



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

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biweekly and monthly employees.

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 0404 Period Ends 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 0404 PY Corrections	0404 PY Finalization BWD 12-09-23	NCFS Reqs Posted	NCFS Reqs Submitted	0404 Pay Day 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 0405 PY Corrections	
25	26	27	28	29		
	Time Entry COB 0102 PY Finalization MWD 01-01-24 0405 PY Corrections	NCFS Reqs Posted 0405 PY Finalization BWD 12-23-23	NCFS Reqs Submitted NCFS Reqs Posted	0102 Pay Day 0102 Period End 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 0405 Pay Day 0406 Period Ends	2 0407 Period Begins
3	4 Time Entry COB NCFS HP Req Posted	5	6	7 0406 PY Initialization	8 0406 PY Corrections	9
10	11 Time Entry COB 0406 PY Corrections	12 0406 PY Finalization BWD 01-06-24	13 NCFS Reqs Posted	14 NCFS Reqs Submitted	15 0406 Pay Day 0407 Period Ends	16 0408 Period Begins
17	18 Time Entry COB	19 0103 PY Initialization	20 0103 PY Corrections 0407 PY Initialization	21 0103 PY Corrections 0407 PY Corrections	22 0103 PY Corrections 0407 PY Corrections	23
24	25 31 Time Entry COB 0103 PY Finalization MWD 02-01-24 0407 PY Finalization BWD 01-20-24	26 NCFS Reqs Posted NCFS Reqs Posted	27 NCFS Reqs Submitted NCFS Reqs Submitted	28 0103 Pay Day 0407 Pay Day	29 Good Friday 0408 Period Ends	30 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 <span style="color: red;">Time Entry COB</span>	2 <span style="color: purple;">NCFs HP Req Posted</span>	3	4 <span style="color: blue;">0408 PY Initialization</span>	5 <span style="color: blue;">0408 PY Corrections</span>	6
7	8 <span style="color: red;">Time Entry COB</span> <span style="color: blue;">0408 PY Corrections</span>	9 <span style="color: blue;">0408 PY Finalization</span> <span style="color: blue;">BWD 02-03-24</span>	10 <span style="color: blue;">NCFs Reqs Posted</span>	11 <span style="color: blue;">NCFs Reqs Submitted</span>	12 <span style="color: green;">0408 Pay Day</span> <span style="color: blue;">0409 Period Ends</span>	13 <span style="color: blue;">0410 Period Begins</span>
14	15 <span style="color: red;">Time Entry COB</span>	16	17	18 <span style="color: blue;">0409 PY Initialization</span>	19 <span style="color: purple;">0104 PY Initialization</span> <span style="color: purple;">0409 PY Corrections</span>	20
21	22 <span style="color: red;">Time Entry COB</span> <span style="color: purple;">0104 PY Corrections</span> <span style="color: purple;">0409 PY Corrections</span>	23 <span style="color: purple;">0104 PY Corrections</span> <span style="color: blue;">0409 PY Finalization</span> <span style="color: blue;">BWD 02-17-24</span>	24 <span style="color: purple;">0104 PY Corrections</span> <span style="color: blue;">NCFs Reqs Posted</span>	25 <span style="color: blue;">0104 PY Finalization</span> <span style="color: blue;">MWD 03-01-24</span> <span style="color: blue;">NCFs Reqs Submitted</span>	26 <span style="color: purple;">NCFs Reqs Posted</span> <span style="color: green;">0409 Pay Day</span> <span style="color: blue;">0410 Period Ends</span>	27 <span style="color: blue;">0411 Period Begins</span>
28	29 <span style="color: red;">Time Entry COB</span> <span style="color: purple;">NCFs Reqs Submitted</span>	30 <span style="color: green;">0104 Pay Day</span> <span style="color: purple;">0104 Period End</span>				



# 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.

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

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



# 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.

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

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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

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



# July 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

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

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.

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04 = Bi-weekly Payroll

August 2024						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
				NCFS Reqs Submitted	NCFS HP Req Posted 0416 Pay Day 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 0417 PY Corrections	0417 PY Finalization BWD 06-08-24	NCFS Reqs Posted	NCFS Reqs Submitted	0417 Pay Day 0418 Period Ends	0419 Period Begins
18	19	20	21	22	23	24
	Time Entry COB		0108 PY Initialization	0108 PY Corrections 0418 PY Initialization	0108 PY Corrections 0418 PY Corrections	
25	26	27	28	29	30	31
	Time Entry COB 0108 PY Corrections 0418 PY Corrections	0108 PY Finalization MWD 07-01-24 0418 PY Finalization BWD 06-22-24	NCFS Reqs Posted NCFS Reqs Posted	NCFS Reqs Submitted NCFS Reqs Submitted	0108 Pay Day 0418 Pay Day 0419 Period Ends	0108 Period End 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 Labor Day	3 Time Entry COB	4 NCFS HP Req Posted	5 0419 PY Initialization	6 0419 PY Corrections	7
8	9 Time Entry COB 0419 PY Corrections	10 0419 PY Finalization BWD 07-06-24	11 NCFS HP Req Posted	12 NCFS Reqs Submitted	13 0419 Pay Day 0420 Period Ends	14 0421 Period Begins
15	16 Time Entry COB	17	18	19 0109 PY Initialization 0420 PY Initialization	20 0109 PY Corrections 0420 PY Corrections	21
22	23 Time Entry COB 0109 PY Corrections 0420 PY Corrections	24 0109 PY Corrections 0420 PY Finalization BWD 07-20-24	25 0109 PY Finalization MWD 08-01-24 NCFS Reqs Posted	26 NCFS Reqs Posted NCFS Reqs Submitted	27 NCFS Reqs Submitted 0420 Pay Day 0421 Period Ends	28 0422 Period Begins
29	30 Time Entry COB 0109 Pay Day 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.

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01 = Monthly Payroll

04 = Bi-weekly Payroll

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

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01 = Monthly Payroll

04 = Bi-weekly Payroll

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



# December 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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biweekly and monthly employees.

01 = Monthly Payroll

04 = Bi-weekly Payroll

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