



# January 2023 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.

Last day of PY monthly corrections the system is unavailable from noon until monthly finalization is completed.

All employee records will be unavailable for updates 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.

Integrated HR/Payroll System 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.

01 = Monthly Payroll

04 = Bi-weekly Payroll

January 2023						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
25	26 Christmas	27 Christmas	Time Entry COB 0401 PY Initialization	29 0401 PY Corrections	30 0401 PY Corrections	31 0112 Period End
1	New Year's Day	Time Entry COB 0401 PY Finalization BWD 10-29-22	NCFS Reqs Posted NCFS HP Req Posted	NCFS Reqs Submitted	0401 Pay Day 0402 Period Ends	0403 Period Begins
8	Time Entry COB		0402 PY Initialization	0402 PY Corrections	0402 PY Corrections	
15	Martin Luther King	Time Entry COB 0402 PY Finalization BWD 11-12-22	NCFS Reqs Posted	NCFS Reqs Submitted	0101 PY Initialization 0402 Pay Day 0403 Period Ends	0404 Period Begins
22	Time Entry COB 0101 PY Corrections	0101 PY Corrections	0101 PY Corrections	0101 PY Finalization MWD 12-01-22 0403 PY Initialization	NCFS Reqs Posted 0403 PY Corrections	
29	Time Entry COB NCFS Reqs Submitted 0403 PY Corrections	0101 Pay Day 0101 Period End 0403 PY Finalization BWD 11-26-22				



# February 2023 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.

Last day of PY monthly corrections the system is unavailable from noon until monthly finalization is completed.  
All employee records will be unavailable for updates 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.  
Integrated HR/Payroll System will charge back any bank fees incurred due to late or rejected CMCS requisitions.

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biweekly and monthly employees.

01 = Monthly Payroll

04 = Bi-weekly Payroll

February 2023						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1 NCFS Reqs Posted	2 NCFS Reqs Submitted NCFS HP Req Posted	3 0403 Pay Day 0404 Period Ends	4 0405 Period Begins
5	6 Time Entry COB	7	8	9 0404 PY Initialization	10 0404 PY Corrections	11
12	13 Time Entry COB 0404 PY Corrections	14 0404 PY Finalization BWD 12-10-22	15 NCFS Reqs Posted	16 NCFS Reqs Submitted	17 0102 PY Initialization 0404 Pay Day 0405 Period Ends	18 0406 Period Begins
19	20 Time Entry COB 0102 PY Corrections	21 0102 PY Corrections	22 0102 PY Corrections	23 0102 Finalization MWD 01-01-23 0405 PY Initialization	24 NCFS Reqs Posted 0405 PY Corrections	25
26	27 Time Entry COB NCFS Reqs Submitted 0405 PY Corrections	28 0102 Pay Day 0102 Period End 0405 PY Finalization BWD 12-24-22				



# March 2023 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.

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All employee records will be unavailable for updates during the finalization process for any payroll.

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01 = Monthly Payroll

04 = Bi-weekly Payroll

March 2023						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
			NCFS Reqs Posted	NCFS Reqs Submitted NCFS HP Req Posted	0405 Pay Day 0406 Period Ends	0407 Period Begins
5	6	7	8	9	10	11
	Time Entry COB			0406 PY Initialization	0406 PY Corrections	
12	13	14	15	16	17	18
	Time Entry COB 0406 PY Corrections	0406 PY Finalization BWD 01-07-23	NCFS Reqs Posted	NCFS Reqs Submitted	0406 Pay Day 0407 Period Ends	0408 Period Begins
19	20	21	22	23	24	25
	Time Entry COB		0103 PY Initialization	0103 PY Corrections 0407 PY Initialization	0103 PY Corrections 0407 PY Corrections	
26	27	28	29	30	31	
	Time Entry COB 0103 PY Corrections 0407 PY Corrections	0103 PY Finalization MWD 02-01-23 0407 PY Finalization BWD 1-21-23	NCFS Reqs Posted NCFS Reqs Posted	NCFS Reqs Submitted NCFS Reqs Submitted	0103 Pay Day 0103 Period End 0407 Pay Day 0408 Period Ends	0409 Period Begins



# April 2023 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.

Last day of PY monthly corrections the system is unavailable from noon until monthly finalization is completed.

All employee records will be unavailable for updates during the finalization process for any payroll.

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Requisitions are posted to CMCS by 7 am. Agencies should submit their CMCS requisitions by 11 am.

