



May - August 2015 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.

The payroll/time wall date is updated on employee records on the afternoon of finalization for biweekly employees and the morning after finalization for monthly employees.

May 2015						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1 0410 PY Corrections	2
3 Time Entry COB 0410 PY Corrections	4 0410 PY Finalization BWD 02/28/15	5 CMCS Reqs Posted	6 CMCS Reqs Submitted	7 0410 Pay Day 0411 Period End	8 0412 Period Begins	9
10 Time Entry COB	11	12	13	14 0411 PY Corrections	15	16
17 Time Entry COB 0411 PY Corrections	18 0105 PY Initialization 0411 PY Finalization BWD 03/14/15	19 0105 PY Corrections CMCS Reqs Posted	20 0105 PY Corrections CMCS Reqs Submitted	21 0105 PY Corrections CMCS Reqs Submitted	22 0105 PY Corrections 0411 Pay Day 0412 Period End	23 0413 Period Begins
24 31 0105 Period End	25 Memorial Day	26 Time Entry COB 0105 PY Finalization MWD 04/01/15	27 CMCS Reqs Posted	28 CMCS Reqs Submitted	29 0105 Pay Day 0412 PY Corrections	30

June 2015						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 Time Entry COB 0412 PY Corrections	2 0412 PY Finalization BWD 03/28/15	3 CMCS Reqs Posted	4 CMCS Reqs Submitted	5 0412 Pay Day 0413 Period End	6 0414 Period Begins
7 Time Entry COB	8	9	10	11	12 0413 PY Corrections	13
14 Time Entry COB 0413 PY Corrections	15 0413 PY Finalization BWD 04/11/15	16 CMCS Reqs Posted	17 CMCS Reqs Submitted	18 0106 PY Initialization 0413 Pay Day 0414 Period End	19 0415 Period Begins	20
21 Time Entry COB 0106 PY Corrections	22 0106 PY Corrections	23 0106 PY Corrections	24 0106 PY Finalization MWD 05/01/15 0414 PY Corrections	25 CMCS Reqs Posted 0414 PY Corrections	26	27
28 Time Entry COB CMCS Reqs Submitted 0414 PY Finalization BWD 04/25/15	29 0106 Pay Day 0106 Period End CMCS Reqs Posted	30				

July 2015						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1 CMCS Reqs Submitted	2 0414 Pay Day	3 Independence Day 0415 Period End	4 0416 Period Begins
5 Time Entry COB	6	7	8	9	10 0415 PY Corrections	11
12 Time Entry COB 0415 PY Corrections	13 0415 PY Finalization BWD 05/09/15	14 CMCS Reqs Posted	15 CMCS Reqs Submitted	16 0415 Pay Day 0416 Period End	17 0417 Period Begins	18
19 Time Entry COB	20	21 0107 PY Initialization	22 0107 PY Corrections	23 0107 PY Corrections 0416 PY Corrections	24	25
26 Time Entry COB 0107 PY Corrections 0416 PY Corrections	27 0107 PY Finalization MWD 06/01/15 0416 PY Finalization BWD 05/23/15	28 CMCS Reqs Posted CMCS Reqs Posted	29 CMCS Reqs Submitted CMCS Reqs Submitted	30 0107 Pay Day 0107 Period End 0416 Pay Day 0417 Period End	31 0418 Period Begins	

August 2015						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2 Time Entry COB	3	4	5	6	7 0417 PY Corrections	8
9 Time Entry COB 0417 PY Corrections	10 0417 PY Finalization BWD 06/06/15	11 CMCS Reqs Posted	12 CMCS Reqs Submitted	13 0417 Pay Day 0418 Period End	14 0419 Period Begins	15
16 Time Entry COB	17	18	19 0108 PY Initialization	20 0108 PY Corrections 0418 PY Corrections	21	22
23 Time Entry COB 0108 PY Corrections 0418 PY Corrections 0108 Pay Day 0108 Period End	24 0108 PY Corrections 0418 PY Finalization BWD 06/20/15	25 0108 PY Finalization MWD 07/01/15 CMCS Reqs Posted	26 CMCS Reqs Posted CMCS Reqs Submitted	27 CMCS Reqs Submitted 0418 Pay Day 0419 Period End	28	29 0420 Period Begins