

January 2011			
Saturday	January	1	
Sunday	January	2	
Monday	January	3	Information to University Payroll Office for January Mid-Month Payrolls
Tuesday	January	4	Run Cycle 'A' Transmittal - (KEYING DATES - Jan 4 - Jan 20) - Reports available in Systemware Run the Bank Reconciliation Report
Wednesday	January	5	Documents to be submitted with January Monthly Payrolls should reach State Personnel for approval by 9:30 AM Mid-Month Control Report available in Systemware
Thursday	January	6	Mid-Month Control Report available in Systemware
Friday	January	7	Mid-Month Control Report available in Systemware Last Day to key Mid-Month - (KEYING DATES - Dec 21 - Jan 7)
Saturday	January	8	
Sunday	January	9	
Monday	January	10	Last day to key for Bank Prenotification Report & File Run Mid-Month Payrolls - Reports and Mid-Month Transmittals available in Systemware CMCS requisitions created during nightly production run
Tuesday	January	11	Bank Prenotification Report available in Systemware System Down @ 1 PM - Run Mid-Month Stop Orders - (KEYING DATES - Jan 10 - 11 @ 1 PM) - Reports available in Systemware CMCS requisitions created during nightly production run
Wednesday	January	12	
Thursday	January	13	Information to University Payroll Office for January Monthly Payrolls
Friday	January	14	Mid-Month Pay Day
Saturday	January	15	
Sunday	January	16	
Monday	January	17	HOLIDAY - MARTIN LUTHER KING JR'S BIRTHDAY
Tuesday	January	18	Monthly Control Reports available in Systemware Last Day to key 2nd C&R's - (KEYING DATES - Jan 11 - 18)
Wednesday	January	19	Monthly Control Reports available in Systemware Run 2nd C&R's - Reports available in Systemware CMCS requisitions created during nightly production run
Thursday	January	20	Monthly Control Reports available in Systemware Last Day to key Monthly - (KEYING DATES - Jan 4 - 20)
Friday	January	21	Run Monthly Payrolls - Reports and Monthly Transmittals Other than Cycle 'A' available in Systemware CMCS requisitions created during nightly production run
Saturday	January	22	
Sunday	January	23	
Monday	January	24	2nd C&R's Pay Day
Tuesday	January	25	System Down @ 1 PM - Run Monthly Stop Orders - (KEYING DATES - Jan 21 - 25 @ 1 PM) - Reports available in Systemware Run Month-End Close Out - Reports available in Systemware CMCS requisitions created during nightly production run Documents to be submitted with February Mid-Month payrolls should reach State Personnel for approval by 9:30 AM
Wednesday	January	26	Start keying for February payrolls
Thursday	January	27	Run Cycle 'A' Transmittal - (KEYING DATES - Jan 27 - Feb 17) - Reports available in Systemware
Friday	January	28	Last day to key for Bank Prenotification Report & File
Saturday	January	29	
Sunday	January	30	
Monday	January	31	Bank Prenotification Report available in Systemware Monthly Pay Day

February 2011			
Tuesday	February	1	Last Day to key 1st C&R's - (KEYING DATES - Jan 26 - Feb 1)
Wednesday	February	2	Run 1st C&R's - Reports available in Systemware CMCS requisitions created during nightly production run Run the Bank Reconciliation Report Information to University Payroll Office for February Mid-Month Payrolls
Thursday	February	3	Documents to be submitted with February Monthly payrolls should reach State Personnel for approval by 9:30 AM
Friday	February	4	Mid-Month Control Report available in Systemware
Saturday	February	5	
Sunday	February	6	
Monday	February	7	Mid-Month Control Report available in Systemware 1st C&R's Pay Day
Tuesday	February	8	Mid-Month Control Report available in Systemware Last day to key for Bank Prenotification Report and File Last Day to key Mid-Month - (KEYING DATES - Jan 26 - Feb 8)
Wednesday	February	9	Bank Prenotification Report available in Systemware Run Mid-Month Payrolls - Reports and Mid-Month Transmittals available in Systemware CMCS requisitions created during nightly production run
Thursday	February	10	System Down @ 1PM - Run Mid-Month Stop Orders - (KEYING DATES - Feb 9 - 10 @ 1 PM) - Reports available in Systemware CMCS requisitions created during nightly production run
Friday	February	11	Information to University Payroll Office for February Monthly Payrolls
Saturday	February	12	