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01 = Monthly Payroll

04 = Bi-weekly Payroll

April 2023						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
						0409 Period Begins
2	3 <span style="color: red;">Time Entry COB</span>	4 <span style="color: purple;">NCFS HP Req Posted</span>	5 <span style="color: blue;">0408 PY Initialization</span>	6 <span style="color: blue;">0408 PY Corrections</span>	7 <span style="color: red;">Good Friday</span>	8
9	10 <span style="color: red;">Time Entry COB</span> <span style="color: blue;">0408 PY Corrections</span>	11 <span style="color: blue;">0408 PY Finalization</span> <span style="color: blue;">BWD 02-04-23</span>	12 <span style="color: blue;">NCFS Reqs Posted</span>	13 <span style="color: blue;">NCFS Reqs Submitted</span>	14 <span style="color: green;">0408 Pay Day</span> <span style="color: blue;">0409 Period Ends</span>	15 <span style="color: blue;">0410 Period Begins</span>
16	17 <span style="color: red;">Time Entry COB</span>	18	19 <span style="color: purple;">0104 PY Initialization</span>	20 <span style="color: purple;">0104 PY Corrections</span> <span style="color: blue;">0409 PY Initialization</span>	21 <span style="color: purple;">0104 PY Corrections</span> <span style="color: blue;">0409 PY Corrections</span>	22
23	24 <span style="color: red;">Time Entry COB</span> <span style="color: blue;">0104 PY Corrections</span> <span style="color: blue;">0409 PY Corrections</span>	25 <span style="color: blue;">0104 PY Finalization</span> <span style="color: blue;">MWD 03-01-23</span> <span style="color: blue;">0409 PY Finalization</span> <span style="color: blue;">BWD 02-18-23</span>	26 <span style="color: blue;">NCFS Reqs Posted</span> <span style="color: blue;">NCFS Reqs Posted</span>	27 <span style="color: purple;">NCFS Reqs Submitted</span> <span style="color: blue;">NCFS Reqs Submitted</span>	28 <span style="color: green;">0104 Pay Day</span> <span style="color: green;">0409 Pay Day</span> <span style="color: blue;">0410 Period Ends</span>	29 <span style="color: blue;">0411 Period Begins</span>
30 <span style="color: blue;">0104 Period End</span>						



# May 2023 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.

Last day of PY monthly corrections the system is unavailable from noon until monthly finalization is completed.

All employee records will be unavailable for updates 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.

Integrated HR/Payroll System will charge back any bank fees incurred due to late or rejected CMCS requisitions.

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04 = Bi-weekly Payroll

May 2023						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 <span style="color: red;">Time Entry COB</span>	2 <span style="color: purple;">NCFS HP Req Posted</span>	3	4 <span style="color: blue;">0410 PY Initialization</span>	5 <span style="color: blue;">0410 PY Corrections</span>	6
7	8 <span style="color: red;">Time Entry COB</span> <span style="color: blue;">0410 PY Corrections</span>	9 <span style="color: blue;">0410 PY Finalization</span> <span style="color: blue;">BWD 03-04-23</span>	10 <span style="color: blue;">NCFS Reqs Posted</span>	11 <span style="color: blue;">NCFS Reqs Submitted</span>	12 <span style="color: green;">0410 Pay Day</span> <span style="color: blue;">0411 Period Ends</span>	13 <span style="color: blue;">0412 Period Begins</span>
14	15 <span style="color: red;">Time Entry COB</span>	16	17	18 <span style="color: blue;">0411 PY Initialization</span>	19 <span style="color: purple;">0105 PY Initialization</span> <span style="color: blue;">0411 PY Corrections</span>	20
21	22 <span style="color: red;">Time Entry COB</span> <span style="color: blue;">0105 PY Corrections</span> <span style="color: purple;">0411 PY Corrections</span>	23 <span style="color: purple;">0105 PY Corrections</span> <span style="color: blue;">0411 PY Finalization</span> <span style="color: blue;">BWD 03-18-23</span>	24 <span style="color: purple;">0105 PY Corrections</span> <span style="color: blue;">NCFS Reqs Posted</span>	25 <span style="color: purple;">0105 PY Finalization</span> <span style="color: blue;">MWD 04-01-23</span> <span style="color: blue;">NCFS Reqs Submitted</span>	26 <span style="color: purple;">NCFS Reqs Posted</span> <span style="color: green;">0411 Pay Day</span> <span style="color: blue;">0412 Period Ends</span>	27 <span style="color: blue;">0413 Period Begins</span>
28	29 <span style="color: red;">Memorial Day</span>	30 <span style="color: purple;">NCFS Reqs Submitted</span>	31 <span style="color: green;">0105 Pay Day</span> <span style="color: purple;">0105 Period End</span>			



