



September - December 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.

September 2015						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
			0419 PY Corrections	0419 PY Corrections		
6	7	8	9	10	11	12
Labor Day	Time Entry COB 0419 PY Finalization BWD 07/04/15	CMCS Reqs Posted	CMCS Reqs Submitted	0419 Pay Day 0420 Period End	0421 Period Begins	
13	14	15	16	17	18	19
Time Entry COB				0420 PY Corrections		
20	21	22	23	24	25	26
Time Entry COB 0109 PY Initialization 0420 PY Corrections	0109 PY Corrections 0420 PY Finalization BWD 07/18/15	0109 PY Corrections CMCS Reqs Posted	0109 PY Corrections CMCS Reqs Submitted	0109 PY Finalization MWD 08/01/15 0420 Pay Day 0421 Period End	0422 Period Begins	
27	28	29	30			
Time Entry COB CMCS Reqs Posted	CMCS Reqs Submitted	0109 Pay Day 0109 Period End				

October 2015						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
				0421 PY Corrections		
4	5	6	7	8	9	10
Time Entry COB 0421 PY Corrections	0421 PY Finalization BWD 08/01/15	CMCS Reqs Posted	CMCS Reqs Submitted	0421 Pay Day 0422 Period End	0423 Period Begins	
11	12	13	14	15	16	17
Time Entry COB				0422 PY Corrections		
18	19	20	21	22	23	24
Time Entry COB 0422 PY Corrections	0422 PY Finalization BWD 08/15/15	0110 PY Initialization CMCS Reqs Posted	0110 PY Corrections CMCS Reqs Submitted	0110 PY Corrections 0422 Pay Day 0423 Period End	0424 Period Begins	
25	26	27	28	29	30	31
Time Entry COB 0110 PY Corrections	0110 PY Finalization MWD 09/01/15	CMCS Reqs Posted	CMCS Reqs Submitted	0110 Pay Day 0423 PY Corrections	0110 Period End	

November 2015						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
Time Entry COB 0423 PY Corrections	0423 PY Finalization BWD 08/29/15	CMCS Reqs Posted	CMCS Reqs Submitted	0423 Pay Day 0424 Period End	0425 Period Begins	
8	9	10	11	12	13	14
Time Entry COB		Veteran's Day		0424 PY Corrections		
15	16	17	18	19	20	21
Time Entry COB 0424 PY Corrections	0111 PY Initialization 0424 PY Finalization BWD 09/12/15	0111 PY Corrections CMCS Reqs Posted	0111 PY Corrections CMCS Reqs Submitted	0111 PY Corrections 0424 Pay Day 0425 Period End	0426 Period Begins	
22	23	24	25	26	27	28
Time Entry COB 0111 PY Finalization MWD 10/01/15	CMCS Reqs Posted	CMCS Reqs Submitted 0425 PY Corrections	Thanksgiving	Thanksgiving		
29	30					
Time Entry COB 0111 Pay Day 0111 Period End 0425 PY Corrections						

December 2015						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
		0425 PY Finalization BWD 09/26/15	CMCS Reqs Posted	CMCS Reqs Submitted	0425 Pay Day 0426 Period End	0427 Period Begins
6	7	8	9	10	11	12
Time Entry COB				0112 PY Initialization 0426 PY Corrections		
13	14	15	16	17	18	19
Time Entry COB 0112 PY Corrections 0426 PY Corrections	0112 PY Corrections 0426 PY Finalization BWD 10/10/15	0112 PY Corrections CMCS Reqs Posted	0112 PY Finalization MWD 11/01/15 CMCS Reqs Submitted	CMCS Reqs Posted 0426 Pay Day 0427 Period End	0401 Period Begins	
20	21	22	23	24	25	26
Time Entry COB CMCS Reqs Submitted 0427 PY Corrections	0112 Pay Day 0427 PY Corrections	Christmas	Christmas	Christmas		
27	28	29	30	31		
Time Entry COB 0427 PY Finalization BWD 10/24/15	CMCS Reqs Posted	CMCS Reqs Submitted	0112 Period End 0427 Pay Day			