

A blue oval shape is centered on the page, containing text. A thick yellow swoosh starts from the bottom left, curves under the oval, and extends towards the top right.

Commonwealth of Virginia
MASTER CALENDAR

2009










Commonwealth of Virginia
MASTER CALENDAR

Purpose	Provides Commonwealth of Virginia managers with key dates and an integrated calendar listing due dates of reports and other information impacting most agencies.
Layout	<p>Organized into two parts. When multiple items are on the same day, they are listed alphabetically.</p> <ul style="list-style-type: none">--Key Dates – Calendar List includes items that are due as well as other useful information.--Due Dates – Calendar Boxes show only the items with due dates and agency action must be taken.
Contents	<p>Executive Performance Management (GOV) Finance (DOA, DPB, TD, VEC) General (DGS, DMBE, DMME, OCP, SOC) Human Resources (DHRM, DOLI, EDR, VRS) Legislation (GOV, DPB, GA) Planning (GOV, DPB) Technology (VITA)</p>
Note	Dates may change.

January 2009

Commonwealth of Virginia MASTER CALENDAR














Dates may change. Some agencies may vary holidays and paydays. Higher Ed fiscal dates vary.

-  Holiday
-  Payday
-  Semi-monthly Payroll Certification due to DOA
-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA
-  Weekly Report and SWAM Report due to Secretary

Key Dates

5	DHRM- Applicant Flow data for prior month due
7	DOA - CARS month-end closing date and report generation
7	DOA - Reconciliation Confirmation due
9	DHRM- Leave year ends
9	GA - Pre-filing of bills ends at 10:00 am
9	GA- General Assembly convenes at noon
9	DHRM- Temporary Personnel Transfer Report due
9	DHRM- Employee Position Report due
9	DOA- Payroll CYE Certification due
10	DHRM- New leave year beings
11	VITA - Agency Head approval of Dashboard Status Reports due
14	DHRM- CVC contribution transmittal ends
15	DHRM- Quarterly Training Report due
15	DOA - Leave year-end processing
15	EDR- Quarterly G-Form data entry due
15	VITA - Secretariat evaluation of Dashboard Status Reports due
16	DGS - eVA Dashboard Report due
16	DGS - Vapp Reports
16	DMBE- Quarterly SWAM Report due
16	SOC- State Board Members and certain State Employees Financial Disclosure Statement due
17	DHRM- PMIS data corrections due
17	VITA- IT Investment Board committee meeting
17	VITA- IT Investment Board meeting
18	GA- All bills and joint resolutions filed with the clerk by 5:00 pm
30	DOA- W-2 distribution deadline to agencies
30	DPB- Quarterly Key Measures and Productivity Measures due
30	DOA - Reconciliation Confirmation due
30	DOA- W-2s distributed to employees








Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 	3
4	5 DHRM- Applicants	6	7  DOA-Rec. Confirmation	8	9  DHRM-EPR DHRM-Temp DOA-Payroll VITA-Dashbd	10
11	12	13	14  	15  DGS-eVA DHRM-PMIS DHRM-Training DMBE-SWAM EDR-G-Form SOC-Disclos VITA-Dashbd	16	17
18	19	20	21 	22 	23	24
25	26 	27	28 	29 	30   DOA-Rec. Confirmation DPB-Measures	31

February 2009

Commonwealth of Virginia MASTER CALENDAR

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-  Holiday
-  Payday
-  Semi-monthly Payroll Certification due to DOA
-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA
-  Weekly Report and SWAM Report due to Secretary

Key Dates

- 1 DHRM- Nominations for Governor's Awards & Ambassadors begin
- 1 DOLI- OSHA 300A Report to be posted
- 1 GOV- Key Measures & Mgmt Scorecard 2nd Quarter results due
- 2 VEC- Employer's Quarterly Tax Report FC-20 due
- 5 DHRM- Applicant Flow data for prior month due
- 9 DOA- CARS month-end closing date and report generation
- 10 DHRM- Employee Position Report due
- 12 VITA- Agency Head approval of Dashboard Status Reports due
- 13 GA- Crossover, except budget
- 15 DGS- eVA Dashboard Report due
- 15 DHRM- PMIS data corrections due
- 15 VITA- Secretariat evaluation of Dashboard Status Reports due
- 17 DOA- Accounts Receivable Quarterly Report due
- 17 GA- Budget bill committees complete work by midnight
- 19 GA- Amendments on Budget Bills available by noon
- 21 GA- Budget Bill completed by Houses of introduction
- 27 DOA – Reconciliation Confirmation due








Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 VEC-Taxes	3	4 ★	5 ▲ DHRM-Applicants	6	7
8	9 ●	10 DHRM-EPR VITA-Dashboard	11 ★	12 ▽ VITA-Dashbd	13 ◆ DGS-eVA DHRM-PMIS VITA-Dashbd	14
15	16	17 DOA-AcctsRec	18 ★	19 ▲	20	21
22	23 ●	24	25 ★	26 ▽	27 ◆◆ DOA-Rec. Confirmation	28

March 2009

Commonwealth of Virginia MASTER CALENDAR

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-  Holiday
-  Payday
-  Semi-monthly Payroll Certification due to DOA
-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA
-  Weekly Report and SWAM Report due to Secretary

Key Dates

- 1 DHRM- CVC Charity Application period begins
- 4 DHRM- CVC Agency Recognition Event
- 5 DHRM- Applicant Flow data for prior month due
- 8 GA- Adjourn sine die
- 9 DOA- CARS month-end closing date and report generation
- 10 DHRM- Employee Position Report due
- 12 VITA- Agency Head approval of Dashboard Status Reports due
- 14 DGS- eVA Dashboard Report due
- 14 DGS- Semi-Annual Capital Outlay Progress Report instructions issued
- 14 DHRM- PMIS data corrections due
- 17 VITA- Secretariat evaluation of Dashboard Status Reports due
- 27 VITA- ProSight portfolio updates due
- 31 DHRM- Nominations for Governor's Awards & Ambassadors due
- 31 DOA- Reconciliation Confirmation due
- 31 GOV- Agency Head meeting (tentative)








Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 ★	5 ▲ DHRM-Applicants	6	7
8	9	10 ● DHRM-EPR	11 ★	12 VITA-Dashboard	13 ▽ DGS-eVA DHRM-PMIS	14
15	16 ◆	17 VITA-Dashboard	18 ★	19	20 ▲	21
22	23	24	25 ★●	26	27 VITA-Portfolio	28
29	30 ▽	31 ◆◆■ DHRM-Gov Awards DOA-Rec. Confirmation				

April 2009

Commonwealth of Virginia MASTER CALENDAR














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-  Holiday
-  Payday
-  Semi-monthly Payroll Certification due to DOA
-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA
-  Weekly Report and SWAM Report due to Secretary

Key Dates

- 1 DGS- COVA Entity eVA Security Officer Designation Form & Annual Users Accounts Report instructions issued
- 1 DHRM- Return to Work Report – E.O. 94 due with copy to VRS
- 1 OCP- COOP submission – E.O. 44 due
- 2 DHRM- Name of CVC coordinator due
- 5 DHRM- Applicant Flow data for prior month due
- 7 GA- Governor 30 day bill review period ends
- 8 DOA- CARS month-end closing date and report generation
- 10 DHRM- Employee Position Report due
- 10 DHRM- Temporary Personnel Transfer Report due
- 10 VITA- Agency Head approval of Dashboard Status Reports due
- 13 DOA- Payroll 1st Quarter Certification due
- 15 DHRM- PMIS data corrections due
- 15 VITA- Secretariat evaluation of Dashboard Status Reports due
- 16 DGS- eVA Dashboard Report due
- 16 DGS- Semi-Annual Capital Outlay Progress Report due
- 16 DHRM- Health Plan Open Enrollment period begins (tentative)
- 16 DHRM- Quarterly Training Report due
- 16 DMBE- Quarterly SWAM Report due
- 16 EDR- Quarterly G-Form data entry due
- 16 GA- Reconvened Session
- 16 TD- Real property and contents update into VAPS due
- 17 VITA- IT Investment Board meeting
- 30 DHRM- CVC Charity Application Period Ends
- 30 DOA- Reconciliation Confirmation due
- 30 DOLI- OSHA Form 300A posting removed
- 30 TD- Aircraft and watercraft inventories due
- 30 VEC- Employer's Quarterly Tax Report FC-20 due








Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1  DHRM-RTW OCP-COOP	2 DHRM-CVC Coordinator	3 DHRM- Applicants	4
5	6 	7	8 	9	10  DHRM-EPR DHRM-Trnsfrs VITA-Dashbd	11
12	13 DOA- Payroll	14	15   DHRM-PMIS VITA- Dashboard	16  DGS- eVA DGS- Cap Out DHRM-Training DMBE-SWAM EDR- G-Form TD-VAPS	17	18
19	20	21 	22 	23	24	25
26	27 	28	29 	30   DOA-Rec. Confirmation DOLI-OSHA TD-Vehicles VEC-Taxes		

May 2009

Commonwealth of Virginia MASTER CALENDAR














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-  Holiday
-  Payday
-  Semi-monthly Payroll Certification due to DOA
-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA
-  Weekly Report and SWAM Report due to Secretary

Key Dates

- 1 DHRM- Agencies begin Agency Salary Administration Plan review
- 1 DHRM- Agencies begin Agency Reward & Recognition Plan review
- 1 GOV- Key Measures & Mgmt Scorecard 3rd Quarter results due
- 1 TD- Motor vehicle inventory and updates due
- 2 SCT- Virginia Conference Recruitment Report due
- 3-9 DHRM- Virginia Public Service Week
- 7 GOV- Governor's Awards presented (tentative)
- 5 DHRM- Applicant Flow data for prior month due
- 10 DHRM- Employee Position Report due
- 11 DOA- CARS month-end closing date and report generation
- 12 VITA- Agency Head approval of Dashboard Status Reports due
- 15 DGS- eVA Dashboard Report due
- 15 DHRM- PMIS data corrections due
- 15 DOA- Accounts Receivable Quarterly Report due
- 15 DOA- Year-end close calendar distributed
- 15 VITA- Secretariat evaluation of Dashboard Status Reports due
- 16 DHRM- Health Plan Open Enrollment period ends (tentative)
- 18 DPB- 2010 Operating plan and budget component instructions issued
- 20 DHRM- National Employee Health and Fitness Day
- 29 DOA- Reconciliation Confirmation due
- 31 VITA- IT Strategic Plan due








Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1  GOV-Measures SCT-Conf TD-Vehicles	2
3	4	5 DHRM- Applicants	6  	7	8	9
10	11 	12 VITA-Dashbd	13 	14 	15  DHRM-PMIS DOA-Acct Rec VITA-Dashbd	16
17	18	19	20 	21	22 	23
24	25	26 	27 	28	29   DOA-Rec. Confirmation VITA-ITSP	30
31						

June 2009

Commonwealth of Virginia MASTER CALENDAR













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-  Holiday
-  Payday
-  Semi-monthly Payroll Certification due to DOA
-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA
-  Weekly Report and SWAM Report due to Secretary

Key Dates

- 1 DHRM-Agencies begin Agency Workforce Plan review
- 1 DPB- FY 09 FATS transactions cutoff
- 1 DPB- Year-end pledge balance sheets due
- 1 DPB- Six-year capital requests due
- 1 DPB- 2010-2012 maintenance reserve subproject instructions issued
- 2 VDEM- Continuity of Operations Plans with Pandemic Flu Annex due
- 5 DHRM- Applicant Flow data for prior month due
- 5 DPB- FATS open for FY 10 transactions
- 8 DPB- 2010 Operating plans and budget component due
- 8 DOA- CARS month-end closing date and report generation
- 9 DOA- Authorized Signatories Form due
- 10 DHRM- Employee Position Report due
- 11 VITA- Agency Head approval of Dashboard Status Reports due
- 16 DGS- eVA Dashboard Report due
- 16 DHRM- PMIS data corrections due
- 16 VITA- Secretariat evaluation of Dashboard Status Reports due
- 22 DHRM- Compensation instructions issued
- 24 DOA- CARS open for FY 10 expenditures
- 25 DHRM- implement performance increase if funded
- 26 DHRM- CVC Agency Coordinator appointments due
- 26 VITA- ProSight portfolio updates due
- 29 DGS- Active eVA user accounts list due
- 29 DHRM- Agencies finish Agency Salary Administration Plan review
- 29 DHRM- Agencies finish Agency Reward & Recognition Plan review
- 30 DHRM- Health Plan Year ends
- 30 DHRM- Flexible Reimbursement Account Year ends
- 30 DOA- Disbursement and IAT input due
- 30 DOA- Reconciliation Confirmation due
- 30 DOA- Agency Level Internal Control Assessment Certification due
- 30 DPB- FY 10 & 2010-2012 biennium reduction plan instructions due (tent.)
- 30 DPB- Base budget & technical adjustment instructions issued (tentative)
- 30 TD- Due Diligence Stop Payments due

Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1  DPB-Pledge DPB-Capital	2 VDEM-COOP	3 	4	5 DHRM-Applicants	6
7	8 DPB-Budget	9 DOA-Auth. Signers	10  	11 VITA- Dashboard	12 	13
14	15 	16  DGS- eVA DHRM-PMIS VITA- Dashboard	17 	18	19	20
21	22 	23	24 	25 	26 VITA- Portfolio	27
28	29	30  DGS-eVA DOA-Disburs. DOA-Reconcil DOA-Intl Contr TD-Stop Pymt				

Key Dates

July 2009

- 1 DGS- COVA Entity eVA Security Officer Form & Users Report due
- 1 DHRM- New Health Plan & Flexible Reimbursement Acct yrs begin
- 1 DOA- Revenue deposited in bank before 2 pm
- 1 DPB- 2010-2012 maintenance reserve requests due
- 1 VITA- Agency 2-Year IT Strategic Plan execution begins
- 3 DHRM- Applicant Flow data for prior month due
- 3 DOA- Deposit Certificates keyed to CARS due
- 4 DOA- Preliminary close (tentative)
- 6 DOA- LAS input due (tentative)
- 6 GOV- 2006 Legislation proposal instructions issued (tentative)
- 8 DGS- Passenger Vehicle & Commuting Report instructions issued
- 10 DHRM- Employee Position Report due
- 10 DHRM- Temporary Personnel Transfer Report due
- 10 DOA- Summary entries input into FAACS due (tentative)
- 10 DOA- Preliminary Yearly Revenue Report due (tentative)
- 10 DOA- FY 09 transactions input into FAACS due (tentative)
- 11 VITA- Agency Head approval of Dashboard Status Reports due
- 13 DOA- Payroll 2nd Quarter Certification due
- 15 DPB- Base and technical adjustments due (tentative)
- 15 DPB- FY 10 & 2010-2012 biennium reduction plan due (tentative)
- 15 DPB- Addenda decision package instructions issued (tentative)
- 16 DGS- eVA Dashboard Report due
- 16 DHRM- PMIS data corrections due
- 16 DHRM- Quarterly Training Report due
- 16 DMBE- Quarterly SWAM Report due
- 16 DOA- Information checklist due
- 16 DOA- Technology Survey due
- 16 DOA- GASBS No. 39 Reporting Entity checklist due
- 16 EDR- Quarterly G-Form data entry due
- 16 VITA- Secretariat evaluation of Dashboard Status Reports due
- 17 VITA- IT Investment Board meeting
- 17 DOA- Treasury Loan Interest Payments due (tentative)
- 17 DOA- Agency Operating Expenditure Plans due (tentative)
- 17 DOA- Required Reconciliations due (tentative)
- 24 DOA- CARS final fiscal year closing date & report generation (tent.)
- 28 DOA- Final Yearly Revenue Report due (tentative)
- 29 DPB- Annual maintenance reserve plans due
- 30 DOA- Monthly Cash & Investments Report due
- 30 DPB- Cabinet Training on Productivity measures
- 31 VEC- Employer's Quarterly Tax Report FC-20 due
- 31 DPB- Quarterly & Annual Key Measures and Productivity Measures due
- 31 DPB- Strategic & service area plan instructions issue (tentative)

Commonwealth of Virginia MASTER CALENDAR

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- Holiday
- ◆ Payday
- Semi-monthly Payroll Certification due to DOA
- Semi-monthly Leave transactions posted to CIPPS
- ▲ Semi-Monthly HR changes input in PMIS
- Monthly Health Care Certification due to DOA
- ★ Weekly Report and SWAM Report due to Secretary








Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 ◆ ★ DGS-eVA DOA-Deposits DPB-Maint.	2	3 DOA-Dep Cert	4
5	6 ▲ DHRM-Applicants DOA-LAS	7	8 ★	9	10 ● DHRM-EPR DHRM-Transfers DOA-FAACS DOA-Revenue DOA-FAACS VITA-Dashboard	11
12	13 DOA-Payroll	14	15 ★ ■ DPB-Adjustment DPB-Reduction	16 ◆ DGS- eVA DHRM-Trng DHRM-PMIS DMBE-SWAM DOA-Checklist DOA-Survey DOA-GASBS EDR-G-Form VITA-Dashbhd	17 DOA-Interest DOA-Op Exp DOA-Reconcil	18
19	20	21	22 ▲ ★	23	24	25
26	27 ●	28 DOA-Revenue	29 ★ DPB-Maint.	30 ■ DOA-Cash & Investments	31 ◆ ■ DPB-Measures VEC-Taxes	

August 2009

Commonwealth of Virginia MASTER CALENDAR

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-  Holiday
-  Payday
-  Semi-monthly Payroll Certification due to DOA
-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA
-  Weekly Report and SWAM Report due to Secretary

Key Dates

- 1 DGS- Annual Value Engineering Report for large projects due
- 1 DHRM- Agency Workforce Plan with attachments due
- 1 DHRM- PMIS instructions for performance review ratings issued
- 1 DPB- Agency initial proposed addenda to Secretaries due
- 5 DHRM- Applicant Flow data for prior month due
- 6 DOA- Leave Liability Statement due
- 6 DOA- Schedule of Outstanding Installment Purchase Obligations due
- 6 DOA- Schedule of Inventory on Hand at June 30 due
- 8 VITA- Draft Recommended Tech. Investment Projects Report to ITIB
- 10 DHRM- Employee Position Report due
- 10 DHRM- Employee performance reviews begin
- 10 DOA- CARS month-end closing date and report generation
- 12 DOA- July Monthly Revenue Report due
- 12 DPB- Update of bond project Draw Schedules due (tentative)
- 12 VITA- Agency Head approval of Dashboard Status Reports due
- 14 DOA- Full Costing SICAP assessment schedule due (tentative)
- 15 DGS- eVA Dashboard Report due
- 15 DGS- Annual Passenger Vehicle Assignment & Commuting Report due
- 15 DMBE- Annual SWAM Program due
- 15 TD- Financial feasibility studies for revenue bond projects due
- 15 VITA- Secretariat evaluation of Dashboard Status Reports due
- 17 DHRM- PMIS data corrections due
- 18 OCP- 2008 Agency Preparedness Assessment Disseminated
- 20 DOA- Governmental Fund Financial Statement Template due
- 20 DOA- Proprietary Fund Financial Statement Template due
- 20 DOA- Internal Service Fund Financial Statement Template due
- 20 DOA- Private-Purpose Trust Fund Financial Statement Template due
- 20 DOA- Agency Fund Financial Statement Template due
- 20 DOA- Fixed Asset Accounting & Control System analysis due
- 20 DOA- Fixed Asset Useful Life Trend Analysis due
- 20 DOA- Schedule of Cash, Cash Equivalents, & Investments at 6/30 due
- 20 DOA- GASBS No. 33 Expenditure and Revenue Analysis due
- 20 DOA- Federal SICAP statistical information due
- 21 DOA- Prior Year data eliminated from FINDS
- 22 DPB- Annual maintenance reserve plans due
- 27 DOA- ISF-Conversion to Govt.-wide Statement of Activities due
- 27 DOA- Accounts Receivable Quarterly Report due
- 27 DOA- Receivables as of June 30 due
- 27 DOA- Schedule of Retainage Payable due
- 27 DOA- Federal Schedules due
- 27 DOA- Donor Restricted Endowments due
- 28 GOV- Year-end Revenue & Budget Presentation to money committees (tentative)
- 30 DMME- Executive Oder 48 Energy Cost Savings Report due
- 31 DOA- Reconciliation Confirm. with Petty Cash & Travel Adv Forms due
- 31 DHRM- EEO-4 Report data due

Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 DPB-Addenda
2	3 DGS-Engineer. DHRM-Wkfrce	4	5 DHRM- Applicants	6 DOA-Three Reports	7	8
9	10 DHRM-EPR	11	12 DOA-Revenue DPB-Draw Sch VITA- Dashboard	13	14 DGS- eVA DGS-Vehicles DMBE-SWAM DOA-SICAP TD-Rev Bond VITA- Dashboard	15
16	17 DHRM-PMIS	18	19	20 DOA- Ten Reports	21	22 DPB- Maintenance
23	24	25	26	27 DOA- Six Reprts	28	29 DMME- EO 48
30	31					

