

A blue oval containing text, with a yellow swoosh that starts from the top right, goes under the oval, and ends at the bottom left.

Commonwealth of Virginia
MASTER CALENDAR

2007



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 2007

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
- 8 DOA - CARS month-end closing date and report generation
- 9 DHRM- Leave year ends
- 10 DHRM- New leave year beings
- 10 DHRM- Employee Position Report due
- 10 DHRM- Temporary Personnel Transfer Report due
- 10 GA - Pre-filing of bills ends at 10:00 am
- 10 GA- General Assembly convenes at noon
- 11 DOA - Leave year-end processing
- 16 DGS - eVA Dashboard Report due
- 16 DGS - Vapp Reports
- 16 DHRM- Quarterly Training Report due
- 16 DMBE- Quarterly SWAM Report due
- 16 DOA- Payroll CYE Certification due
- 16 EDR- Quarterly G-Form data entry due
- 16 SOC- State Board Members and certain State Employees Financial Disclosure Statement due
- 17 VITA- IT Investment Board committee meeting
- 18 DHRM- PMIS data corrections due
- 18 VITA- IT Investment Board meeting
- 19 GA- All bills and joint resolutions filed with the clerk by 5:00 pm
- 22 VITA - Agency Head approval of Dashboard Status Reports due
- 29 VITA - Secretariat evaluation of Dashboard Status Reports due
- 30 DOA- W-2 distribution deadline to agencies
- 31 DGS- Quarterly Vehicle Purchases by Agencies Report due
- 31 DOA - Reconciliation Confirmation due
- 31 DOA- W-2s distributed to employees
- 31 VEC- Employer's Quarterly Tax Report FC-20 due








Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 ★	4	5 ▲ DHRM-Applicants	6
7	8	9 ●	10 ★ DHRM-EPR DHRM-Trans.	11 ⬆	12	13
14	15	16 ◆ DGS-eVA DHRM-Trng DMBE-SWAM DOA-Payroll EDR-G-Form SOC-Disclosure	17 ★	18 DHRM-PMIS	19	20
21	22 VITA-Dashboard	23	24 ★	25 ▲	26 ●	27
28	29 VITA-Dashboard	30	31 ⬆ ⊕ ★ DGS-Vehicle DOA-Rec. Confirmation VEC-Taxes			

February 2007

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 DPB- Key Measures 2nd Quarter results due
- 1 GA- Budget bill committees complete work by midnight
- 5 DHRM- Applicant Flow data for prior month due
- 6 GA- Amendments on Budget Bills available by noon
- 7 GA- Crossover, except budget
- 8 DOA- CARS month-end closing date and report generation
- 8 GA- Budget Bill completed by Houses of introduction
- 9 DHRM- Employee Position Report due
- 14 DHRM- CVC Agency Recognition Celebration (tentative)
- 15 DGS- eVA Dashboard Report due
- 16 DHRM- PMIS data corrections due
- 16 DOA- Accounts Receivable Quarterly Report due
- 16 VITA- Agency Head approval of Dashboard Status Reports due
- 24 GA- Adjourn sine die
- 26 VITA- Secretariat evaluation of Dashboard Status Reports due
- 28 DOA – Reconciliation Confirmation due








Due Dates

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

March 2007

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- New CVC charity recommendations deadline
- 1 DPB- Six Year Capital Plan instructions issued
- 5 DHRM- Applicant Flow data for prior month due
- 8 DOA- CARS month-end closing date and report generation
- 9 DHRM- Employee Position Report due
- 15 DGS- eVA Dashboard Report due
- 15 DGS- Semi-Annual Capital Outlay Progress Report instructions issued
- 16 DHRM- PMIS data corrections due
- 16 VITA- Agency Head approval of Dashboard Status Reports due
- 23 VITA- Secretariat evaluation of Dashboard Status Reports due
- 26 GA- Governor 30 day bill review period ends
- 30 DHRM- Nominations for Governor's Awards & Ambassadors due
- 30 DOA- Reconciliation Confirmation due








