

A blue oval containing text, with a yellow swoosh that curves around the oval from the top right to the bottom left.

Commonwealth of Virginia
MASTER CALENDAR

2005









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	Organized into two parts. When multiple items are on the same day, they are listed alphabetically. -- 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	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)
Note	Dates may change.

January 2005

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

Due Dates

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







Key Dates

- 1 VITA- Integration of in-scope agencies completed
- 5 DHRM- Applicant Flow data for prior month due
- 7 DOA- Payroll 4th Quarter Certification due
- 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 DOA - CARS month-end closing date
- 11 DOA - Leave year-end processing
- 12 DHRM- Quarterly Training Report due
- 12 DOA - CARS report distributed
- 12 GA - Pre-filing of bills ends at 10:00 am
- 12 GA- General Assembly convenes at noon
- 12 VITA - Agency Head approval of Dashboard Status Reports due
- 13 DMBE- Quarterly SWAM Report due
- 13 EDR- Grievance and Disciplinary Action Report instructions issued
- 13 SOC- State Board Members and certain State Employees Financial Disclosure Statement due
- 15 DGS - eVA Dashboard Report due
- 15-31 DPB- Strategic Planning training (tentative)
- 18 DHRM- PMIS data corrections due
- 20 VITA - Secretariat evaluation of Dashboard Status Reports due
- 21 GA- All bills and joint resolutions filed with the clerk by 5:00 pm
- 28 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

February 2005

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

Key Dates

- 1 DHRM- Nominations for Governor's Awards & Ambassadors begin
- 1 DOLI- OSHA 300A Report to be posted
- 1-15 DPB- Strategic Planning training (tentative)
- 4 DHRM- Applicant Flow data for prior month due
- 6 GA- Budget bill committees complete work by midnight
- 8 DOA- CARS month-end closing date
- 8 GA- Crossover, except budget
- 8 GA- Amendments on Budget Bills available by noon
- 9 VITA- IT Investment Board meeting
- 10 DHRM- Employee Position Report due
- 10 DOA- CARS report distributed
- 10 GA- Budget Bill crossover
- 11 VITA- Agency Head approval of Dashboard Status Reports due
- 14 DHRM- CVC Agency Recognition Celebration (tentative)
- 15 DGS- eVA Dashboard Report due
- 15 DOA- Accounts Receivable Quarterly Report due
- 16 DHRM- PMIS data corrections due
- 16 VITA- Secretariat evaluation of Dashboard Status Reports due
- 26 GA- Adjourn sine die
- 28 DOA – Reconciliation Confirmation due







Due Dates

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

March 2005

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

Key Dates

- 1 DPB- Six Year Capital Plan instructions issued
- 1 DHRM- New CVC charity recommendations deadline
- 1 EDR- Grievance and Disciplinary Action Report due
- 7 DHRM- Applicant Flow data for prior month due
- 8 DOA- CARS month-end closing date
- 10 DHRM- Employee Position Report due
- 10 DOA- CARS report distributed
- 11 VITA- Agency Head approval of Dashboard Status Reports 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- Secretariat evaluation of Dashboard Status Reports due
- 28 GA- Governor's action on bills deadline
- 31 DHRM- Nominations for Governor's Awards & Ambassadors due
- 31 DOA- Reconciliation Confirmation due







Due Dates

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

April 2005

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

Key Dates

- 1 DGS- COVA Entity eVA Security Officer Designation Form & Annual Users Accounts Report instructions issued
- 1 DHRM- Name of CVC coordinator due
- 5 DHRM- Applicant Flow data for prior month due
- 6 GA- Veto Session
- 8 DOA- Payroll 1st Quarter Certification due
- 8 DPB- Six Year Capital Plan due
- 11 DHRM- Employee Position Report due
- 11 DHRM- Temporary Personnel Transfer Report due
- 11 DOA- CARS month-end closing date
- 13 DOA- CARS report distributed
- 13 VITA- Agency Head approval of Dashboard Status Reports due
- 13 VITA- IT Investment Board meeting
- 14 DHRM- Quarterly Training Report due
- 15 DGS- eVA Dashboard Report due
- 15 DGS- Semi-Annual Capital Outlay Progress Report due
- 15 DHRM- Health Plan Open Enrollment period begins
- 15 DHRM- PMIS data corrections due
- 15 DMBE- Quarterly SWAM Report due
- 18 VITA- Secretariat evaluation of Dashboard Status Reports due
- 29 DGS- Quarterly Vehicle Purchases by Agencies Report due
- 29 DOA- Reconciliation Confirmation due
- 29 DOLI- OSHA Form 300A posting removed
- 29 VEC- Employer's Quarterly Tax Report FC-20 due
- 30 DHRM- Governor's *Healthy Workplace* award information due







Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 DHRM-CVC	2
3	4	5 DHRM- Applicants	6	7	8  DOA- Payroll DPB-Capital Plan	9
10	11  DHRM-EPR DHRM- Transfers	12	13  VITA- Dashboard	14 DHRM- Training	15  DGS- Cap Out DGS- eVA DMBE-SWAM DHRM-PMIS	16
17	18 VITA- Dashboard	19	20	21	22 	23
24	25 	26	27 	28	29   DGS- Vehicles DHRM- Wkpl DOA-Rec Conf DOLI-OSHA VEC-Taxes	30

May 2005

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

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)
- 2 GOV- Virginia Conference Recruitment Report to SCT due
- 5 DHRM- Applicant Flow data for prior month due
- 5 GOV- Governor's Awards presented (tentative)
- 9 DOA- CARS month-end closing date
- 10 DHRM- Employee Position Report due
- 11 DOA- CARS report distributed
- 11 DPB- Year-end close and start-up budget instructions issued
- 12 VITA- Agency Head approval of Dashboard Status Reports due
- 15 DGS- eVA Dashboard Report due
- 16 DHRM- Health Plan Open Enrollment period ends
- 16 DHRM- PMIS data corrections due
- 16 DOA- Accounts Receivable Quarterly Report due
- 16 DOA- Year-end close calendar distributed
- 17 VITA- Secretariat evaluation of Dashboard Status Reports due
- 18 DHRM- National Employee Health and Fitness Day
- 31 DOA- Reconciliation Confirmation due
- 31 TD- Real property and contents update into VAPS due
- 31 TD- Vehicle, aircraft, watercraft inventory and description due







Due Dates

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

June 2005

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

Key Dates

- 1 DHRM-Agencies begin Agency Workforce Plan review
- 3 DOA- Report Pickup Form due
- 6 DHRM- Applicant Flow data for prior month due
- 6 DOA- Authorized Signatories Form due
- 7 DPB- FY 05 appropriation transactions due
- 8 DOA- CARS month-end closing date
- 8 VITA- IT Investment Board meeting
- 9 DPB- Detailed Six Year Capital Plan for authorized projects due
- 10 DHRM- Employee Position Report due
- 10 DOA- CARS report distributed
- 13 VITA- Agency Head approval of Dashboard Status Reports due
- 15 DGS- eVA Dashboard Report due
- 15 DPB- Base Budget instructions issued
- 15 DPB- Strategic and Service Plans due
- 16 DHRM- PMIS data corrections due
- 16 VITA- Secretariat evaluation of Dashboard Status Reports due
- 16 VITA- IT Strategic Plan due
- 22 DOA- CARS open for FY 06 expenditures
- 24 DHRM- Compensation instructions issued
- 30 DGS- Higher Ed Vehicle Report due
- 30 DHRM- Agencies finish Agency Salary Administration Plan review
- 30 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 TD- Due Diligence Stop Payments due







Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 	2	3 DOA-Pickup	4
5	6 DHRM-Applicants DOA-Auth. Signers	7 DPB-Appropriation	8 	9 DPB- Project Plans	10  DHRM-EPR	11
12	13 VITA-Dashboard	14  	15 DGS- eVA DPB-Strategic & Service Plans	16  DHRM-PMIS VITA-Dashbrd VITA-ITSP	17	18
19	20	21	22	23 	24	25
26	27 	28	29 	30 DGS-Vehicle DOA-Disburse DOA-Reconcil TD-Stop Pymt		