September 2009

Commonwealth of Virginia MASTER CALENDAR

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- Holiday
- ◆ Payday
- Semi-monthly Payroll Certification due to DOA
- ◆ Semi-monthly Leave transactions posted to CIPPS
- ▲ Semi-Monthly HR changes input in PMIS
- Monthly Health Care Certification due to DOA
- ★ Weekly Report and SWAM Report due to Secretary

Key Dates

- 1 DPB- Strategic and service area plans due
- 1 DPB- Six-year spending plan instructions issued
- 1 DPB- Final addenda decision packages due
- 1 VITA- ITIB Recommended Technology Investment Projects Report to Governor & GA
- 4 DGS- Agency Land Use Plan updates due
- 4 DHRM- CVC materials available to order
- 5 DHRM- Applicant Flow data for prior month due
- 8 DOA- CARS month-end closing date and report generation
- 10 DHRM- Employee Position Report due
- 11 VITA- Agency Head approval of Dashboard Status Reports due
- 15 DGS- eVA Dashboard Report due
- 15 DHRM- PMIS data corrections due
- 15 DPB- Non-general fund revenue instructions issued (tentative)
- 15 OCP- 2008 Agency Preparedness Assessment due
- 16 VITA- Secretariat evaluation of Dashboard Status Reports due
- 17 DOA- GASBS No. 33 Fed Fund Anal.-Adv. Funded/Block Grants due
- 17 DOA- Government-wide Payables & Other Accruals at June 30 due
- 17 DOA- Direct Billed Central Services due
- 17 DOA- Management Discussions and Analysis due
- 23 DHRM- CVC Coordinator Kickoff Event (tentative)
- 25 VITA-ProSight portfolio updates due
- 26 DHRM- CVC Kickoff event for CVC coordinators
- 30 DHRM- Flexible Spending Account reimbursement filing deadline
- 30 DOA- Reconciliation Confirmation due
- 30 TD- VPBA projects annual certificate of no fault due








Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 ◆ DPB- Strategic DPB- Addenda	2 ★	3	4 DGS-Land Use DHRM- Applicants	5
6	7	8	9 ★	10 ● DHRM-EPR	11 ▲ VITA-Portfolio	12
13	14	15 ◆ DGS- eVA DHRM-PMIS OCP- Preparedness	16 ★ ◆ VITA- Dashboard	17 DOA-Four Reports	18	19
20	21	22	23 ★	24 ●	25 ▲	26
27	28	29 ◆	30 ◆ ■ ★ DOA-Rec. Confirmation TD-VPBA			

October 2009

Commonwealth of Virginia MASTER CALENDAR

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-  Holiday
-  Payday
-  Semi-monthly Payroll Certification due to DOA
-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA
-  Weekly Report and SWAM Report due to Secretary

Key Dates

- 1 DHRM- CVC campaign begins
- 1 DHRM- Begin to enter performance ratings into PMIS
- 1 DHRM - Workplace Safety Reports – Exec. Order 94 due
- 6 DHRM- Applicant Flow data for prior month due
- 7 DOA- CARS month-end closing date and report generation
- 9 DHRM- Employee Position Report due
- 9 DHRM- Temporary Personnel Transfer Report due
- 10 VITA- Agency Head approval of Dashboard Status Reports due
- 13 DOA- Payroll 3rd Quarter Certification due
- 15 DGS- Semi-Annual Capital Outlay Progress Report due
- 15 DGS- eVA Dashboard Report due
- 15 DHRM- Quarterly Training Report due
- 15 DMBE- Quarterly SWAM Report due
- 15 DOA- Adjustments due
- 15 DOA- Report of Financial Condition due
- 15 VITA- Secretariat evaluation of Dashboard Status Reports due
- 16 DHRM- PMIS data corrections due
- 16-19 DHRM- Annual HR Leadership Conference (tentative)
- 16 EDR- Quarterly G-Form data entry due
- 16 VITA- IT Investment Board meeting
- 24 DHRM- Employee Performance Reviews completed
- 30 DOA- Reconciliation Confirmation due
- 30 DPB- Quarterly Key Measures and Productivity Measures due
- 31 DPB- Six Year Non-General Fund Revenue Estimates due (tent.)
- 31 DPB- Six-year spending plan due (tentative)








Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 DHRM-Safety	2	3
4	5 DHRM-Applicants	6 ▲	7 ★	8	9 ● DHRM-EPR DHRM-Trans. VITA-Dashbd	10
11	12	13 DOA-Payroll	14 ★	15 ● DGS- eVA DGS-Capital DHRM-Trng DMBE-SWAM DOA-Adjustmt DOA-FinCon VITA-Dashbrd	16 ◆ DHRM-PMIS EDR-G-Form	17
18	19	20	21 ★	22 ▲ DHRM-CVC	23 DHRM-Performance	24
25	26 ●	27	28 ★	29 ●	30 ◆◆ DOA-Rec Conf DPB- Measures	31 DPB-NGF Rev. Est. DPB- Six Yr Spend

November 2009

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-  Payday
-  Semi-monthly Payroll Certification due to DOA
-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA
-  Weekly Report and SWAM Report due to Secretary

Key Dates

- 1 DPB- Legislative reporting documents due
- 2 VEC- Employer's Quarterly Tax Report FC-20 due
- 3 DGS- Annual eVA Security Officer Recertification due
- 3 DGS- EPACT Report on new vehicles using alternative fuel due
- 3 TD- Unclaimed Property Report due
- 5 DHRM- Applicant Flow data for prior month due
- 9 DOA- CARS month-end closing date and report generation
- 10 DHRM- Employee Position Report due
- 12-16 DGS- Annual Procurement Forum
- 12 VITA- Agency Head approval of Dashboard Status Reports due
- 13 DGS- eVA Dashboard Report due
- 13 DHRM- PMIS data corrections due
- 13 DHRM- Employee performance ratings due
- 16 DOA- Accounts Receivable Quarterly Report due
- 17 VITA- Secretariat evaluation of Dashboard Status Reports due
- 18 DHRM- CVC campaign midpoint review
- 19 SOC- Financial Disclosure Statements for State Board Members instructions issued
- 26 GOV- Review of agency legislative proposals completed (tentative)








Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 DPB- Legislative	2 VEC-Taxes	3 DGS-eVa DGS-Alt Fuel TD-Uncl Prop	4 ★	5 DHRM- Applicants	6	7
8	9 ●	10 DHRM-EPR	11 ★	12 ▲ VITA-Dashbd	13 ● DGS- eVA DHRM-PMIS DHRM-Perf	14
15	16 ◆ DOA-Accts Rec	17 VITA-Dashbd	18 ★	19	20	21
22	23 ●	24	25 ★	26	27	28
29	30 ▲ ● ◆ ◆					

December 2009

Commonwealth of Virginia MASTER CALENDAR














Dates may change. Some agencies may vary holidays and paydays. Higher Ed fiscal dates vary.

-  Holiday
-  Payday
-  Semi-monthly Payroll Certification due to DOA
-  Semi-monthly Leave transactions posted to CIPPS
-  Semi-Monthly HR changes input in PMIS
-  Monthly Health Care Certification due to DOA
-  Weekly Report and SWAM Report due to Secretary

Key Dates

- 3 DOA- Reconciliation Confirmation due
- 3 VITA- Annual Customer Satisfaction Survey conducted
- 4 GA- Last day to act on continued legislation
- 5 DHRM- Applicant Flow data for prior month due
- 7 GA- Bill drafting request not subject to legislative limits deadline
- 8 DOA- CARS month-end closing date and report generation
- 10 DHRM- Employee Position Report due
- 10 VITA- Agency Head approval of Dashboard Status Reports due
- 15 DGS- eVA Dashboard Report due
- 15 DHRM- PMIS data corrections due
- 15 SOC- Board profiles due
- 15 VITA- Secretariat evaluation of Dashboard Status Reports due
- 18 GOV- 2010-2012 Budget released

Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 	2 	3 DOA-Rec. Confirmation	4 DHRM- Applicants	5
6	7	8	9 	10  DHRM-EPR VITA- Dashboard	11 	12
13	14 DGS- eVA DHRM-PMIS SOC-Board VITA-Dashbd	15 	16  	17	18	19
20	21	22	23  	24	25	26
27	28 	29	30  	31 