



# January 2024 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.

Agencies should submit their NCFs requisitions (disbursements) by 10:30 am.

Integrated HR/Payroll System will charge back any bank fees incurred due to late or rejected NCFs 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 2024          |  |   |  |   |  |                             |
|-----------------------|--|---|--|---|--|-----------------------------|
| Sun                   | Mon  | Tue   | Wed  | Thur  | Fri  | Sat                         |
| 24                    | 25<br>Christmas  | 26<br>Christmas   | 27<br>Christmas  | 28<br>0401 PY Corrections                                 | 29<br>0401 PY Corrections  | 30                          |
| 31<br>0112 Period End | 1<br>New Year's Day  | 2<br>Time Entry COB<br>0401 PY<br>Finalization<br>BWD 10-28-23          | 3<br>NCFS Reqs<br>Posted<br>NCFS HP Req<br>Posted            | 4<br>NCFS Reqs<br>Submitted                               | 5<br>0401 Pay Day<br>0402 Period Ends                                  | 6<br>0403 Period<br>Begins  |
| 7                     | 8<br>Time Entry COB  | 9   | 10<br>0402 PY<br>Initialization                              | 11<br>0402 PY<br>Corrections                              | 12<br>0402 PY<br>Corrections   | 13                          |
| 14                    | 15<br>Martin Luther<br>King Jr.                                      | 16<br>Time Entry COB<br>0402 PY<br>Finalization<br>BWD 11-11-23         | 17<br>NCFS Reqs<br>Posted                                    | 18<br>NCFS Reqs<br>Submitted                              | 19<br>0402 Pay Day<br>0403 Period Ends                                 | 20<br>0404 Period<br>Begins |
| 21                    | 22<br>Time Entry COB<br>0101 PY<br>Initialization                    | 23<br>0101 PY<br>Corrections  | 24<br>0101 PY<br>Corrections                                 | 25<br>0101 PY<br>Corrections<br>0403 PY<br>Initialization | 26<br>0101 PY<br>Finalization<br>MWD 12-01-23<br>0403 PY<br>Correction | 27                          |
| 28                    | 29<br>Time Entry COB<br>NCFS Reqs<br>Posted<br>0403 PY<br>Correction | 30<br>NCFS Reqs<br>Submitted<br>0403 PY<br>Finalization<br>BWD 11-25-23 | 31<br>0101 Pay Day<br>0101 Period End<br>NCFS Reqs<br>Posted |   |  |                             |



# February 2024 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.

Agencies should submit their NCFS requisitions (disbursements) by 10:30 am.

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01 = Monthly Payroll

04 = Bi-weekly Payroll

| February 2024   |  |   |  |                                  |  |                    |
|---|--|---|--|----------------------------------|--|--------------------|
| Sun   | Mon  | Tue                                     | Wed  | Thur                             | Fri  | Sat                |
|   |  |   |  | 1                                | 2  | 3                  |
|   |  |   |  | NCFS Reqs Submitted              | 0403 Pay Day<br>0404 Period Ends<br>NCFS HP Req Posted | 0405 Period Begins |
| 4   | 5  | 6                                       | 7  | 8                                | 9  | 10                 |
| Time Entry COB  |  |   |  | 0404 PY Initialization           | 0404 PY Corrections                                    |                    |
| 11  | 12   | 13                                      | 14   | 15                               | 16   | 17                 |
| Time Entry COB<br>0404 PY Corrections   | 0404 PY Finalization<br>BWD 12-09-23                     | NCFS Reqs Posted                        | NCFS Reqs Submitted                                    | 0404 Pay Day<br>0405 Period Ends | 0406 Period Begins                                     |                    |
| 18  | 19   | 20                                      | 21   | 22                               | 23   | 24                 |
| Time Entry COB  | 0102 PY Initialization                                   | 0102 PY Corrections                     | 0102 PY Corrections                                    | 0405 PY Initialization           | 0102 PY Corrections<br>0405 PY Corrections             |                    |
| 25  | 26   | 27                                      | 28   | 29                               |  |                    |
| Time Entry COB<br>0102 PY Finalization<br>MWD 01-01-24<br>0405 PY Corrections | NCFS Reqs Posted<br>0405 PY Finalization<br>BWD 12-23-23 | NCFS Reqs Submitted<br>NCFS Reqs Posted | 0102 Pay Day<br>0102 Period End<br>NCFS Reqs Submitted |                                  |  |                    |



# March 2024 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.

Agencies should submit their NCFS requisitions (disbursements) by 10:30 am.