July 2005

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

Key Dates

- 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- Agency Strategic Plan due to Secretary with copy to DPB (tentative)
- 1 VITA- Agency 2-Year IT Strategic Plan execution begins
- 4 DOA- Deposit Certificates keyed to CARS due
- 4 DOA- Preliminary close (tentative)
- 6 DHRM- Applicant Flow data for prior month due
- 6 DOA- LAS input due
- 6 GOV- 2006 Legislation proposal instructions issued (tentative)
- 7 DPB- Six Year NGF Revenue Estimate instructions issued
- 8 DGS- Passenger Vehicle & Commuting Report instructions issued
- 8 OCP- Agency COOP Certifications due to Secretary
- 11 DHRM- Employee Position Report due
- 11 DHRM- Temporary Personnel Transfer Report due
- 11 DOA- Summary entries input into FAACS due
- 11 OCP- Agency COOP Certifications due from Secretaries to OCP
- 12 DOA- Payroll 2nd Quarter Certification due
- 13 DOA- FY 05 transactions input into FAACS due
- 14 DHRM- Agencies submit Quarterly Training Report due
- 14 VITA- Agency Head approval of Dashboard Status Reports due
- 15 DGS- eVA Dashboard Report due
- 15 DMBE- Quarterly SWAM Report due
- 15 DOA- Agency Operating Expenditure Plans due
- 15 DOA- Required Reconciliations due
- 15 DPB- Annual maintenance reserve plans due
- 15 TD- Treasury Loan Interest Payments due
- 18 DHRM- PMIS data corrections due
- 19 VITA- Secretariat evaluation of Dashboard Status Reports due
- 21 DOA- Information checklist due
- 21 DOA- Technology Survey due
- 21 DOA- GASBS No. 39 Reporting Entity checklist due
- 22 DOA- CARS final fiscal year closing date (tentative)
- 27 DOA- CARS Final Close reports distributed
- 28 DOA- CARS report distributed (tentative)
- 29 DGS- Quarterly Vehicle Purchases Report due
- 29 VEC- Employer's Quarterly Tax Report FC-20 due

Due Dates

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

August 2005







Commonwealth of Virginia MASTER CALENDAR










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Key Dates

- 1 DGS- Annual Value Engineering Report for large projects due
- 1 DHRM- Agency Workforce Plan with attachments due
- 1 DPB- Base Budget due
- 1 DHRM- PMIS instructions for performance review ratings issued
- 2 VITA- Draft Recommended Tech. Investment Projects Report to ITIB
- 4 DOA- Monthly Cash & Investments Report due
- 4 DOA- Leave Liability Statement due
- 4 DOA- Schedule of Outstanding Installment Purchase Obligations due
- 4 DOA- Schedule of Inventory on Hand at June 30 due
- 4 GOV-2005 Legislative Proposals to OAG due (tentative)
- 5 DHRM- Applicant Flow data for prior month due
- 8 DOA- CARS month-end closing date
- 10 DHRM- Employee Position Report due
- 10 DHRM- Employee performance reviews begin
- 10 DOA- CARS report distributed
- 10 VITA- IT Investment Board meeting
- 11 VITA- Agency Head approval of Dashboard Status Reports due
- 15 DGS- eVA Dashboard Report due
- 15 DMBE- Annual SWAM Program due
- 15 DOA- Full Costing SICAP assessment schedule due
- 15 DPB- NGF Revenue Estimates due
- 15 DPB- Decision Briefs instructions issued
- 16 DGS- Annual Passenger Vehicle Assignment & Commuting Report due
- 16 DHRM- PMIS data corrections due
- 16 DPB- Review of 2005 maintenance reserve plans completed
- 16 VITA- Secretariat evaluation of Dashboard Status Reports due
- 18 DOA- Governmental Fund Financial Statement Template due
- 18 DOA- Proprietary Fund Financial Statement Template due
- 18 DOA- Private-Purpose Trust Fund Financial Statement Template due
- 18 DOA- Agency Fund Financial Statement Template due
- 18 DOA- Fixed Asset Accounting & Control System analysis due
- 18 DOA- Fixed Asset Useful Life Trend Analysis due
- 18 DOA- Schedule of Cash, Cash Equivalents, & Investments at 6/30 due
- 18 DOA- GASBS No. 33 Expenditure and Revenue Analysis due
- 18 DOA- Federal SICAP statistical information due
- 23 DOA- Preliminary Yearly Revenue Report due
- 23 GOV- Legislative proposals due to Secretary
- 25 DOA- ISF-Conversion to Govt.-wide Statement of Activities due
- 25 GOV- Year-end Revenue & Budget Presentation to money committees
- 26 DOA- Final Monthly Revenue Report due
- 27 DOA- Prior Year data eliminated from FINDS
- 29 GOV- Secretary approved proposals due to DPB & Gov. Policy Office
- 31 DOA- Accounts Receivable Quarterly Report due
- 31 DOA- Reconciliation Confirm. with Petty Cash & Travel Adv Forms due
- 31 TD- Property insurance data updates due

