



September - December 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.

September 2016						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1 0418 PY Corrections	2 0418 PY Finalization BWD 07/02/16 CMCS Health Req Posted	3
4 Labor Day	5	6 Time Entry COB	7 CMCS Reqs Posted CMCS Health Plan Req Submitted	8 CMCS Reqs Submitted	9 0418 Pay Day 0419 Period End	10 0420 Period Begins
11	12 Time Entry COB	13	14	15	16 0419 PY Corrections	17
18 Time Entry COB 0419 PY Corrections	19 0419 PY Finalization BWD 07/16/16	20	21 0109 PY Initialization CMCS Reqs Posted	22 0109 PY Corrections CMCS Reqs Submitted	23 0109 PY Corrections 0419 Pay Day 0420 Period End	24 0421 Period Begins
25 Time Entry COB 0109 PY Corrections	26 0109 PY Finalization MWD 08/01/16	27	28 CMCS Reqs Posted	29 CMCS Reqs Submitted	30 0109 Pay Day 0109 Period End 0420 PY Corrections	

October 2016							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	
						1	
	2	3 Time Entry COB 0420 PY Corrections	4 0420 PY Finalization BWD 07/30/16 CMCS Health Req Posted	5 CMCS Reqs Submitted	6 CMCS Reqs Posted CMCS Health Plan Req Submitted	7 0420 Pay Day 0421 Period End	8 0422 Period Begins
9	10 Time Entry COB	11	12	13	14 0421 PY Corrections	15	
16	17 Time Entry COB 0421 PY Corrections	18 0421 PY Finalization BWD 08/13/16	19 CMCS Reqs Posted	20 0110 PY Initialization CMCS Reqs Submitted	21 0110 PY Corrections 0421 Pay Day 0422 Period End	22 0423 Period Begins	
23	24 Time Entry COB 0110 PY Corrections	25 0110 PY Corrections	26 0110 PY Finalization MWD 09/01/16	27 CMCS Reqs Posted	28 CMCS Reqs Submitted 0422 PY Corrections	29	
30	31 Time Entry COB 0110 Pay Day 0110 Period End 0422 PY Corrections						

November 2016						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1 0422 PY Finalization BWD 08/27/16	2 CMCS Reqs Posted CMCS Health Req Posted	3 CMCS Reqs Submitted	4 0422 Pay Day 0423 Period End CMCS Health Plan Req Submitted	5 0424 Period Begins
6	7 Time Entry COB	8	9	10 0423 PY Corrections	11 Veteran's Day	12
13	14 Time Entry COB 0423 PY Corrections	15 0423 PY Finalization BWD 09/10/16	16 CMCS Reqs Posted	17 0111 PY Initialization CMCS Reqs Submitted	18 0111 PY Corrections 0423 Pay Day 0424 Period End	19 0425 Period Begins
20	21 Time Entry COB 0111 PY Corrections	22 0111 PY Corrections	23 0111 PY Finalization MWD 10/01/16 0424 PY Corrections	24 Thanksgiving	25 Thanksgiving	26
27	28 Time Entry COB CMCS Reqs Posted 0424 PY Corrections	29 CMCS Reqs Submitted 0424 PY Finalization BWD 09/24/16	30 0111 Pay Day 0111 Period End CMCS Reqs Posted			

December 2016							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	
					1 CMCS Reqs Submitted	2 0424 Pay Day 0425 Period End CMCS Health Req Posted	3 0426 Period Begins
4	5 Time Entry COB	6 CMCS Health Plan Req Submitted	7	8	9 0425 PY Corrections	10	
11	12 Time Entry COB 0425 PY Corrections	13 0112 PY Initialization 0425 PY Finalization BWD 10/08/16	14 0112 PY Corrections CMCS Reqs Posted	15 0112 PY Corrections CMCS Reqs Submitted	16 0112 PY Corrections 0425 Pay Day 0426 Period End	17 0401 Period Begins	
18	19 Time Entry COB 0112 PY Finalization MWD 11/01/16	20 CMCS Reqs Posted 0426 PY Corrections	21 CMCS Reqs Submitted 0426 PY Corrections	22 0112 Pay Day 0426 PY Finalization BWD 10/22/16	23 Christmas	24	
25	26 Christmas	27 Christmas	28 Time Entry COB CMCS Reqs Posted	29 CMCS Reqs Submitted	30 0426 Pay Day 0401 Period End	31 0112 Period End 0402 Period Begins	