



# September - December 2014

## 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 2014						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	Labor Day 1	Time Entry COB 2			0419 PY Corrections 5	
7	Time Entry COB 0419 PY Corrections 8	0419 PY Finalization BWD 07/05/14 9	CMCS Reqs Posted 10	CMCS Reqs Submitted 11	0419 Pay Day 0420 Period End 12	0421 Period Begins 13
14	Time Entry COB 15				0109 PY Initialization 0420 PY Corrections 19	
21	Time Entry COB 0109 PY Corrections 0420 PY Corrections 22	0109 PY Corrections 0420 PY Finalization BWD 07/19/14 23	0109 PY Corrections CMCS Reqs Posted 24	0109 PY Finalization MWD 08/01/14 CMCS Reqs Submitted 25	CMCS Reqs Posted 0420 Pay Day 0421 Period End 26	0422 Period Begins 27
28	Time Entry COB CMCS Reqs Submitted 29	0109 Pay Day 0109 Period End 30				

October 2014						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					0421 PY Corrections 3	
			1	2		
5	Time Entry COB 0421 PY Corrections 6	0421 PY Finalization BWD 08/02/14 7	CMCS Reqs Posted 8	CMCS Reqs Submitted 9	0421 Pay Day 0422 Period End 10	0423 Period Begins 11
12	Time Entry COB 13				0422 PY Corrections 17	
19	Time Entry COB 0422 PY Corrections 20	0422 PY Finalization BWD 08/16/14 21	0110 PY Initialization CMCS Reqs Posted 22	0110 PY Corrections CMCS Reqs Submitted 23	0110 PY Corrections 0422 Pay Day 0423 Period End 24	0424 Period Begins 25
26	Time Entry COB 0110 PY Corrections 27	0110 PY Finalization MWD 09/01/14 28	CMCS Reqs Posted 29	CMCS Reqs Submitted 30	0110 Pay Day 0110 Period End 0423 PY Corrections 31	

November 2014						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	Time Entry COB 0423 PY Corrections 3	0423 PY Finalization BWD 08/30/14 4	CMCS Reqs Posted 5	CMCS Reqs Submitted 6	0423 Pay Day 0424 Period End 7	0425 Period Begins 8
9	Time Entry COB 10	Veteran's Day 11			0424 PY Corrections 14	
16	Time Entry COB 0111 PY Corrections 0111 PY Initialization 0424 PY Corrections 17	0111 PY Corrections 0424 PY Finalization BWD 09/13/14 18	0111 PY Corrections CMCS Reqs Posted 19	0111 PY Corrections CMCS Reqs Submitted 20	0111 PY Finalization MWD 10/01/14 0424 Pay Day 0425 Period End 21	0426 Period Begins 22
23	Time Entry COB CMCS Reqs Posted 30 0111 Period End	CMCS Reqs Submitted 24	0111 Pay Day 0425 PY Corrections 25	Thanksgiving 26	Thanksgiving 27	

December 2014						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
	Time Entry COB 0425 PY Corrections 1	0425 PY Finalization BWD 09/27/14 2	CMCS Reqs Posted 3	CMCS Reqs Submitted 4	0425 Pay Day 0426 Period End 5	0401 Period Begins 6
7	Time Entry COB 8				0112 PY Initialization 0426 PY Corrections 12	
14	Time Entry COB 0112 PY Corrections 0112 PY Initialization 0426 PY Corrections 15	0112 PY Corrections 0426 PY Finalization BWD 10/11/14 16	0112 PY Corrections CMCS Reqs Posted 17	0112 PY Finalization MWD 11/01/14 CMCS Reqs Submitted 18	CMCS Reqs Posted 0426 Pay Day 0401 Period End 19	0402 Period Begins 20
21	Time Entry COB CMCS Reqs Submitted 0401 PY Correction 22	0112 Pay Day 0401 PY Correction 23	Christmas 24	Christmas 25	Christmas 26	
28	Time Entry COB 0401 PY Finalization BWD 10/25/14 29	CMCS Reqs Posted 30	0112 Period End CMCS Reqs Submitted 31			