Due Dates

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

April 2007

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
- 3 DHRM- Name of CVC coordinator due
- 4 GA- Reconvened Session
- 5 DHRM- Applicant Flow data for prior month due
- 9 DPB- Six Year Capital Plan due (tentative)
- 9 DOA- CARS month-end closing date and report generation
- 10 DHRM- Employee Position Report due
- 10 DHRM- Temporary Personnel Transfer Report due
- 13 DHRM- PMIS data corrections due
- 13 DHRM- Quarterly Training Report due
- 13 DOA- Payroll 1st Quarter Certification due
- 16 DGS- eVA Dashboard Report due
- 16 DGS- Semi-Annual Capital Outlay Progress Report due
- 16 DHRM- Health Plan Open Enrollment period begins
- 16 DMBE- Quarterly SWAM Report due
- 16 EDR- Quarterly G-Form data entry due
- 16 TD- Real property and contents update into VAPS due
- 17 VITA- Agency Head approval of Dashboard Status Reports due
- 18 VITA- IT Investment Board committee meeting
- 19 VITA- IT Investment Board meeting
- 24 VITA- Secretariat evaluation of Dashboard Status Reports due
- 27 DGS- Quarterly Vehicle Purchases by Agencies Report due
- 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	3 DHRM-CVC Coordinator	4 ★	5 DHRM- Applicants	6	7
8	9 ▲ DPB-Capital Plan	10 ● DHRM-EPR DHRM- Transfers	11 ★	12	13 ▽ DHRM-PMIS DHRM- Training DOA- Payroll	14
15	16 ◆ DGS- eVA DGS- Cap Out DMBE-SWAM EDR- G-Form TD-VAPS	17 VITA- Dashboard	18 ★	19	20	21
22	23	24 ▲ VITA- Dashboard	25 ●★	26	27 DGS- Vehicles	28
29	30 ▽+ DOA-Rec. Confirmation DOLI-OSHA TD-Vehicles VEC-Taxes					

May 2007

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
- 1-7 DHRM- Virginia Public Service Week (tentative)
- 1 DPB- Agency Strategic & Service Plans due (tentative)
- 1 DPB- Key Measures 3rd Quarter results due
- 1 TD- Motor vehicle inventory and updates due
- 2 SCT- Virginia Conference Recruitment Report due
- 3 GOV- Governor's Awards presented (tentative)
- 4 DHRM- Applicant Flow data for prior month due
- 8 DOA- CARS month-end closing date and report generation
- 10 DHRM- Employee Position Report due
- 15 DGS- eVA Dashboard Report due
- 15 DOA- Year-end close calendar distributed
- 16 DHRM- Health Plan Open Enrollment period ends
- 16 DHRM- PMIS data corrections due
- 16 DOA- Accounts Receivable Quarterly Report due
- 16 VITA- Agency Head approval of Dashboard Status Reports due
- 18 DHRM- National Employee Health and Fitness Day
- 23 VITA- Secretariat evaluation of Dashboard Status Reports due
- 31 DOA- Reconciliation Confirmation due
- 31 VITA- IT Strategic Plan due








Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1  DPB-Strategic DPB-Key Measures TD-Vehicles	2  SCT- Conferences	3	4 DHRM- Applicants	5
6	7	8	9  	10  DHRM-EPR	11	12
13	14	15  DGS- eVA	16  	17	18	19
20	20	22	23  VITA- Dashboard	24	25  	26
27	28	29	30 	31   DOA-Rec. Confirm. VITA-ITSP		