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

| March 2024                  |  |  |   |  |  |                          |
|-----------------------------|--|--|---|--|--|--------------------------|
| Sun                         | Mon  | Tue  | Wed   | Thur   | Fri  | Sat                      |
|                             |  |  |   |  | 1<br>0405 Pay Day<br>0406 Period Ends            | 2<br>0407 Period Begins  |
| 3                           | 4<br>Time Entry COB<br>NCFS HP Req Posted  | 5  | 6   | 7<br>0406 PY Initialization                      | 8<br>0406 PY Corrections                         | 9                        |
| 10                          | 11<br>Time Entry COB<br>0406 PY Corrections  | 12<br>0406 PY Finalization<br>BWD 01-06-24 | 13<br>NCFS Reqs Posted                              | 14<br>NCFS Reqs Submitted                        | 15<br>0406 Pay Day<br>0407 Period Ends           | 16<br>0408 Period Begins |
| 17                          | 18<br>Time Entry COB   | 19<br>0103 PY Initialization               | 20<br>0103 PY Corrections<br>0407 PY Initialization | 21<br>0103 PY Corrections<br>0407 PY Corrections | 22<br>0103 PY Corrections<br>0407 PY Corrections | 23                       |
| 24<br>31<br>0103 Period End | 25<br>Time Entry COB<br>0103 PY Finalization<br>MWD 02-01-24<br>0407 PY Finalization<br>BWD 01-20-24 | 26<br>NCFS Reqs Posted<br>NCFS Reqs Posted | 27<br>NCFS Reqs Submitted<br>NCFS Reqs Submitted    | 28<br>0103 Pay Day<br>0407 Pay Day               | 29<br>Good Friday<br>0408 Period Ends            | 30<br>0409 Period Begins |



# April 2024 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.

Agencies should submit their NCFS requisitions (disbursements) by 10:30 am.

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

| April 2024 |   |  |   |  |   |                                 |
|------------|---|--|---|--|---|---------------------------------|
| Sun        | Mon   | Tue  | Wed   | Thur   | Fri   | Sat                             |
|            | 1<br><b>Time Entry COB</b>  | 2<br><b>NCFS HP Req Posted</b>   | 3   | 4<br><b>0408 PY Initialization</b>   | 5<br><b>0408 PY Corrections</b>   | 6                               |
| 7          | 8<br><b>Time Entry COB</b><br><b>0408 PY Corrections</b>                                | 9<br><b>0408 PY Finalization</b><br><b>BWD 02-03-24</b>                                | 10<br><b>NCFS Reqs Posted</b>                               | 11<br><b>NCFS Reqs Submitted</b>   | 12<br><b>0408 Pay Day</b><br><b>0409 Period Ends</b>                            | 13<br><b>0410 Period Begins</b> |
| 14         | 15<br><b>Time Entry COB</b>   | 16   | 17  | 18<br><b>0409 PY Initialization</b>  | 19<br><b>0104 PY Initialization</b><br><b>0409 PY Corrections</b>               | 20                              |
| 21         | 22<br><b>Time Entry COB</b><br><b>0104 PY Corrections</b><br><b>0409 PY Corrections</b> | 23<br><b>0104 PY Corrections</b><br><b>0409 PY Finalization</b><br><b>BWD 02-17-24</b> | 24<br><b>0104 PY Corrections</b><br><b>NCFS Reqs Posted</b> | 25<br><b>0104 PY Finalization</b><br><b>MWD 03-01-24</b><br><b>NCFS Reqs Submitted</b> | 26<br><b>NCFS Reqs Posted</b><br><b>0409 Pay Day</b><br><b>0410 Period Ends</b> | 27<br><b>0411 Period Begins</b> |
| 28         | 29<br><b>Time Entry COB</b><br><b>NCFS Reqs Submitted</b>                               | 30<br><b>0104 Pay Day</b><br><b>0104 Period End</b>                                    |   |  |   |                                 |



# May 2024 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.

Agencies should submit their NCFS requisitions (disbursements) by 10:30 am.