Sunday	February	13	
Monday	February	14	
Tuesday	February	15	Monthly Control Reports available in Systemware Mid-Month Pay Day
Wednesday	February	16	Last Day to key 2nd C&R's - (KEYING DATES - Feb 10 - 16) Monthly Control Reports available in Systemware
Thursday	February	17	Run 2nd C&R's - Reports available in Systemware CMCS requisitions created during nightly production run Last Day to key Monthly - (KEYING DATES - Jan 27 - Feb 17) Monthly Control Reports available in Systemware
Friday	February	18	Run Monthly Payrolls - Reports and Monthly Transmittals Other than Cycle 'A' available in Systemware CMCS requisitions created during nightly production run
Saturday	February	19	
Sunday	February	20	
Monday	February	21	
Tuesday	February	22	Documents to be submitted with March Mid-Month payrolls should reach State Personnel for approval by 9:30 AM System Down @ 1 PM - Run Monthly Stop Orders - (KEYING DATES - Feb 18 - 22 @ 1 PM) - Reports available in Systemware Run Month-End Close Out - Reports available in Systemware CMCS requisitions created during nightly production run 2nd C&R's Pay Day
Wednesday	February	23	Start keying for March payrolls
Thursday	February	24	Run Cycle 'A' Transmittal - (KEYING DATES - Feb 24 - Mar 22) - Reports available in Systemware
Friday	February	25	Last day to key for Bank Prenotification Report & File
Saturday	February	26	
Sunday	February	27	
Monday	February	28	Bank Prenotification Report available in Systemware Monthly Pay Day

March 2011			
Tuesday	March	1	Last Day to key 1st C&R's - (KEYING DATES - Feb 23 - Mar 1)
Wednesday	March	2	Run 1st C&R's - Reports available in Systemware Information to University Payroll Office for March Mid-Month Payrolls CMCS requisitions created during nightly production run Run the Bank Reconciliation Report
Thursday	March	3	
Friday	March	4	Mid-Month Control Report available in Systemware
Saturday	March	5	
Sunday	March	6	
Monday	March	7	Mid-Month Control Report available in Systemware 1st C&R's Pay Day
Tuesday	March	8	Documents to be submitted with March Monthly Payrolls should reach State Personnel for approval by 9:30 AM Mid-Month Control Report available in Systemware Last Day to key Mid-Month - (KEYING DATES - Feb 23 - Mar 8)
Wednesday	March	9	Run Mid-Month Payrolls - Reports and Mid-Month Transmittals available in Systemware CMCS requisitions created during nightly production run
Thursday	March	10	System Down @ 1 PM - Run Mid-Month Stop Orders - (KEYING DATES - Mar 9 - 10 @ 1 PM) - Reports available in Systemware CMCS requisitions created during nightly production run
Friday	March	11	Last day to key for Bank Prenotification Report & File
Saturday	March	12	
Sunday	March	13	
Monday	March	14	Bank Prenotification Report available in Systemware
Tuesday	March	15	Mid-Month Pay Day
Wednesday	March	16	Last Day to key 2nd C&R's - (KEYING DATES - Mar 10 - 16) Information to University Payroll Office for March Monthly Payrolls
Thursday	March	17	Run 2nd C&R's - Reports available in Systemware CMCS requisitions created during nightly production run
Friday	March	18	Monthly Control Reports available in Systemware
Saturday	March	19	
Sunday	March	20	
Monday	March	21	Monthly Control Reports available in Systemware
Tuesday	March	22	Last Day to key Monthly - (KEYING DATES - Feb 24 - Mar 22) Monthly Control Reports available in Systemware 2nd C&R's Pay Day
Wednesday	March	23	Run Monthly Payrolls - Reports and Monthly Transmittals Other than Cycle 'A' available in Systemware CMCS requisitions created during nightly production run
Thursday	March	24	
Friday	March	25	Documents to be submitted with April Mid-Month payrolls should reach State Personnel for approval by 9:30 AM System Down @ 1 PM - Run Monthly Stop Orders - (KEYING DATES - Mar 23 - 25 @ 1 PM) - Reports available in Systemware Run Month-End Close Out - Reports available in Systemware CMCS requisitions created during nightly production run
Saturday	March	26	
Sunday	March	27	
Monday	March	28	Start keying for April payrolls
Tuesday	March	29	Run Cycle 'A' Transmittal - (KEYING DATES - Mar 29 - Apr 19) - Reports available in Systemware
Wednesday	March	30	Last day to key for Bank Prenotification Report & File
