



# 2011 Payroll Calendar

04XX-Bi-Weekly Pay Period

01XX-Monthly Pay Period

Pay Dates

**Significant Events**

Time Entry is due Close of Business on Monday for the previous week.

PY Corrections-System unavailable

Midnight-7:30 a.m.

Noon-1:00 p.m.

4:00 p.m. - 5:00 p.m.

PY Finalization-System unavailable all day

Midnight-7:00 p.m.

Requisitions to CMCS posted by 7:00 a.m.

CMCS Reqs Submitted-by 11:00 a.m., reqs not submitted will be automatically submitted by OSC

June 2011						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3 0412 PY Corrections	4
5	6 Time Entry COB 0412 PY Corrections	7 0412 PY Finalization	8 CMCS Reqs Posted	9 CMCS Reqs Submitted	10 0412 Pay Day 0413 Period End	11
12	13 Time Entry COB	14	15	16 0413 PY Corrections	17 0413 PY Corrections 0413 PY Finalization	18
19	20 Time Entry COB	21 0106 PY Initialization	22 0106 PY Corrections CMCS Reqs Posted	23 0106 PY Corrections CMCS Reqs Submitted	24 0106 PY Corrections 0413 Pay Day 0414 Period End	25
26	27 Time Entry COB 0106 PY Finalization	28 CMCS Reqs Posted	29 CMCS Reqs Submitted	30 0106 Pay Day 0106 Period End 0414 PY Corrections		



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July 2011						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
					0414 PY Corrections	
3	4	5	6	7	8	9
Independence Day	Time Entry COB	0414 PY Finalization	CMCS Reqs Posted	CMCS Reqs Submitted	0414 Pay Day 0415 Period End	
10	11	12	13	14	15	16
Time Entry COB					0415 PY Corrections	
17	18	19	20	21	22	23
Time Entry COB 0415 PY Corrections	0415 PY Finalization		0107 PY Initialization CMCS Reqs Posted	0107 PY Corrections CMCS Reqs Submitted	0107 PY Corrections 0415 Pay Day 0416 Period End	
24	25	26	27	28	29	30
Time Entry COB 0107 PY Corrections	0107 PY Finalization		CMCS Reqs Posted	CMCS Reqs Submitted	0107 Pay Day 0416 PY Corrections	
31						
0107 Period End						



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August 2011						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
	Time Entry COB 0416 PY Corrections	0416 PY Finalization	CMCS Reqs Posted	CMCS Reqs Submitted	0416 Pay Day 0417 Period End	
7	8	9	10	11	12	13
	Time Entry COB				0417 PY Corrections	
14	15	16	17	18	19	20
	Time Entry COB 0417 PY Corrections	0417 PY Finalization	CMCS Reqs Posted	CMCS Reqs Submitted	0417 Pay Day 0418 Period End	
21	22	23	24	25	26	27
	Time Entry COB 0108 PY Initialization	0108 PY Corrections	0108 PY Corrections	0108 PY Corrections	0108 PY Finalization 0418 PY Corrections	
28	29	30	31			
	Time Entry COB CMCS Reqs Posted 0418 PY Corrections	CMCS Reqs Submitted 0418 PY Finalization	0108 Pay Day 0108 Period End CMCS Reqs Posted			



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PY Finalization-System unavailable all day

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September 2011						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1 CMCS Reqs Submitted	2 0418 Pay Day 0419 Period End	3
4	5 Labor Day	6 Time Entry COB	7	8	9 0419 PY Correction	10
11	12 Time Entry COB 0419 PY Corrections	13 0419 PY Finalization	14 CMCS Reqs Posted	15 CMCS Reqs Submitted	16 0419 Pay Day 0420 Period End	17
18	19 Time Entry COB	20	21 0109 PY Initialization	22 0109 PY Corrections	23 0109 PY Corrections 0420 PY Corrections	24
25	26 Time Entry COB 0109 PY Corrections 0420 PY Corrections	27 0109 PY Finalization 0420 PY Finalization	28 CMCS Reqs Posted CMCS Reqs Posted	29 CMCS Reqs Submitted CMCS Reqs Submitted	30 0109 Pay Day 0109 Period End 0420 Pay Day 0421 Period End	



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4:00 p.m. - 5:00 p.m.

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October 2011						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3 Time Entry COB	4	5	6	7 0421 PY Corrections	8
9	10 Time Entry COB 0421 PY Corrections	11 0421 PY Finalization	12 CMCS Reqs Posted	13 CMCS Reqs Submitted	14 0421 Pay Day 0422 Period End	15
16	17 Time Entry COB	18	19	20 0110 PY Initialization	21 0110 PY Corrections 0422 PY Corrections	22
23	24 Time Entry COB 0110 PY Corrections 0422 PY Corrections	25 0110 PY Corrections 0422 PY Finalization	26 0110 PY Finalization CMCS Reqs Posted	27 CMCS Reqs Posted CMCS Reqs Submitted	28 CMCS Reqs Submitted 0422 Pay Day 0423 Period End	29
30	31 Time Entry COB 0110 Pay Day 0110 Period End					



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November 2011						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
				0423 PY Corrections	0423 PY Corrections	
6	7	8	9	10	11	12
	Time Entry COB 0423 PY Finalization	CMCS Reqs Posted	CMCS Reqs Submitted	0423 Pay Day	Veteran's Day 0424 Period End	
13	14	15	16	17	18	19
	Time Entry COB		0424 PY Corrections	0111 PY Initialization 0424 PY Corrections	0111 PY Corrections 0424 PY Finalization	
20	21	22	23	24	25	26
	Time Entry COB 0111 PY Corrections CMCS Reqs Posted	0111 PY Corrections CMCS Reqs Submitted	0111 PY Finalization 0424 Pay Day	Thanksgiving	Thanksgiving 0425 Period End	
27	28	29	30			
	Time Entry COB CMCS Reqs Posted	CMCS Reqs Submitted	0111 Pay Day 0111 Period End			



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December 2011						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
					0425 PY Corrections	
4	5	6	7	8	9	10
	Time Entry COB 0425 PY Correction	0425 PY Finalization	CMCS Reqs Posted	CMCS Reqs Submitted	0425 Pay Day 0426 Period End	
11	12	13	14	15	16	17
	Time Entry COB		0112 PY Initialization	0112 PY Corrections	0112 PY Corrections 0426 PY Correction	
18	19	20	21	22	23	24
	Time Entry COB 0112 PY Corrections 0426 PY Correction	0112 PY Finalization 0426 PY Finalization	CMCS Reqs Posted CMCS Reqs Posted	CMCS Reqs Submitted CMCS Reqs Submitted	0112 Pay Day 0426 Pay Day 0401 Period End	
25	26	27	28	29	30	31
	Christmas	Christmas		0401 PY Corrections	0401 PY Corrections	0112 Period End