# 2021 OMES Deadlines and Reminders

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| **Forms 11 and 11a Reconciliation for ASAs and Clearing Accounts Due by the 20th of each Month**  **Payroll Due 5 Business Days Before each Payday**  **Agencies should review Outstanding Warrant report monthly**  **Agencies should review the Stat-Cancel reports monthly**  **Agencies should reconcile ABC and SRD reports monthly** | | |
| **January** | **February** | **March** |
| * Single audit in process * Reporting corrections due (6) * P-card voucher build available (8) * Budget Report (10) * Clearing Account Transfer (10) * P-card voucher submission deadline (12) * OMES Runs “PC” Pay Group (13) * Agencies pick up year-end forms (19-21) * Form 11 and 11a Reconciliation (20) * Corrected W-2 and 1099 forms (27) | * Single audit in process * Tax forms to employees/vendors (1) * P-card voucher build available (5) * Clearing Account Transfer (10) * P-card voucher submission deadline (10) * OMES Runs “PC” Pay Group (11) * IRS exempt W-4 expires (16) * Form 11 and 11a Reconciliation (20) * Corrected 1095-C forms (26) | * Single audit submission * SWCAP submission * P-card voucher build available (5) * Clearing Account Transfer (10) * P-card voucher submission deadline (10) * OMES Runs “PC” Pay Group (11) * Form 11 and 11a Reconciliation (20) |
| **April** | **May** | **June** |
| * P-card voucher build available (7) * Budget Report (10) * Clearing Account Transfer (10) * OMES Runs “PC” Pay Group (13) * P-card voucher submission deadline (12) * PO/Contract Renewal (15) * Form 11 and 11a Reconciliation (20) | * Agency responses for Treasury State Agreement questionnaires due * New FY Solicitations – ABS Agencies (3) * P-card voucher build available (7) * Clearing Account Transfer (10) * P-card voucher submission deadline (12) * OMES Runs “PC” Pay Group (13) * Renewal of Central Purchasing Contracts (17) * Form 11 and 11a Reconciliation (20) | * Agency budget work programs due * P-card voucher build available (7) * Clearing Account Transfer (10) * P-card voucher submission deadline (10) * OMES Runs “PC” Pay Group (11) * Budget Work Program – ABS Agencies (15) * Run Misc Tax Info Report – Submit updates (15) * Form 11 and 11a Reconciliation (20) * ABS contract renewal (30) * P-card AOs in Place – ABS Agencies (30) |
| **July** | **August** | **September** |
| * Payroll withholding (994 and 789) Fund reconciliation (7) * P-card voucher build available (8) * Budget Report (10) * Clearing Account Transfer (10) * P-card voucher submission deadline (12) * OMES Runs “PC” Pay Group (13) * Form 11 and 11a Reconciliation (20) * GAAP Package A, B, G, H, L, O P, S due (27) | * P-card voucher build available (6) * Clearing Account Transfer (10) * GAAP Package K, Y due (10) * P-card voucher submission deadline (11) * OMES Runs “PC” Pay Group (12) * Form 11 and 11a Reconciliation (20) * Professional Services Evaluation – ABS Agencies (31) | * Cost Savings Report due to CP - ABS Agencies (1) * GAAP Package C, D, E, F, I, M, R, X, Z due (8) * P-card voucher build available (8) * Clearing Account Transfer (10) * P-card voucher submission deadline (10) * OMES Runs “PC” Pay Group (13) * Budget Request – ABS Agencies (15) * Form 11 and 11a Reconciliation (20) * Agencies run Lapse Fund Report – Appropriated Funds for review and action (25) * Close out expired PO – ABS Agencies (30) * Cost Performance Assessment (30) |
| **October** | **November** | **December** |
| * Agency cost performance evaluation information due with budget request * Agencies run Lapse Fund Report – Appropriated Funds for review and action * Budget requests due (1) * GAAP Package N, Q due (5) * P-card voucher build a4vailable (7) * Budget Report (10) * Clearing Account Transfer (10) * P-card voucher submission deadline (12) * OMES Runs “PC” Pay Group (13) * Form 11 and 11a Reconciliation (20) * All component unit audits due (31) | * SWCAP data requests due * Report of CMIA reportable interest events * PO/Contract Report to CP – ABS Agencies (1) * P-card voucher build available (5) * P-card voucher submission deadline (9) * Clearing Account Transfer (10) * OMES Runs “PC” Pay Group (10) * FY21 fiscal appropriations not carried forward lapse (15) * Run Misc Tax Info Report – Submit updates (15) * Form 11 and 11a Reconciliation (20) * FY20 funds lapse (21) | * P-card voucher build available (7) * Clearing Account Transfer (10) * P-card voucher submission deadline (10) * OMES Runs “PC” Pay Group (13) * Form 11 and 11a Reconciliation (20) * Last day to process 2021 payrolls (28) * Backup withholding due (29) |