Thursday	March	31	Bank Prenotification Report available in Systemware Monthly Pay Day

April 2011			
Friday	April	1	Last Day to key 1st C&R's - (KEYING DATES - Mar 28 - Apr 1)
Saturday	April	2	
Sunday	April	3	
Monday	April	4	Run 1st C&R's - Reports available in Systemware CMCS requisitions created during nightly production run Run the Bank Reconciliation Report Information to University Payroll Office for April Mid-Month payrolls
Tuesday	April	5	Documents to be submitted with April Monthly payrolls should reach State Personnel for approval by 9:30 AM
Wednesday	April	6	Mid-Month Control Report available in Systemware
Thursday	April	7	Mid-Month Control Report available in Systemware 1st C&R's Pay Day
Friday	April	8	Mid-Month Control Report available in Systemware Last day to key for Bank Prenotification Report & File Last Day to key Mid-Month - (KEYING DATES - Mar 28 - Apr 8)
Saturday	April	9	
Sunday	April	10	
Monday	April	11	Run Mid-Month Payrolls - Reports and Mid-Month Transmittals available in Systemware CMCS requisitions created during nightly production run Bank Prenotification Report available in Systemware
Tuesday	April	12	System Down @ 1 PM - Run Mid-Month Stop Orders - (KEYING DATES - Apr 11 - 12 @ 1 PM) - Reports available in Systemware CMCS requisitions created during nightly production run
Wednesday	April	13	Information to University Payroll Office for April Monthly payrolls
Thursday	April	14	
Friday	April	15	Monthly Control Reports available in Systemware Mid-Month Pay Day
Saturday	April	16	
Sunday	April	17	
Monday	April	18	Monthly Control Reports available in Systemware Last Day to key 2nd C&R's - (KEYING DATES - Apr 12 - 18)
Tuesday	April	19	Run 2nd C&R's - Reports available in Systemware CMCS requisitions created during nightly production run Last Day to key Monthly - (KEYING DATES - Mar 29 - Apr 19) Monthly Control Reports available in Systemware
Wednesday	April	20	Run Monthly Payrolls - Reports and Monthly Transmittals Other than Cycle 'A' available in Systemware CMCS requisitions created during nightly production run
Thursday	April	21	Documents to be submitted with May Mid-Month payrolls should reach State Personnel for approval by 9:30 AM
Friday	April	22	HOLIDAY - GOOD FRIDAY
Saturday	April	23	
Sunday	April	24	
Monday	April	25	System Down @ 1 PM - Run Monthly Stop Orders - (KEYING DATES - Apr 20 - 25 @ 1 PM) - Reports available in Systemware Run Month-End Close Out - Reports available in Systemware CMCS requisitions created during nightly production run 2nd C&R's Pay Day
Tuesday	April	26	Start keying for May payrolls
Wednesday	April	27	Run Cycle 'A' Transmittal - (KEYING DATES - Apr 27 - May 19) - Reports available in Systemware Last day to key for Bank Prenotification Report & File
Thursday	April	28	Bank Prenotification Report available in Systemware
Friday	April	29	Monthly Pay Day

May 2011			
Sunday	May	1	
Monday	May	2	Information to University Payroll Office for May Mid-Month payrolls Last Day to key 1st C&R's - (KEYING DATES - Apr 26 - May 2)
Tuesday	May	3	Run 1st C&R's - Reports available in Systemware CMCS requisitions created during nightly production run Run the Bank Reconciliation Report
Wednesday	May	4	Mid-Month Control Report available in Systemware
Thursday	May	5	Mid-Month Control Report available in Systemware Documents to be submitted with May Monthly payrolls should reach State Personnel for approval by 9:30 AM
Friday	May	6	Mid-Month Control Report available in Systemware Last Day to key Mid-Month - (KEYING DATES - Apr 26 - May 6) 1st C&R's Pay Day
Saturday	May	7	
Sunday	May	8	
Monday	May	9	Run Mid-Month Payrolls - Reports and Mid-Month Transmittals available in Systemware CMCS requisitions created during nightly production run
Tuesday	May	10	Last day to key for Bank Prenotification Report & File System Down @ 1 PM - Run Mid-Month Stop Orders - (KEYING DATES - May 9 - 10 @ 1 PM) - Reports available in Systemware CMCS requisitions created during nightly production run
Wednesday	May	11	Bank Prenotification Report available in Systemware
Thursday	May	12	
Friday	May	13	Information to University Payroll Office for May Monthly payrolls Mid-Month Pay Day
