



January - April 2015 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.

January 2015							February 2015						
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1 New Year's Day	2 0401 Pay Day 0402 Period End	3 0403 Period Begins							
4 Time Entry COB	5	6	7	8	9 0402 PY Corrections	10	1	2 Time Entry COB	3	4	5	6 0404 PY Corrections	7
11 Time Entry COB 0402 PY Corrections	12 0402 PY Finalization BWD 11/08/14	13	14 CMCS Reqs Posted	15 CMCS Reqs Submitted	16 0402 Pay Day 0403 Period End	17 0404 Period Begins	8	9 Time Entry COB 0404 PY Corrections	10 0404 PY Finalization BWD 12/06/14	11 CMCS Reqs Posted	12 CMCS Reqs Submitted	13 0404 Pay Day 0405 Period End	14 0406 Period Begins
18 Martin Luther King Day	19 Time Entry COB	20	21 0101 PY Initialization	22 0101 PY Corrections	23 0101 PY Corrections 0403 PY Corrections	24	15	16 Time Entry COB	17	18 0102 PY Initialization	19 0102 PY Corrections	20 0102 PY Corrections 0405 PY Corrections	21
25 Time Entry COB 0101 PY Corrections 0403 PY Corrections	26 0101 Finalization MWD 12/01/14 0403 PY Finalization BWD 11/22/14	27 CMCS Reqs Posted CMCS Reqs Posted	28 CMCS Reqs Submitted CMCS Reqs Submitted	29 CMCS Reqs Submitted CMCS Reqs Submitted	30 0101 Pay Day 0403 Pay Day 0404 Period End	31 0101 Period End 0405 Period Begins	22 Time Entry COB 0102 PY Corrections 0405 PY Corrections	23 0102 Finalization MWD 01/01/15 0405 PY Finalization BWD 12/20/14	24 CMCS Reqs Posted CMCS Reqs Posted	25 CMCS Reqs Submitted CMCS Reqs Submitted	26 0102 Pay Day 0405 Pay Day 0406 Period End	27 0102 Period End 0407 Period Begins	28

March 2015							April 2015						
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
1 Time Entry COB	2	3	4	5	6 0406 PY Corrections	7				1	2 0408 PY Corrections	3 Good Friday	4
8 Time Entry COB 0406 PY Corrections	9 0406 PY Finalization BWD 01/03/15	10	11 CMCS Reqs Posted	12 CMCS Reqs Submitted	13 0406 Pay Day 0407 Period End	14 0408 Period Begins	5	6 Time Entry COB 0408 PY Corrections	7 0408 PY Finalization BWD 01/31/15	8 CMCS Reqs Posted	9 CMCS Reqs Submitted	10 0408 Pay Day 0409 Period End	11 0410 Period Begins
15 Time Entry COB	16	17	18	19	20 0103 PY Initialization 0407 PY Corrections	21	12	13 Time Entry COB	14	15	16	17 0409 PY Corrections	18
22 Time Entry COB 0103 PY Corrections 0407 PY Corrections	23 0103 PY Corrections 0407 PY Finalization BWD 01/17/15	24 0103 PY Corrections CMCS Reqs Posted	25 0103 PY Corrections CMCS Reqs Submitted	26 0103 PY Finalization MWD 02/01/15 CMCS Reqs Submitted	27 CMCS Reqs Posted 0407 Pay Day 0408 Period End	28 0409 Period Begins	19 Time Entry COB 0409 PY Corrections	20 0104 PY Initialization 0409 PY Finalization BWD 02/14/15	21 0104 PY Corrections CMCS Reqs Posted	22 0104 PY Corrections CMCS Reqs Submitted	23 0104 PY Corrections CMCS Reqs Submitted	24 0104 PY Corrections 0409 Pay Day 0410 Period End	25 0411 Period Begins
29 Time Entry COB CMCS Reqs Submitted	30 0103 Pay Day 0103 Period End	31					26	27 Time Entry COB 0104 PY Finalization MWD 03/01/15	28 CMCS Reqs Posted	29 CMCS Reqs Submitted	30 0104 Pay Day 0104 Period End		