Due Dates







-  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

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1  DGS-Value Engineering DHRM-Wkfrce DPB-Budget	2	3	4 DOA- Four Reports GOV-OAG	5 DHRM-Applicants	6
7	8 	9 	10 DHRM-EPR	11 VITA-Dashboard	12 	13
14	15 DGS- eVA DMBE-SWAM DOA-SICAP DPB- Revenue	16  DGS-Vehicles DHRM-PMIS DPB-Cap Proj VITA-Dashbrd	17	18 DOA- Nine Reports	19	20
21	22	23  DOA- Revenue GOV- Legislation	24	25  DOA- ISF	26 DOA-Revenue	27
28	29 GOV-Sec. Proposals	30 	31  DOA-Acct Receivables DOA-Rec Confirmation TD-Property			

September 2005

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

Key Dates

- 1 DHRM- CVC materials available to order
- 1 DOA- Receivables as of June 30 due
- 1 DOA- Schedule of Retainage Payable due
- 1 DOA- Federal Schedules due
- 1 DOA- Donor Restricted Endowments due
- 1 DPB- Capital Improvement Plan update issued
- 1 VITA- ITIB Recommended Technology Investment Projects Report to Governor & GA
- 6 DHRM- Applicant Flow data for prior month due
- 9 DHRM- Employee Position Report due
- 12 DOA- CARS month-end closing date
- 14 DHRM- EEO 4 Report due
- 14 VITA- Agency Head approval of Dashboard Status Reports due
- 15 DGS- eVA Dashboard Report due
- 15 DGS- Semi-Annual Capital Outlay Progress Report instructions issued
- 15 DOA- CARS report distributed
- 15 DPB- Budget decision packages due
- 15 DPB- Revised Strategic and Service Plans due
- 15 GOV- Va. Results & Management Scorecard updates due
- 15 TD- Financial feasibility studies for revenue bond projects due
- 16 DHRM- Begin to enter performance ratings into PMIS
- 16 DHRM- PMIS data corrections due
- 19 VITA- Secretariat evaluation of Dashboard Status Reports due
- 22 DOA- GASBS No. 33 Fed Fund Anal.-Adv. Funded/Block Grants due
- 22 DOA- Government-wide Payables & Other Accruals at June 30 due
- 22 DOA- Direct Billed Central Services due
- 22 DOA- Management Discussions and Analysis due
- 26 DHRM- CVC Kickoff event for CVC coordinators
- 30 DOA- Reconciliation Confirmation due
- 30 DHRM- Flexible Spending Account reimbursement filing deadline







Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1  DOA-Four Reports	2	3
4	5	6 DHRM-Applicants	7	8 	9 DHRM-EPR	10
11	12 	13	14  DHRM-EEO 4 VITA-Dashboard	15 DGS- eVA DPB- Budget GOV-Va. Results &MS TD-Rev Bonds	16 	17 DHRM-PMIS
18	19 VITA-Dashboard	20	21	22 DOA-Four Reports	23 	24
25	26 	27	28 	29	30   DOA-Rec. Confirmation	

