<p><b>13</b></p> <p><b>Bi-Wkly Wage Paperwork Deadline</b></p> <p>VRC 1/29 - 2/11 VDEM 1/20 - 2/2 FCMV 1/25 - 2/7 DOF 1/21 - 2/3 VSP/,BOA,TIC 1/22-/2/4 APA 1/23 - 2/5</p>	<p><b>14</b></p> <p>Distribute 3rd Party Pmt's &amp; Checks to Agencies</p>	<p><b>15</b></p> <p>CIPPS Leave Keying Deadline - 1/25-2/9</p> <p>2017 Exempt W4s due from employees</p> <p><b>Bi-Wkly Wage Cert Deadline</b></p> <p>VRC 1/29 - 2/11 VDEM 1/20 - 2/2 FCMV 1/25 - 2/7 DOF 1/21 - 2/3 VSP/,BOA,TIC 1/22-/2/4 APA 1/23 - 2/5</p>	<p><b>16</b></p> <p>Semi-monthly Salaried &amp; Wage Payroll Paperwork Deadline 2/10 - 2/24</p> <p>PMIS Update Deadline 2/10-2/24</p> <p><b>Semi-Monthly Employee Pay Day</b></p>	<p><b>17</b></p> <p><b>Bi-Wkly Wage Paperwork Deadline</b></p> <p>DFP 2/2 - 2/15 DOE &amp; VITA 1/30 - 2/12</p> <p><b>Bi-Wkly Wage Pay Day</b></p> <p>VRC 1/29 - 2/11 VDEM 1/20 - 2/2 FCMV 1/25 - 2/7 DOF 1/21 - 2/3 VSP/,BOA,TIC 1/22-/2/4 APA 1/23 - 2/5</p>
<p><b>20</b></p> <p>Holiday</p>	<p><b>21</b></p>	<p><b>22</b></p> <p>Notify PSB of any PMIS Changes affecting 2/10-2/24 Pay</p> <p><b>Bi-Wkly Wage Cert Deadline</b></p> <p>DFP 2/2 - 2/15 DOE &amp; VITA 1/30 - 2/12</p>	<p><b>23</b></p> <p>Payroll Certification Deadline 2/10-2/24</p> <p>CIPPS Leave Paperwork Deadline 2/10-2/24</p>	<p><b>24</b></p> <p><b>Bi-Wkly Wage Pay Day</b></p> <p>DFP 2/2 - 2/15 DOE &amp; VITA 1/30 - 2/12</p>
<p><b>27</b></p> <p>Distribute 3rd Party Pmt's &amp; Checks to Agencies</p> <p><b>Bi-Wkly Wage Paperwork Deadline</b></p> <p>VRC 2/12 - 2/25 VDEM 2/3 - 2/16 FCMV 2/8 - 2/21 DOF 2/4 - 2/17 VSP/,BOA,TIC 2/5-/2/18 APA 2/6 - 2/19</p>	<p><b>28</b></p> <p>January Healthcare Certification Due</p> <p>CIPPS Leave Keying Deadline - 2/10 - 2/24</p>			