# June 2023 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.

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04 = Bi-weekly Payroll

June 2023						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1 0412 PY Initialization	2 0412 PY Corrections NCFS HP Req Posted	3
4	5	6	7	8	9	10
Time Entry COB 0412 PY Corrections	0412 PY Finalization BWD 04-01-23	NCFS Reqs Posted	NCFS Reqs Submitted	0412 Pay Day 0413 Period Ends	0414 Period Begins	
11	12	13	14	15	16	17
Time Entry COB			0413 PY Initialization	0413 PY Corrections		
18	19	20	21	22	23	24
Time Entry COB 0413 PY Corrections	0106 PY Initialization 0413 PY Finalization BWD 04-15-23	0106 PY Corrections NCFS Reqs Posted	0106 PY Corrections NCFS Reqs Submitted	0106 PY Corrections 0413 Pay Day 0414 Period Ends	0415 Period Begins	
25	26	27	28	29	30	
Time Entry COB 0106 PY Finalization MWD 05-01-23		NCFS Reqs Posted 0414 PY Initialization	NCFS Reqs Submitted 0414 PY Corrections	0106 Pay Day 0106 Period End 0414 PY Corrections		



# July 2023 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.

Last day of PY monthly corrections the system is unavailable from noon until monthly finalization is completed.

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04 = Bi-weekly Payroll

July 2023						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3 Time Entry COB 0414 PY Finalization BWD 04-29-23	4 Independence Day	5 NCFS Reqs Posted NCFS HP Req Posted	6 NCFS Reqs Submitted	7 0414 Pay Day 0415 Period Ends	8 0416 Period Begins
9	10 Time Entry COB	11	12	13 0415 PY Initialization	14 0415 PY Corrections	15
16	17 Time Entry COB 0415 PY Corrections	18 0415 PY Finalization BWD 05-13-23	19 NCFS Reqs Posted	20 0107 PY Initialization NCFS Reqs Submitted	21 0107 PY Corrections 0415 Pay Day 0416 Period Ends	22 0417 Period Begins
23	24 Time Entry COB 0107 PY Corrections	25 0107 PY Corrections	26 0107 PY Finalization MWD 06-01-23	27 NCFS Reqs Posted 0416 PY Initialization	28 NCFS Reqs Submitted 0416 PY Corrections	29
30	31 Time Entry COB 0107 Pay Day 0107 Period End 0416 PY Corrections					



# August 2023 Payroll Calendar

Time entry is due close of business on Monday for the previous week.

Last day of PY monthly corrections the system is unavailable from noon until monthly finalization is completed.  
noon - 1 pm, and 3:30 - 4:30 pm.

During PY Finalization the system is unavailable 3:30 am - 1 pm.

All employee records will be unavailable for updates during the finalization process for any payroll.

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August 2023						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
		0416 PY Finalization BWD 05-27-23	NCFS Reqs Posted NCFS HP Req Posted	NCFS Reqs Submitted	0416 Pay Day 0417 Period Ends	0418 Period Begins
6	7	8	9	10	11	12
	Time Entry COB			0417 PY Initialization	0417 PY Corrections	
13	14	15	16	17	18	19
	Time Entry COB 0417 PY Corrections	0417 PY Finalization BWD 06-10-23	NCFS Reqs Posted	NCFS Reqs Submitted	0417 Pay Day 0418 Period Ends	0419 Period Begins
20	21	22	23	24	25	26
	Time Entry COB	0108 PY Initialization	0108 PY Corrections	0108 PY Corrections 0418 PY Initialization	0108 PY Corrections 0418 PY Corrections	
27	28	29	30	31		
	Time Entry COB 0108 PY Finalization MWD 07-01-23 0418 PY Corrections	NCFS Reqs Posted 0418 PY Finalization BWD 06-24-23	NCFS Reqs Submitted NCFS Reqs Posted	0108 Pay Day 0108 Period End NCFS Reqs Submitted		





# September 2023 Payroll Calendar

Time entry is due close of business on Monday for the previous week.