October 2005

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

Key Dates

- 1 DHRM- CVC campaign begins
- 3 DHRM- Workplace Safety Reports - Executive Order 52 due
- 3 DHRM- CommonHealth begins Flu Shot campaign
- 3 DHRM- CVC campaign results to date due
- 3 TD- VPBA projects annual certificate of no fault due
- 5 DHRM- Applicant Flow data for prior month due
- 11 DHRM- Employee Position Report due
- 11 DHRM- Temporary Personnel Transfer Report due
- 11 DHRM- CVC campaign results to date due
- 11 DOA- CARS month-end closing date
- 11 DOA- Payroll 3rd Quarter Certification due
- 12 VITA- IT Investment Board meeting
- 13 DHRM- Quarterly Training Report due
- 13 DOA- CARS report distributed
- 13 DPB- Detailed Budget due
- 14 DGS- Semi-Annual Capital Outlay Progress Report due
- 14 DMBE- Quarterly SWAM Report due
- 14 VITA- Agency Head approval of Dashboard Status Reports due
- 15 DGS- eVA Dashboard Report due
- 17 DHRM- CVC campaign results to date due
- 17 DHRM- PMIS data corrections due
- 19 VITA- Secretariat evaluation of Dashboard Status Reports due
- 20 DOA- Adjustments due
- 20 DOA- Report of Financial Condition due
- 21 DOA- Internal Control Statement due
- 21 DPB- Review of legislative proposals completed
- 24 DHRM- CVC campaign results to date due
- 25 DHRM- Employee Performance Reviews completed
- 31 DGS- Quarterly Vehicle Purchases by Agencies Report due
- 31 DHRM- CVC campaign results to date due
- 31 DOA- Reconciliation Confirmation due
- 31 GOV- Secretaries recommendations on proposals due
- 31 VEC- Employer's Quarterly Tax Report FC-20 due







Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 DHRM-CVC DHRM-Safety TD-VPBA	4	5 DHRM- Applicants	6	7 ● ▲	8
9	10	11 DHRM-EPR DHRM-Trans. DHRM-CVC DOA-Payroll	12 ⬥	13 DHRM-Trng DPB-Budget	14 ⬠	15 DGS- eVA
16	17 DHRM-CVC DHRM-PMIS	18	19 VITA- Dashboard	20 DOA-Two Reports	21 ▲	22
23	24 DHRM-CVC	25 DHRM- Performance	26 ●	27	28 ⬥	29
30	31 ⬠					
	DGS-Vehicles DHRM-CVC DOA-Rec Conf VEC-Taxes					

November 2005

Commonwealth of Virginia MASTER CALENDAR










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-  Holiday
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-  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

Key Dates

- 1 DMME- Energy Use and Management Plan Report due
- 1 GOV- Governor submits six-year capital plan
- 1 TD- Unclaimed Property Report due
- 1 VITA- Annual Customer Satisfaction Survey conducted
- 1 DGS- Annual eVA Security Officer Designation due
- 4 DHRM- Applicant Flow data for prior month due
- 7 DHRM- CVC campaign results to date due
- 8 DOA- CARS month-end closing date
- 10 DHRM- Employee Position Report due
- 10 DOA- CARS report distributed
- 14 DHRM- CVC campaign results to date due
- 14 VITA- Agency Head approval of Dashboard Status Reports due
- 15 DGS- eVA Dashboard Report due
- 15 DOA- Accounts Receivable Quarterly Report due
- 16 DHRM- PMIS data corrections due
- 17 VITA- Secretariat evaluation of Dashboard Status Reports due
- 18 DHRM- Employee performance ratings due
- 18 SOC- Financial Disclosure Statements for State Board Members instructions issued
- 21 DHRM- CVC campaign results to date due
- 25 DHRM- implements performance increases
- 25 GOV- Review of agency legislative proposals completed (tentative)
- 28 DHRM- CVC campaign results to date due
- 30 DHRM- CVC campaign ends
- 30 DOA- Reconciliation Confirmation due







Due Dates

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

December 2005

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

Key Dates

- 1 DHRM- CVC campaign results due
- 5 DHRM- Applicant Flow data for prior month due
- 7-9 DHRM- Annual HR Symposium (tentative)
- 8 GA- Bill drafting request not subject to legislative limits deadline
- 9 DHRM- Employee Position Report due
- 12 DOA- CARS month-end closing date
- 13 SOC- Statements of Economic Interests due
- 13 VITA- Agency Head approval of Dashboard Status Reports due
- 14 DOA- CARS report distributed
- 14 VITA- IT Investment Board meeting
- 15 DGS- eVA Dashboard Report due
- 16 DHRM- PMIS data corrections due
- 16 VITA- Secretariat evaluation of Dashboard Status Reports due
- 20 GOV- Governor presents Executive Budget to GA
- 30 DOA- Reconciliation Confirmation due

Due Dates

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