



September - December 2012

Payroll Calendar

Time entry is due close of business on Monday for the previous week.

During PY Corrections, the system is unavailable between 3:30 - 7:30 am, noon - 1 pm, and 3:30 - 4:30 pm

During PY Finalization the system is unavailable 3:30 am - 1 pm.

All employee records may be unavailable intermittently during the finalization process for any payroll.
Employees with error conditions during the finalization process may not be paid.

Requisitions are posted to CMCS by 7 am.

Agencies should submit their CMCS requisitions by 11 am.

Beacon will charge back any bank fees incurred due to late or rejected CMCS requisitions.

September 2012						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	Labor Day	3	4	5	6	7
		Time Entry COB				0419 PY Corrections
8						
9	10	11	12	13	14	15
Time Entry COB	0419 PY Corrections	0419 PY Finalization BWD 05/26/12	CMCS Reqs Posted	CMCS Reqs Submitted	0419 Pay Day 0420 Period End	0421 Period Begins
16	17	18	19	20	21	22
Time Entry COB			0109 PY Initialization	0109 PY Corrections	0109 PY Corrections 0420 PY Corrections	
23	24	25	26	27	28	29
Time Entry COB	0109 PY Corrections	0109 PY Finalization MWD 06/01/12	CMCS Reqs Posted	CMCS Reqs Submitted	0109 Pay Day 0420 Pay Day 0421 Period End	0422 Period Begins
30						
0109 Period End						

November 2012						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
					0423 PY Corrections	
4	5	6	7	8	9	10
Time Entry COB	0423 PY Corrections	0423 PY Finalization BWD 07/21/12	CMCS Reqs Posted	CMCS Reqs Submitted	0423 Pay Day 0424 Period End	0425 Period Begins
11	12	13	14	15	16	17
	Veterans Day	Time Entry COB	0424 PY Corrections	0424 PY Corrections	0424 PY Finalization BWD 08/04/12	
18	19	20	21	22	23	24
Time Entry COB	0111 PY Corrections	0111 PY Corrections	0111 PY Initialization	Thanksgiving	Thanksgiving 0425 Period End	0426 Period Begins
25	26	27	28	29	30	
Time Entry COB	0111 PY Corrections	0111 PY Finalization MWD 08/01/12	CMCS Reqs Posted	CMCS Reqs Submitted	0111 Pay Day 0111 Period End	0425 PY Corrections

October 2012						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
Time Entry COB					0421 PY Corrections	
7	8	9	10	11	12	13
Time Entry COB	0421 PY Corrections	0421 PY Finalization BWD 06/23/12	CMCS Reqs Posted	CMCS Reqs Submitted	0421 Pay Day 0422 Period End	0423 Period Begins
14	15	16	17	18	19	20
Time Entry COB					0422 PY Corrections	
21	22	23	24	25	26	27
Time Entry COB	0110 PY Corrections	0110 PY Corrections	0110 PY Corrections	0110 PY Corrections	0422 Pay Day 0423 Period End	0424 Period Begins
28	29	30	31			
Time Entry COB	CMCS Reqs Posted	CMCS Reqs Submitted	0110 Pay Day 0110 Period End			

December 2012						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
Time Entry COB	0425 PY Corrections	0425 PY Finalization BWD 08/18/12	CMCS Reqs Posted	CMCS Reqs Submitted	0425 Pay Day 0426 Period End	0401 Period Begins
9	10	11	12	13	14	15
Time Entry COB			0112 PY Initialization	0112 PY Corrections	0112 PY Corrections	0426 PY Corrections
16	17	18	19	20	21	22
Time Entry COB	0112 PY Corrections	0112 PY Finalization MWD 09/01/12	CMCS Reqs Posted	CMCS Reqs Submitted	0112 Pay Day 0426 Pay Day	0401 Period End
23	24	25	26	27	28	29
	Christmas	Christmas	Christmas	Time Entry COB	0401 PY Corrections	
30	31					
Time Entry COB	0112 Period End					