



# September - December 2013

## 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.

September 2013						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 Labor Day	2 Time Entry COB	3	4	5	6 0419 PY Corrections
7	8 Time Entry COB 0419 PY Corrections	9 0419 PY Finalization BWD 07/06/13	10 CMCS Reqs Posted	11 CMCS Reqs Submitted	12 0419 Pay Day 0420 Period End	13 0421 Period Begins
14	15 Time Entry COB	16	17	18 0109 PY Initialization	19 0109 PY Corrections 0420 PY Corrections	20
21	22 Time Entry COB 0109 PY Corrections 0420 PY Corrections	23 0109 PY Corrections 0420 PY Finalization BWD 07/20/13	24 0109 PY Finalization CMCS Reqs Posted MWD 08/01/13	25 CMCS Reqs Posted CMCS Reqs Submitted	26 CMCS Reqs Submitted 0420 Pay Day 0421 Period End	27 0422 Period Begins
28	29 Time Entry COB 0109 Pay Day 0109 Period End	30				

November 2013						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1 0423 PY Corrections	2
3	4 Time Entry COB 0423 PY Corrections	5 0423 PY Finalization BWD 08/31/13	6 CMCS Reqs Posted	7 CMCS Reqs Submitted	8 0423 Pay Day 0424 Period End	9 0425 Period Begins
10	11 Veteran's Day	12 Time Entry COB	13	14	15 0424 PY Corrections	16
17	18 Time Entry COB 0111 PY Initialization 0424 PY Corrections	19 0111 PY Corrections 0424 PY Finalization BWD 09/14/13	20 0111 PY Corrections CMCS Reqs Posted	21 0111 PY Corrections CMCS Reqs Submitted	22 0111 PY Finalization 0424 Pay Day 0425 Period End MWD 10/01/13	23 0426 Period Begins
24	25 Time Entry COB CMCS Reqs Posted	26 CMCS Reqs Submitted	27 0111 Pay Day 0425 PY Corrections	28 Thanksgiving	29 Thanksgiving	30 0111 Period End

October 2013						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4 0421 PY Corrections	5
6	7 Time Entry COB 0421 PY Corrections	8 0421 PY Finalization BWD 08/03/13	9 CMCS Reqs Posted	10 CMCS Reqs Submitted	11 0421 Pay Day 0422 Period End	12 0423 Period Begins
13 Time Entry COB	14	15	16	17 0422 PY Corrections	18	19
20 Time Entry COB 0422 PY Corrections	21 0110 PY Initialization 0422 PY Finalization BWD 08/17/13	22 0110 PY Corrections CMCS Reqs Posted	23 0110 PY Corrections CMCS Reqs Submitted	24 0110 PY Corrections CMCS Reqs Submitted	25 0110 PY Corrections 0422 Pay Day 0423 Period End	26 0424 Period Begins
27 Time Entry COB 0110 PY Finalization MWD 09/01/13	28 CMCS Reqs Posted	29 CMCS Reqs Submitted	30	31 0110 Pay Day 0110 Period End		

December 2013						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1 Time Entry COB 0425 PY Corrections	2 0425 PY Finalization BWD 09/28/13	3 CMCS Reqs Posted	4 CMCS Reqs Submitted	5 0425 Pay Day 0426 Period End	6 0401 Period Begins	7
8 Time Entry COB	9	10	11	12 0112 PY Initialization	13 0112 PY Corrections 0426 PY Corrections	14
15 Time Entry COB 0112 PY Corrections 0426 PY Corrections	16 0112 PY Corrections 0426 PY Finalization BWD 10/12/13	17 0112 PY Finalization CMCS Reqs Posted MWD 11/01/13	18 CMCS Reqs Posted CMCS Reqs Submitted	19 CMCS Reqs Submitted 0426 Pay Day 0401 Period End	20 0402 Period Begins	21
22 Time Entry COB 0112 Pay Day 0401 PY Corrections	23 Christmas	24 Christmas	25 Christmas	26 0401 PY Corrections	27	28
29 Time Entry COB 0401 PY Finalization BWD 10/26/13	30 0112 Period End CMCS Reqs Posted	31				