



May - August 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.

May 2016							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	
	1 Time Entry COB 0409 PY Corrections	2 0409 PY Finalization BWD 02/27/16 CMCS Health Plan Req Posted	3 CMCS Reqs Posted	4 CMCS Reqs Submitted CMCS Health Plan Req Submitted	5 0409 Pay Day 0410 Period End	6 0411 Period Begins	7
8 Time Entry COB					12 0410 PY Corrections		14
15 Time Entry COB 0410 PY Corrections	16 0410 PY Finalization BWD 03/12/16	17 CMCS Reqs Posted	18 0105 PY Initialization CMCS Reqs Submitted	19 0105 PY Corrections 0410 Pay Day 0411 Period End	20 0412 Period Begins		21
22 Time Entry COB 0105 PY Corrections	23 0105 PY Corrections	24 0105 PY Finalization MWD 04/01/16 0411 PY Corrections	25 CMCS Reqs Posted 0411 PY Corrections	26 CMCS Reqs Submitted 0411 PY Finalization BWD 03/26/16	27		28
29 Memorial Day	30 Time Entry COB 0105 Pay Day 0105 Period End	31					

June 2016								
Sun	Mon	Tue	Wed	Thur	Fri	Sat		
					1 CMCS Reqs Posted	2 CMCS Reqs Submitted CMCS Health Req Posted	3 0411 Pay Day 0412 Period End	4 0413 Period Begins
	5 Time Entry COB CMCS Health Plan Req Submitted					9 0412 PY Corrections		11
	12 Time Entry COB 0412 PY Corrections	13 0412 PY Finalization BWD 04/09/16	14 CMCS Reqs Posted	15 CMCS Reqs Submitted	16 0412 Pay Day 0413 Period End	17 0414 Period Begins		18
	19 Time Entry COB	20 0106 PY Initialization	21 0106 PY Corrections	22 0106 PY Corrections	23 0106 PY Corrections 0413 PY Corrections	24		25
	26 Time Entry COB 0106 PY Finalization MWD 05/01/16 0413 PY Corrections	27 CMCS Reqs Posted 0413 PY Finalization BWD 04/23/16	28 CMCS Reqs Submitted CMCS Reqs Posted	29 0106 Pay Day 0106 Period End CMCS Reqs Submitted	30			

July 2016							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	
					1 0413 Pay Day 0414 Period End	2 0415 Period Begins	
3 Independence Day	4 Time Entry COB CMCS Health Req Posted	5	6 CMCS Health Plan Req Submitted	7 0414 PY Corrections	8		9
10 Time Entry COB 0414 PY Corrections	11 0414 PY Finalization BWD 05/07/16	12 CMCS Reqs Posted	13 CMCS Reqs Submitted	14 0414 Pay Day 0415 Period End	15 0416 Period Begins		16
17 Time Entry COB	18	19 0107 PY Initialization	20 0107 PY Corrections	21 0107 PY Corrections 0415 PY Corrections	22		23
24 0107 Period End	25 Time Entry COB 0107 PY Corrections 0415 PY Corrections	26 0107 PY Finalization MWD 06/01/15 0415 PY Finalization BWD 05/21/16	27 CMCS Reqs Posted CMCS Reqs Posted	28 CMCS Reqs Submitted CMCS Reqs Submitted	29 0107 Pay Day 0415 Pay Day 0416 Period End	30 0417 Period Begins	

August 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 0416 PY Corrections	6	
	7 Time Entry COB 0416 PY Corrections	8 0416 PY Finalization BWD 06/04/16	9 CMCS Reqs Posted	10 CMCS Reqs Submitted	11 0416 Pay Day 0417 Period End	12 0418 Period Begins	13
	14 Time Entry COB	15	16	17	18 0417 PY Corrections	19	20
	21 Time Entry COB 0108 PY Initialization 0417 PY Corrections	22 0108 PY Corrections 0417 PY Finalization BWD 06/18/16	23 0108 PY Corrections CMCS Reqs Posted	24 0108 PY Corrections CMCS Reqs Submitted	25 0108 PY Finalization MWD 07/01/16 0417 Pay Day 0418 Period End	26 0419 Period Begins	27
	28 Time Entry COB CMCS Reqs Posted	29 CMCS Reqs Submitted	30 0108 Pay Day 0108 Period End 0418 PY Corrections	31			