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biweekly and monthly employees.

01 = Monthly Payroll

04 = Bi-weekly Payroll

| May 2024 |   |  |   |   |   |                       |
|----------|---|--|---|---|---|-----------------------|
| Sun      | Mon   | Tue  | Wed   | Thur  | Fri   | Sat                   |
|          |   |  | 1   | 2   | 3   | 4                     |
|          |   |  |   | NCFS HP Req<br>Posted<br>0410 PY Initialization     | 0410 PY<br>Corrections  |                       |
| 5        | 6   | 7  | 8   | 9   | 10  | 11                    |
|          | Time Entry<br>COB<br>0410 PY<br>Corrections | 0410 PY<br>Finalization<br>BWD 03-02-24                              | NCFS Reqs<br>Posted                           | NCFS Reqs<br>Submitted                              | 0410 Pay Day<br>0411 Period<br>Ends                           | 0412 Period<br>Begins |
| 12       | 13  | 14   | 15  | 16  | 17  | 18                    |
|          | Time Entry<br>COB                           |  |   | 0411 PY<br>Initialization                           | 0411 PY<br>Corrections  |                       |
| 19       | 20  | 21   | 22  | 23  | 24  | 25                    |
|          | Time Entry<br>COB<br>0411 PY<br>Corrections | 0105 PY<br>Initialization<br>0411 PY<br>Finalization<br>BWD 03-16-24 | 0105 PY<br>Corrections<br>NCFS Reqs<br>Posted | 0105 PY<br>Corrections<br>NCFS Reqs<br>Submitted    | 0105 PY<br>Corrections<br>0411 Pay Day<br>0412 Period<br>Ends | 0413 Period<br>Begins |
| 26       | 27  | 28   | 29  | 30  | 31  |                       |
|          | Memorial Day                                | 0105 PY<br>Finalization<br>MWD 04-01-24                              | NCFS Reqs<br>Posted                           | NCFS Reqs<br>Submitted<br>0412 PY<br>Initialization | 0105 Pay Day<br>0105 Period End<br>0412 PY<br>Corrections     |                       |



# June 2024 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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Employees with error conditions during the finalization process may not be paid.

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01 = Monthly Payroll

04 = Bi-weekly Payroll

| June 2024   |  |   |   |  |  |  |
|---|--|---|---|--|--|--|
| Sun   | Mon  | Tue   | Wed   | Thur   | Fri  | Sat  |
|   |  |   |   |  |  | 1  |
| 2   | 3<br><span style="color: red;">Time Entry<br/>COB</span><br><span style="color: blue;">0412 PY<br/>Corrections</span>  | 4<br><span style="color: purple;">NCFS HP Req<br/>Posted</span><br><span style="color: blue;">0412 PY<br/>Finalization</span><br><span style="color: black;">BWD 03-30-24</span>      | 5<br><span style="color: blue;">NCFS Reqs<br/>Posted</span>   | 6<br><span style="color: blue;">NCFS Reqs<br/>Submitted</span>   | 7<br><span style="color: green;">0412 Pay Day</span><br><span style="color: blue;">0413 Period<br/>Ends</span>   | 8<br><span style="color: blue;">0414 Period<br/>Begins</span>  |
| 9   | 10<br><span style="color: red;">Time Entry<br/>COB</span>  | 11  | 12  | 13<br><span style="color: blue;">0413 PY<br/>Initialization</span>   | 14<br><span style="color: blue;">0413 PY<br/>Corrections</span>  | 15   |
| 16  | 17<br><span style="color: red;">Time Entry<br/>COB</span><br><span style="color: blue;">0413 PY<br/>Corrections</span>   | 18<br><span style="color: purple;">0106 PY<br/>Initialization</span><br><span style="color: blue;">0413 PY<br/>Finalization</span><br><span style="color: black;">BWD 04-13-24</span> | 19<br><span style="color: purple;">0106 PY<br/>Corrections</span><br><span style="color: blue;">NCFS Reqs<br/>Posted</span>       | 20<br><span style="color: purple;">0106 PY<br/>Corrections</span><br><span style="color: blue;">NCFS Reqs<br/>Submitted</span> | 21<br><span style="color: purple;">0106 PY<br/>Corrections</span><br><span style="color: green;">0413 Pay Day</span><br><span style="color: blue;">0414 Period<br/>Ends</span> | 22<br><span style="color: blue;">0415 Period<br/>Begins</span> |
| 23<br><span style="color: purple;">0106 Period End</span> | 24<br><span style="color: red;">Time Entry<br/>COB</span><br><span style="color: purple;">0106 PY<br/>Finalization</span><br><span style="color: black;">MWD 05-01-24</span> | 25<br><span style="color: purple;">NCFS Reqs<br/>Posted</span>  | 26<br><span style="color: purple;">NCFS Reqs<br/>Submitted</span><br><span style="color: blue;">0414 PY<br/>Initialization</span> | 27<br><span style="color: blue;">0414 PY<br/>Corrections</span>  | 28<br><span style="color: green;">0106 Pay Day</span><br><span style="color: blue;">0414 PY<br/>Corrections</span>   | 29   |