June 2007

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
- 5 DHRM- Applicant Flow data for prior month due
- 7 DPB- FY 07 Agency FATS transactions due
- 7 DPB- Capital Reappropriations due (tentative)
- 8 DHRM- Employee Position Report due
- 8 DPB- Detailed Six Year Capital Plan for authorized projects due (tent.)
- 11 DOA- Authorized Signatories Form due
- 11 DOA- CARS month-end closing date and report generation
- 15 DGS- eVA Dashboard Report due
- 15 DHRM- PMIS data corrections due
- 18 VITA- Agency Head approval of Dashboard Status Reports due
- 22 DHRM- Compensation instructions issued
- 25 DOA- CARS open for FY 08 expenditures
- 25 VITA- Secretariat evaluation of Dashboard Status Reports due
- 29 DGS- Higher Ed Vehicle Report 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
- 29 DOA- Disbursement and IAT input due
- 29 DOA- Reconciliation Confirmation due
- 29 TD- Due Diligence Stop Payments due
- 30 DHRM- Health Plan Year ends
- 30 DHRM- Flexible Reimbursement Account Year ends








Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 	2
3	4	5 DHRM- Applicants	6 	7 DPB-FATS DPB- Capital Reappro.	8  DHRM-EPR DPB- Project Plans	9
10	11  DOA-Auth. Signers	12	13 	14 	15   DGS- eVA DHRM-PMIS	16
17	18 VITA- Dashboard	19	20 	20	22	23
24	25  VITA- Dashboard	26 	27 	28	29  DGS-Vehicle DGS-eVA DOA-Disburs. DOA-Reconcil TD-Stop Pymt	30

July 2007

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 Form & Users Report due
- 1 DHRM- New Health Plan & Flexible Reimbursement Acct yrs begin
- 1 VITA- Agency 2-Year IT Strategic Plan execution begins
- 2 DOA- Revenue deposited in bank before 2 pm
- 5 DHRM- Applicant Flow data for prior month due
- 3 DOA- Deposit Certificates keyed to CARS due
- 4 DOA- Preliminary close (tentative)
- 5 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)
- 11 DOA- Preliminary Yearly Revenue Report due (tentative)
- 12 DOA- FY 06 transactions input into FAACS due (tentative)
- 13 EDR- Annual Grievance & Disciplinary Action Report instructions issued
- 16 DGS- eVA Dashboard Report due
- 16 DHRM- Quarterly Training Report due
- 16 DMBE- Quarterly SWAM Report due
- 16 DOA- Payroll 2nd Quarter Certification due
- 16 DPB- Annual maintenance reserve plans due
- 16 EDR- Quarterly G-Form data entry due
- 17 DHRM- PMIS data corrections due
- 17 DOA- Treasury Loan Interest Payments due (tentative)
- 17 DOA- Agency Operating Expenditure Plans due (tentative)
- 17 DOA- Required Reconciliations due (tentative)
- 18 VITA- Agency Head approval of Dashboard Status Reports due
- 18 VITA- IT Investment Board committee meeting
- 19 DOA- Information checklist due
- 19 DOA- Technology Survey due
- 19 DOA- GASBS No. 39 Reporting Entity checklist due
- 19 VITA- IT Investment Board meeting
- 23 DOA- CARS final fiscal year closing date & report generation (tent.)
- 25 VITA- Secretariat evaluation of Dashboard Status Reports due
- 30 DGS- Quarterly Vehicle Purchases Report due
- 30 DOA- Final Yearly Revenue Report due (tentative)
- 30 VEC- Employer's Quarterly Tax Report FC-20 due