Saturday	May	14	
Sunday	May	15	
Monday	May	16	Last Day to key 2nd C&R's - (KEYING DATES - May 10 - 16)
Tuesday	May	17	Monthly Control Reports available in Systemware Run 2nd C&R's - Reports available in Systemware CMCS requisitions created during nightly production run
Wednesday	May	18	Monthly Control Reports available in Systemware
Thursday	May	19	Monthly Control Reports available in Systemware Last Day to key Monthly - (KEYING DATES - Apr 27 - May 19)
Friday	May	20	Run Monthly Payrolls - Reports and Transmittals Other than Cycle 'A' available in Systemware CMCS requisitions created during nightly production run 2nd C&R's Pay Day
Saturday	May	21	
Sunday	May	22	
Monday	May	23	
Tuesday	May	24	System Down @ 1 PM - Run Monthly Stop Orders - (KEYING DATES - May 20 - 24 @ 1 PM) - Reports available in Systemware Run Month-End Close Out - Reports available in Systemware CMCS requisitions created during nightly production run Documents to be submitted with June Mid-Month payrolls should reach State Personnel for approval by 9:30 AM
Wednesday	May	25	Start keying for June payrolls
Thursday	May	26	Run Cycle 'A' Transmittal - (KEYING DATES - May 26 - Jun 21) - Reports available in Systemware
Friday	May	27	Last day to key for Bank Prenotification Report & File
Saturday	May	28	
Sunday	May	29	
Monday	May	30	HOLIDAY - MEMORIAL DAY
Tuesday	May	31	Bank Prenotification Report available in Systemware Monthly Pay Day

June 2011			
Wednesday	June	1	Last Day to key 1st C&R's - (KEYING DATES - May 25 - Jun 1)
Thursday	June	2	Run 1st C&R's - Reports available in Systemware CMCS requisitions created during nightly production run Run the Bank Reconciliation Report Information to University Payroll Office for June Mid-Month payrolls
Friday	June	3	
Saturday	June	4	
Sunday	June	5	
Monday	June	6	Mid-Month Control Report available in Systemware
Tuesday	June	7	Documents to be submitted with June Monthly payrolls should reach State Personnel for approval by 9:30 AM Mid-Month Control Report available in Systemware 1st C&R's Pay Day
Wednesday	June	8	Mid-Month Control Report available in Systemware Last Day to key Mid-Month - (KEYING DATES - May 25 - Jun 8)
Thursday	June	9	Run Mid-Month Payrolls - Reports and Mid-Month Transmittals available in Systemware CMCS requisitions created during nightly production run
Friday	June	10	System Down @ 1 PM - Run Mid-Month Stop Orders - (KEYING DATES - Jun 9 - 10 @ 1 PM) - Reports available in Systemware CMCS requisitions created during nightly production run Last day to key for Bank Prenotification Report & File
Saturday	June	11	
Sunday	June	12	
Monday	June	13	Bank Prenotification Report available in Systemware
Tuesday	June	14	
Wednesday	June	15	Information to University Payroll Office for June Monthly payrolls Mid-Month Pay Day
Thursday	June	16	Last Day to key 2nd C&R's - (KEYING DATES - Jun 10 - 16)
Friday	June	17	Run 2nd C&R's - Reports available in Systemware Monthly Control Reports available in Systemware CMCS requisitions created during nightly production run
Saturday	June	18	
Sunday	June	19	
Monday	June	20	Monthly Control Reports available in Systemware
Tuesday	June	21	Monthly Control Reports available in Systemware Last Day to key Monthly - (KEYING DATES - May 26 - Jun 21)
Wednesday	June	22	Run Monthly Payrolls - Reports and Transmittals Other than Cycle 'A' available in Systemware CMCS requisitions created during nightly production run 2nd C&R's Pay Day
Thursday	June	23	Documents to be submitted with July Mid-Month payrolls should reach State Personnel for approval by 9:30 AM
Friday	June	24	System Down @ 1 PM - Run Monthly Stop Orders - (KEYING DATES - Jun 22 - 24 @ 1 PM) - Reports available in Systemware Run Month-End Close Out - Reports available in Systemware CMCS requisitions created during nightly production run
Saturday	June	25	
Sunday	June	26	
Monday	June	27	Start keying for July payrolls
Tuesday	June	28	Run Cycle 'A' Transmittal - (KEYING DATES - Jun 28 - Jul 20) - Reports available in Systemware Last day to key for Bank Prenotification Report & File
Wednesday	June	29	Bank Prenotification Report available in Systemware
Thursday	June	30	Monthly Pay Day