# July 2024 Payroll Calendar

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

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 Employees with error conditions during the finalization process may not be paid.

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01 = Monthly Payroll

04 = Bi-weekly Payroll

| July 2024 |   |   |   |   |   |                          |
|-----------|---|---|---|---|---|--------------------------|
| Sun       | Mon   | Tue   | Wed   | Thur  | Fri   | Sat                      |
|           | 1<br>Time Entry COB<br>0414 PY Finalization<br>BWD 04-27-24     | 2<br>NCFS HP Req Posted<br>NCFS Reqs Posted                       | 3<br>NCFS Reqs Submitted                                  | 4<br>Independence Day                               | 5<br>0414 Pay Day<br>0415 Period Ends                             | 6<br>0416 Period Begins  |
| 7         | 8<br>Time Entry COB   | 9   | 10  | 11<br>0415 PY Initialization                        | 12<br>0415 PY Corrections   | 13                       |
| 14        | 15<br>Time Entry COB<br>0415 PY                                 | 16<br>0415 PY Finalization<br>BWD 05-11-24                        | 17<br>NCFS Reqs Posted                                    | 18<br>NCFS Reqs Submitted                           | 19<br>0415 Pay Day<br>0416 Period Ends                            | 20<br>0417 Period Begins |
| 21        | 22<br>Time Entry COB<br>0107 PY Initialization                  | 23<br>0107 PY Corrections   | 24<br>0107 PY Corrections                                 | 25<br>0107 PY Corrections<br>0416 PY Initialization | 26<br>0107 PY Finalization<br>MWD 06-01-24<br>0416 PY Corrections | 27                       |
| 28        | 29<br>Time Entry COB<br>NCFS Reqs Posted<br>0416 PY Corrections | 30<br>NCFS Reqs Submitted<br>0416 PY Finalization<br>BWD 05-25-24 | 31<br>0107 Pay Day<br>0107 Period End<br>NCFS Reqs Posted |   |   |                          |



# August 2024 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.

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01 = Monthly Payroll

04 = Bi-weekly Payroll

| August 2024  |  |                                      |  |  |  |                    |
|--|--|--------------------------------------|--|--|--|--------------------|
| Sun  | Mon  | Tue                                  | Wed  | Thur   | Fri  | Sat                |
|  |  |                                      |  | 1  | 2  | 3                  |
|  |  |                                      |  | NCFS Reqs Submitted                              | NCFS HP Req Posted<br>0416 Pay Day<br>0417 Period Ends | 0418 Period Begins |
| 4  | 5  | 6                                    | 7  | 8  | 9  | 10                 |
| Time Entry COB   |  |                                      |  | 0417 PY Initialization                           | 0417 PY Corrections                                    |                    |
| 11   | 12   | 13                                   | 14   | 15   | 16   | 17                 |
| Time Entry COB<br>0417 PY Corrections                        | 0417 PY Finalization<br>BWD 06-08-24   | NCFS Reqs Posted                     | NCFS Reqs Submitted                        | 0417 Pay Day<br>0418 Period Ends                 | 0419 Period Begins                                     |                    |
| 18   | 19   | 20                                   | 21   | 22   | 23   | 24                 |
| Time Entry COB   |  |                                      | 0108 PY Initialization                     | 0108 PY Corrections<br>0418 PY Initialization    | 0108 PY Corrections<br>0418 PY Corrections             |                    |
| 25   | 26   | 27                                   | 28   | 29   | 30   | 31                 |
| Time Entry COB<br>0108 PY Corrections<br>0418 PY Corrections | 0108 PY Finalization<br>MWD 07-01-24<br>0418 PY Finalization<br>BWD 06-22-24 | NCFS Reqs Posted<br>NCFS Reqs Posted | NCFS Reqs Submitted<br>NCFS Reqs Submitted | 0108 Pay Day<br>0418 Pay Day<br>0419 Period Ends | 0108 Period End<br>0420 Period Begins                  |                    |