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September 2023						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
					0418 Pay Day 0419 Period Ends	0420 Period Begins
3	4	5	6	7	8	9
	Labor Day	Time Entry COB NCFS HP Req Posted		0419 PY Initialization	0419 PY Corrections	
10	11	12	13	14	15	16
	Time Entry COB 0419 PY Corrections	0419 PY Finalization BWD 07-08-23	NCFS Reqs Posted	NCFS Reqs Submitted	0419 Pay Day 0420 Period Ends	0421 Period Begins
17	18	19	20	21	22	23
	Time Entry COB		0109 PY Initialization	0109 PY Corrections 0420 PY Initialization	0109 PY Corrections 0420 PY Corrections	
24	25	26	27	28	29	30
	Time Entry COB 0109 PY Corrections 0420 PY Corrections	0109 PY Finalization MWD 08-01-23 0420 PY Finalization BWD 07-22-23	NCFS Reqs Posted NCFS Reqs Posted	NCFS Reqs Submitted NCFS Reqs Submitted	0109 Pay Day 0420 Pay Day 0421 Period Ends	0422 Period Begins 0109 Period End



# October 2023 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.

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October 2023						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2 Time Entry COB	3 NCFS HP Req Posted	4	5 0421 PY Initialization	6 0421 PY Corrections	7
8	9 Time Entry COB 0421 PY Corrections	10 0421 PY Finalization BWD 08-05-23	11 NCFS Reqs Posted	12 NCFS Reqs Submitted	13 0421 Pay Day 0422 Period Ends	14 0423 Period Begins
15	16 Time Entry COB	17	18	19 0422 PY Initialization	20 0110 PY Initialization 0422 PY Corrections	21
22	23 Time Entry COB 0110 PY Corrections 0422 PY Corrections	24 0110 PY Corrections 0422 PY Finalization BWD 08-19-23	25 0110 PY Corrections NCFS Reqs Posted	26 0110 PY Finalization MWD 09-01-23 NCFS Reqs Submitted	27 NCFS Reqs Posted 0422 Pay Day 0423 Period Ends	28 0424 Period Begins
29	30 Time Entry COB NCFS Reqs Submitted	31 0110 Pay Day 0110 Period End				



# November 2023 Payroll Calendar

Time entry is due close of business on Monday for the previous week.

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November 2023						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1 0423 PY Initialization	2 0423 PY Corrections NCFS HP Req Posted	3 0423 PY Corrections	4
5	6 Time Entry COB 0423 PY Finalization BWD 09-02-23	7 NCFS Reqs Posted	8 NCFS Reqs Submitted	9 0423 Pay Day	10 Veterans Day 0424 Period Ends	11 0425 Period Begins
12	13 Time Entry COB	14 0424 PY Initialization	15 0424 PY Corrections	16 0111 PY Initialization 0424 PY Corrections	17 0111 PY Corrections 0424 PY Finalization BWD 09-16-23	18
19	20 Time Entry COB 0111 PY Corrections NCFS Reqs Posted	21 0111 PY Corrections NCFS Reqs Submitted	22 0111 PY Finalization MWD 10-01-23 0424 Pay Day	23 Thanksgiving	24 Thanksgiving 0425 Period Ends	25 0426 Period Begins
26	27 Time Entry COB	28 NCFS Reqs Posted	29 NCFS Reqs Submitted	30 0111 Pay Day 0111 Period End 0425 PY Initialization		



# December 2023 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.

Last day of PY monthly corrections the system is unavailable from noon until monthly finalization is completed.

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01 = Monthly Payroll

04 = Bi-weekly Payroll

December 2023						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
					0425 PY Corrections	
3	4	5	6	7	8	9
	Time Entry COB 0425 PY Corrections NCFS HP Req Posted	0425 PY Finalization BWD 09-30-23	NCFS Reqs Posted	NCFS Reqs Submitted	0425 Pay Day 0426 Period Ends	0401 Period Begins
10	11	12	13	14	15	16
	Time Entry COB	0112 PY Initialization	0112 PY Corrections 0426 PY Initialization	0112 PY Corrections 0426 PY Corrections	0112 PY Corrections 0426 PY Corrections	
17	18	19	20	21	22	23
	Time Entry COB 0112 PY Finalization MWD 11-01-23 0426 PY Finalization BWD 10-14-23	NCFS Reqs Posted  NCFS Reqs Posted	NCFS Reqs Submitted  NCFS Reqs Submitted	0112 Pay Day 0426 Pay Day	0401 Period Ends	0402 Period Begins
24	25	26	27	28	29	30
31	Christmas	Christmas	Christmas	0401 PY Corrections	0401 PY Corrections	
0112 Period End						