Due Dates

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

August 2007

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- Key Measures 4th Quarter results due
- 2 DOA- Monthly Cash & Investments Report due
- 2 DOA- Leave Liability Statement due
- 2 DOA- Schedule of Outstanding Installment Purchase Obligations due
- 2 DOA- Schedule of Inventory on Hand at June 30 due
- 6 DHRM- Applicant Flow data for prior month due
- 8 DOA- CARS month-end closing date and report generation
- 10 DHRM- Employee Position Report due
- 10 DHRM- Employee performance reviews begin
- 10 DOA- July Monthly Revenue Report due
- 10 DPB- Agency Base Budget Submissions due (tentative)
- 10 VITA- Draft Recommended Tech. Investment Projects Report to ITIB
- 13 DPB- Update of bond project Draw Schedules due (tentative)
- 13 DPB- Agency General Fund Reappropriation requests due (tentative)
- 14 DOA- Full Costing SICAP assessment schedule due (tentative)
- 15 DGS- eVA Dashboard Report due
- 15 DMBE- Annual SWAM Program due
- 15 DPB- FY07 Agency Non-Key Measure results due
- 15 TD- Financial feasibility studies for revenue bond projects due
- 16 DGS- Annual Passenger Vehicle Assignment & Commuting Report due
- 16 DHRM- PMIS data corrections due
- 16 DOA- Governmental Fund Financial Statement Template due
- 16 DOA- Proprietary Fund Financial Statement Template due
- 16 DOA- Internal Service Fund Financial Statement Template due
- 16 DOA- Private-Purpose Trust Fund Financial Statement Template due
- 16 DOA- Agency Fund Financial Statement Template due
- 16 DOA- Fixed Asset Accounting & Control System analysis due
- 16 DOA- Fixed Asset Useful Life Trend Analysis due
- 16 DOA- Schedule of Cash, Cash Equivalents, & Investments at 6/30 due
- 16 DOA- GASBS No. 33 Expenditure and Revenue Analysis due
- 16 DOA- Federal SICAP statistical information due
- 16 VITA- Agency Head approval of Dashboard Status Reports due
- 23 DOA- ISF-Conversion to Govt.-wide Statement of Activities due
- 23 VITA- Secretariat evaluation of Dashboard Status Reports due
- 24 DOA- Prior Year data eliminated from FINDS
- 28 GOV- Year-end Revenue & Budget Presentation to money committees (tentative)
- 30 DOA- Accounts Receivable Quarterly Report due
- 30 DOA- Receivables as of June 30 due
- 30 DOA- Schedule of Retainage Payable due
- 30 DOA- Federal Schedules due
- 30 DOA- Donor Restricted Endowments due
- 31 DHRM- EEO-4 Report data due
- 31 DOA- Reconciliation Confirm. with Petty Cash & Travel Adv Forms due

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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-Value Engineering DHRM-Wkfrce DPB-Key Measures	2 DOA- Four Reports	3	4
5	6 DHRM-Applicants	7	8 ★	9 ▲	10 ● DHRM-EPR DOA-Revenue DPB-Budget	11
12	13 DPB-Draw Sch DPB- Reappro.	14 DOA-SICAP	15 ◆ ★ DGS- eVA DMBE-SWAM DPB- Non-Key Measures TD-Rev Bond	16 ◆ DGS-Vehicles DHRM-PMIS DOA- Ten Reports VITA-Dashboard	17	18
19	20	21	22 ★	23 DOA-ISF VITA-Dashboard	24	25
26	27 ▲ ●	28	29 ★	30 ◆ DOA- Four Reports	31 ◆ ■ DHRM-EE04 DOA-Rec. Confirmation	

September 2007

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 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
- 4 DPB- Capital Improvement Plan update issued
- 4 EDR- Annual Grievance and Disciplinary Action Report due
- 5 DHRM- Applicant Flow data for prior month due
- 10 DHRM- Employee Position Report due
- 10 DOA- CARS month-end closing date and report generation
- 14 DGS- eVA Dashboard Report due
- 14 DGS- Semi-Annual Capital Outlay Progress Report instructions issued
- 14 DHRM- Begin to enter performance ratings into PMIS
- 14 DHRM- PMIS data corrections due
- 14 GOV- Va. Results & Management Scorecard updates due (tentative)
- 19 VITA- Agency Head approval of Dashboard Status Reports due
- 20 DOA- GASBS No. 33 Fed Fund Anal.-Adv. Funded/Block Grants due
- 20 DOA- Government-wide Payables & Other Accruals at June 30 due
- 20 DOA- Direct Billed Central Services due
- 20 DOA- Management Discussions and Analysis due
- 26 DHRM- CVC Kickoff event for CVC coordinators
- 26 VITA- Secretariat evaluation of Dashboard Status Reports due
- 28 DOA- Reconciliation Confirmation due
- 30 DHRM- Flexible Spending Account reimbursement filing deadline
- 30 DOA- Agency Level Internal Control Assessment Certification due
- 30 TD- VPBA projects annual certificate of no fault due








Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 DGS-Land Use EDR-Grievance	5 ★ DHRM- Applicants	6	7 ▲	8
9	10 ● DHRM-EPR	11	12 ★	13 ⬠	14 ◆ DGS- eVA DHRM-PMIS GOV-Va. Results &MS	15
16	17	18	19 ★ VITA- Dashboard	20 DOA-Four Reports	21 ▲	22
23	24 ●	25	26 ★ VITA- Dashboard	27 ⬠	28 ◆⊕ DOA-Rec. Confirmation	29
30 DOA-Internal Control						

October 2007

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 - Workplace Safety Reports – Exec. Order 94 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
- 10 DHRM- Temporary Personnel Transfer Report due
- 10 DHRM- CVC campaign results to date due
- 12 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 DPB- 2008-2010 Decision Packages due (tentative)
- 16 DHRM- PMIS data corrections due
- 16 DHRM- CVC campaign results to date due
- 16-19 DHRM- Annual HR Leadership Conference
- 16 EDR- Quarterly G-Form data entry due
- 17 VITA- Agency Head approval of Dashboard Status Reports due
- 17 VITA- IT Investment Board committee meeting
- 18 DOA- Adjustments due
- 18 DOA- Report of Financial Condition due
- 18 DOA- Internal Control Statement due
- 18 VITA- IT Investment Board meeting
- 19 DPB- Six Year Non-General Fund Revenue Estimates due (tent.)
- 22 DHRM- CVC campaign results to date due
- 24 VITA- Secretariat evaluation of Dashboard Status Reports due
- 25 DHRM- Employee Performance Reviews completed
- 29 DHRM- CVC campaign results to date due
- 31 DGS- Quarterly Vehicle Purchases by Agencies Report due
- 31 DHRM- CVC campaign results to date due
- 31 DOA- Reconciliation Confirmation due
- 31 VEC- Employer's Quarterly Tax Report FC-20 due








Due Dates

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

November 2007

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 eVA Security Officer Recertification due
- 1 DGS- EPACT Report on new vehicles using alternative fuel due
- 1 TD- Unclaimed Property Report due
- 5 DHRM- Applicant Flow data for prior month due
- 5 DHRM- CVC campaign results to date due
- 7 DOA- CARS month-end closing date and report generation
- 9 DHRM- Employee Position Report due
- 12-16 DGS- Annual Procurement Forum
- 13 DHRM- CVC campaign results to date due
- 15 DGS- eVA Dashboard Report due
- 16 DHRM- PMIS data corrections due
- 16 DHRM- Employee performance ratings due
- 16 DOA- Accounts Receivable Quarterly Report due
- 19 DHRM- CVC campaign results to date due
- 19 SOC- Financial Disclosure Statements for State Board Members instructions issued
- 19 VITA- Agency Head approval of Dashboard Status Reports due
- 26 DHRM- implement performance increase
- 26 DHRM- CVC campaign results to date due
- 26 GOV- Review of agency legislative proposals completed (tentative)
- 28 VITA- Secretariat evaluation of Dashboard Status Reports due
- 30 DHRM- CVC campaign ends
- 30 DOA- Reconciliation Confirmation due








Due Dates

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

December 2007

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 DHRM- CVC campaign results due
- 3 VITA- Annual Customer Satisfaction Survey conducted
- 5 DHRM- Applicant Flow data for prior month due
- 7 DHRM- Employee Position Report due
- 7 GA- Bill drafting request not subject to legislative limits deadline
- 10 DOA- CARS month-end closing date and report generation
- 14 DGS- eVA Dashboard Report due
- 14 DHRM- PMIS data corrections due
- 14 GOV- Governor presents Executive Budget to GA
- 14 SOC- Board profiles due
- 18 VITA- Agency Head approval of Dashboard Status Reports due
- 27 VITA- Secretariat evaluation of Dashboard Status Reports due
- 28 DOA- Reconciliation Confirmation due

Due Dates

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