

- 04xx - Bi-Weekly Pay Period
- 01xx - Monthly Pay Period
- Pay Dates
- Significant Events

- Time Entry is due Close of Business on Monday for the previous week.
- PY Corrections – System unavailable
 - Midnight – 7:00 a.m.
 - Noon – 1:00 p.m.
 - 4:00 p.m. - 5:00 p.m.
- PY Finalization – System unavailable all day
 - Midnight – 7:00 p.m.
- Reqs Posted to CMCS – Requisitions to CMCS posted by 7:00 a.m.
- CMCS Reqs Submitted – by 11:00 a.m., requisitions not submitted will be automatically submitted by OSC.

<http://www.ncosc.net/BEST>

December 2007						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15 Go-Live DOT & Temps Time entry
16	17	18	19	20	21	22
23	24	25 Christmas	26	27	28 0401 Period End	29
30	31					

January 2008						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 New Years GO-Live/Group 1 Monthly Payroll Agencies	2	3	4 0401 PY Corrections	5
6	7 0401 PY Corrections Time Entry COB	8 0401 PY Finalization	9	10	11 0401 Pay Day 0402 Period End	12
13	14 Time Entry COB	15	16	17 0402 PY Corrections	18 0402 PY Corrections	19
20	21 MLK Day	22 0402 PY Finalization Time Entry COB	23	24 0101 PY Corrections	25 0402 Pay Day 0403 Period End 0101 PY Corrections	26
27	28 0101 PY Finalization Time Entry COB	29	30	31 0101 Period End 0101 Pay Day		

February 2008						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 0403 PY Corrections	2
3	4 0403 PY Corrections Time Entry COB	5 0403 PY Finalization	6 Reqs Posted to CMCS	7 CMCS Reqs Submitted	8 0403 Pay Day 0404 Period End	9
10	11 Time Entry COB	12	13	14 0404 PY Corrections	15 0404 PY Corrections	16
17	18 0404 PY Corrections Time Entry COB	19 0404 PY Finalization	20 Reqs Posted to CMCS	21 0102 PY Corrections CMCS Reqs Submitted	22 0404 Pay Day 0405 Period End 0102 PY Corrections	23
24	25 0102 PY Corrections Time Entry COB	26 0102 PY Finalization	27 Reqs Posted to CMCS	28 CMCS Reqs Submitted	29 0102 Period End 0102 Pay Day 0405 PY Corrections	

March 2008						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 0405 PY Corrections Time Entry COB	4 0405 PY Finalization	5 Reqs Posted to CMCS	6 CMCS Reqs Submitted	7 0405 Pay Day 0406 Period End	8 Go-Live Group 2 Temps (Biweekly)
9	10 Time Entry COB	11	12	13 0406 PY Corrections	14 0406 PY Corrections	15
16	17 0406 PY Finalization Time Entry COB	18 Reqs Posted to CMCS	19 CMCS Reqs Submitted	20 0406 Pay Day 0103 PY Corrections	21 Good Friday 0407 Period End	22
23	24 0103 PY Corrections Time Entry COB	25 0103 PY Corrections	26 0103 PY Finalization	27 0407 PY Corrections Reqs Posted to CMCS	28 0407 PY Corrections CMCS Reqs Submitted	29
30	31 0103 Period End 0103 Pay Day 0407 PY Corrections Time Entry COB					

April 2008						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Go-Live Group 2 Monthly Payroll Users 0407 PY Finalization	2 Reqs Posted to CMCS	3 CMCS Reqs Submitted	4 0407 Pay Day 0408 Period End	5
6	7 Time Entry COB	8	9	10	11 0408 PY Corrections	12
13	14 0408 PY Corrections Time Entry COB	15 0408 PY Finalization	16 Reqs Posted to CMCS	17 CMCS Reqs Submitted	18 0408 Pay Day 0409 Period End	19
20	21 0104 PY Corrections Time Entry COB	22 0104 PY Corrections	23 0104 PY Corrections	24 0104 PY Corrections	25 0104 PY Finalization 0409 PY Corrections	26
27	28 0409 PY Corrections Time Entry COB Reqs Posted to CMCS	29 0409 PY Finalization CMCS Reqs Submitted	30 0104 Period End 0104 Pay Day Reqs Posted to CMCS			

May 2008						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 CMCS Reqs Submitted	2 0409 Pay Day 0410 Period End	3
4	5 Time Entry COB	6	7	8	9 0410 PY Corrections	10
11	12 0410 PY Corrections Time Entry COB	13 0410 PY Finalization	14 Reqs Posted to CMCS	15 CMCS Reqs Submitted	16 0410 Pay Day 0411 Period End	17
18	19 Time Entry COB	20	21 0105 PY Corrections	22 0411 PY Corrections 0105 PY Corrections	23 0411 PY Corrections 0105 PY Corrections	24
25	26 Memorial Day	27 0411 PY Finalization 0105 PY Finalization Time Entry COB	28 Reqs Posted to CMCS Reqs Posted to CMCS	29 CMCS Reqs Submitted CMCS Reqs Submitted	30 0411 Pay Day 0412 Period End 0105 Pay Day	31 0105 Period End

June 2008						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Time Entry COB	3	4	5	6 0412 PY Corrections	7
8	9 0412 PY Corrections Time Entry COB	10 0412 PY Finalization	11 Reqs Posted to CMCS	12 CMCS Reqs Submitted	13 0412 Pay Day 0413 Period End	14
15	16 Time Entry COB	17	18	19	20 0413 PY Corrections 0106 PY Corrections	21
22	23 0413 PY Corrections 0106 PY Corrections Time Entry COB	24 0413 PY Finalization 0106 PY Corrections	25 0106 PY Finalization Reqs Posted to CMCS	26 CMCS Reqs Submitted Reqs Posted to CMCS	27 0413 Pay Day 0414 Period End CMCS Reqs Submitted	28
29	30 0106 Period End 0106 Pay Day Time Entry COB					