



January - April 2016

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
the morning after finalization for biweekly and monthly employees.

January 2016						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1 New Year's Day 0401 Period End	2 0402 Period Begins
3	4 Time Entry COB	5 CMCS Health Req Posted	6	7 CMCS Health Plan Submitted	8 0401 PY Corrections	9
10	11 Time Entry COB 0401 PY Corrections	12 0401 PY Finalization BWD 11/07/15	13 CMCS Reqs Posted	14 CMCS Reqs Submitted	15 0401 Pay Day 0402 Period End	16 0403 Period Begins
17	18 Martin Luther King Day	19 Time Entry COB	20 0101 PY Initialization	21 0101 PY Corrections	22 0101 PY Corrections 0402 PY Corrections	23
24 0101 Period End	25 Time Entry COB 0101 PY Corrections 0402 PY Corrections	26 0101 Finalization MWD 12/01/15 0402 PY Finalization BWD 11/21/15	27 CMCS Reqs Posted	28 CMCS Reqs Submitted	29 0101 Pay Day 0402 Pay Day 0403 Period End	30 0404 Period Begins

February 2016						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 Time Entry COB	2 CMCS Health Req Posted	3	4 CMCS Health Plan Req Submitted	5 0403 PY Corrections	6
7	8 Time Entry COB 0403 PY Corrections	9 0403 PY Finalization BWD 12/05/15	10 CMCS Reqs Posted	11 CMCS Reqs Submitted	12 0403 Pay Day 0404 Period End	13 0405 Period Begins
14	15 Time Entry COB	16	17	18 0102 PY Initialization	19 0102 PY Corrections 0404 PY Corrections	20
21	22 Time Entry COB 0102 PY Corrections 0404 PY Corrections	23 0102 PY Corrections 0404 PY Finalization BWD 12/19/15	24 0102 Finalization MWD 01/01/16 CMCS Reqs Posted	25 CMCS Reqs Posted CMCS Reqs Submitted	26 CMCS Reqs Submitted 0404 Pay Day 0405 Period End	27 0406 Period Begins
28	29 Time Entry COB 0102 Pay Day 0102 Period End					

March 2016						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7 Time Entry COB 0405 PY Corrections	8 0405 PY Finalization BWD 01/02/16	9 CMCS Reqs Posted	10 CMCS Reqs Submitted	11 0405 Pay Day 0406 Period End	12 0407 Period Begins
13	14 Time Entry COB	15	16	17 0406 PY Corrections	18 0406 PY Corrections 0103 PY Initialization	19
20	21 Time Entry COB 0103 PY Corrections 0406 PY Finalization BWD 01/16/16	22 0103 PY Corrections CMCS Reqs Posted	23 0103 PY Corrections CMCS Reqs Submitted	24 0406 Pay Day 0103 PY Finalization MWD 02/01/16	25 Good Friday 0407 Period End	26 0408 Period Begins
27	28 Time Entry COB	29 CMCS Reqs Posted	30 CMCS Reqs Submitted	31 0103 Pay Day 0103 Period End		

April 2016						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4 Time Entry COB 0407 PY Corrections CMCS Health Req Posted	5 0407 PY Finalization BWD 01/30/16	6 CMCS Reqs Posted CMCS Health Plan Req Submitted	7 CMCS Reqs Submitted	8 0407 Pay Day 0408 Period End	9 0409 Period Begins
10	11 Time Entry COB	12	13	14	15 0408 PY Corrections	16
17	18 Time Entry COB 0408 PY Corrections	19 0408 PY Finalization BWD 02/13/16	20 0104 PY Initialization CMCS Reqs Posted	21 0104 PY Corrections CMCS Reqs Submitted	22 0104 PY Corrections 0408 Pay Day 0409 Period End	23 0410 Period Begins
24	25 Time Entry COB 0104 PY Corrections	26 0104 PY Finalization MWD 03/01/16	27 CMCS Reqs Posted	28 CMCS Reqs Submitted	29 0104 Pay Day 0409 PY Corrections	30 0104 Period End