# September 2024 Payroll Calendar

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

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01 = Monthly Payroll

04 = Bi-weekly Payroll

| September 2024 |  |   |  |  |   |                          |
|----------------|--|---|--|--|---|--------------------------|
| Sun            | Mon  | Tue   | Wed  | Thur   | Fri   | Sat                      |
| 1              | 2<br>Labor Day   | 3<br>Time Entry COB   | 4<br>NCFS HP Req Posted  | 5<br>0419 PY Initialization                            | 6<br>0419 PY Corrections                                      | 7                        |
| 8              | 9<br>Time Entry COB<br>0419 PY Corrections                         | 10<br>0419 PY Finalization<br>BWD 07-06-24                        | 11<br>NCFS HP Req Posted                                       | 12<br>NCFS Reqs Submitted                              | 13<br>0419 Pay Day<br>0420 Period Ends                        | 14<br>0421 Period Begins |
| 15             | 16<br>Time Entry COB   | 17  | 18   | 19<br>0109 PY Initialization<br>0420 PY Initialization | 20<br>0109 PY Corrections<br>0420 PY Corrections              | 21                       |
| 22             | 23<br>Time Entry COB<br>0109 PY Corrections<br>0420 PY Corrections | 24<br>0109 PY Corrections<br>0420 PY Finalization<br>BWD 07-20-24 | 25<br>0109 PY Finalization<br>MWD 08-01-24<br>NCFS Reqs Posted | 26<br>NCFS Reqs Posted<br>NCFS Reqs Submitted          | 27<br>NCFS Reqs Submitted<br>0420 Pay Day<br>0421 Period Ends | 28<br>0422 Period Begins |
| 29             | 30<br>Time Entry COB<br>0109 Pay Day<br>0109 Period End            |   |  |  |   |                          |



# October 2024 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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01 = Monthly Payroll

04 = Bi-weekly Payroll

| October 2024 |  |  |   |   |   |                             |
|--------------|--|--|---|---|---|-----------------------------|
| Sun          | Mon  | Tue  | Wed   | Thur  | Fri   | Sat                         |
|              |  | 1  | 2<br>NCFS HP Req<br>Posted                          | 3<br>0421 PY<br>Initialization  | 4<br>0421 PY<br>Corrections   | 5                           |
| 6            | 7<br>Time Entry<br>COB<br>0421 PY<br>Corrections                   | 8<br>0421 PY<br>Finalization<br>BWD 08-03-24                               | 9<br>NCFS Reqs<br>Posted                            | 10<br>NCFS Reqs<br>Submitted  | 11<br>0421 Pay Day<br>0422 Period<br>Ends                           | 12<br>0423 Period<br>Begins |
| 13           | 14<br>Time Entry<br>COB  | 15   | 16  | 17<br>0422 PY<br>Initialization                                       | 18<br>0422 PY<br>Corrections  | 19                          |
| 20           | 21<br>Time Entry<br>COB<br>0422 PY<br>Corrections                  | 22<br>0110 PY<br>Initialization<br>0422 PY<br>Finalization<br>BWD 08-17-24 | 23<br>0110 PY<br>Corrections<br>NCFS Reqs<br>Posted | 24<br>0110 PY<br>Corrections<br>NCFS Reqs<br>Submitted                | 25<br>0110 PY<br>Corrections<br>0422 Pay Day<br>0423 Period<br>Ends | 26<br>0424 Period<br>Begins |
| 27           | 28<br>Time Entry<br>COB<br>0110 PY<br>Finalization<br>MWD 09-01-24 | 29<br>NCFS Reqs<br>Posted  | 30<br>NCFS Reqs<br>Submitted                        | 31<br>0110 Pay Day<br>0110 Period<br>End<br>0423 PY<br>Initialization |   |                             |



# November 2024 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.

Agencies should submit their NCFS requisitions (disbursements) by 10:30 am.

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

| November 2024 |   |   |   |  |  |                          |
|---------------|---|---|---|--|--|--------------------------|
| Sun           | Mon   | Tue   | Wed   | Thur   | Fri  | Sat                      |
|               |   |   |   |  | 1<br>0423 PY Corrections   | 2                        |
| 3             | 4<br>Time Entry COB<br>NCFS HP Req Posted<br>0423 PY Corrections      | 5<br>0423 PY Finalization<br>BWD 08-31-24                         | 6<br>NCFS Reqs Posted                         | 7<br>NCFS Reqs Submitted                         | 8<br>0423 Pay Day<br>0424 Period Ends  | 9<br>0425 Period Begins  |
| 10            | 11<br>Veterans Day  | 12<br>Time Entry COB  | 13  | 14<br>0424 PY Initialization                     | 15<br>0424 PY Corrections  | 16                       |
| 17            | 18<br>Time Entry COB<br>0111 PY Initialization<br>0424 PY Corrections | 19<br>0111 PY Corrections<br>0424 PY Finalization<br>BWD 09-14-24 | 20<br>0111 PY Corrections<br>NCFS Reqs Posted | 21<br>0111 PY Corrections<br>NCFS Reqs Submitted | 22<br>0111 PY Finalization<br>MWD 10-01-24<br>0424 Pay Day<br>0425 Period Ends | 23<br>0426 Period Begins |
| 24            | 25<br>Time Entry COB<br>NCFS Reqs Posted                              | 26<br>NCFS Reqs Submitted<br>0425 PY Initialization               | 27<br>0111 Pay Day<br>0425 PY Corrections     | 28<br>Thanksgiving                               | 29<br>Thanksgiving   | 30<br>0111 Period End    |



# December 2024 Payroll Calendar

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01 = Monthly Payroll

04 = Bi-weekly Payroll

| December 2024 |  |  |  |   |  |                             |
|---------------|--|--|--|---|--|-----------------------------|
| Sun           | Mon  | Tue  | Wed  | Thur  | Fri  | Sat                         |
| 1             | 2<br>Time Entry<br>COB<br>0425 PY<br>Corrections                         | 3<br>NCFS HP Req<br>Posted<br>0425 PY<br>Finalization<br>BWD 09-28-24                    | 4<br>NCFS Reqs<br>Posted                         | 5<br>NCFS Reqs<br>Submitted                               | 6<br>0425 Pay Day<br>0426 Period<br>Ends               | 7<br>0401 Period<br>Begins  |
| 8             | 9<br>Time Entry<br>COB   | 10   | 11<br>0112 PY<br>Initialization                  | 12<br>0112 PY<br>Corrections<br>0426 PY<br>Initialization | 13<br>0112 PY<br>Corrections<br>0426 PY<br>Corrections | 14                          |
| 15            | 16<br>Time Entry COB<br>0112 PY<br>Corrections<br>0426 PY<br>Corrections | 17<br>0112 PY<br>Finalization<br>MWD 11-01-24<br>0426 PY<br>Finalization<br>BWD 10-12-24 | 18<br>NCFS Reqs<br>Posted<br>NCFS Reqs<br>Posted | 19<br>NCFS Reqs<br>Submitted<br>NCFS Reqs<br>Submitted    | 20<br>0112 Pay Day<br>0426 Pay Day<br>0401 Period Ends | 21<br>0402 Period<br>Begins |
| 22            | 23<br>Time Entry<br>COB<br>0401 PY<br>Corrections                        | 24<br>Christmas  | 25<br>Christmas                                  | 26<br>Christmas   | 27<br>0401 PY<br>Corrections                           | 28                          |
| 29            | 30<br>Time Entry COB<br>0401 PY<br>Finalization<br>BWD 10-26-24          | 31<br>0112 Period End<br>NCFS Reqs<br>Posted   | 1<br>2025<br>New Year's<br>Day                   | 2<br>NCFS Reqs<br>Submitted                               | 3<br>0401 Pay Day<br>0402 Period<br>Ends               | 4<br>0403 Period<br>Begins  |