

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

- **PY Corrections**
 - System unavailable
 - Midnight – 7:00 a.m., Noon – 1:00 p.m., 4:00 p.m. - 5:00 p.m.
 - F/CO 3rd Sims
 - Reports
- **PY Finalization**
 - System unavailable all day - Midnight – 7:00 p.m.
 - F/CO due 7:00 p.m.
 - ACH due 7:00 p.m.
- Time Entry is due Close of Business on Monday for the previous week.
- 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.

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 0412 Period End	14
15	16 Time Entry COB	17	18	19	20 0412 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					

July 2008						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 0414 PY Corrections	4 Independence Day	5
6	7 0414 PY Corrections Time Entry COB	8 0414 PY Finalization	9 Reqs Posted to CMCS	10 CMCS Reqs Submitted	11 0414 Pay Day 0415 Period End	12
13	14 Time Entry COB	15	16	17	18 0415 PY Corrections	19
20	21 0415 PY Corrections Time Entry COB	22 0415 PY Finalization	23 Reqs Posted to CMCS 0107 PY Corrections	24 CMCS Reqs Submitted 0107 PY Corrections	25 0415 Pay Day 0416 Period End 0107 PY Corrections	26
27	28 0107 PY Finalization Time Entry COB	29 Reqs Posted to CMCS	30 CMCS Reqs Submitted	31 0107 Period End 0107 Pay Day		

August 2008						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 0416 PY Corrections	2
3	4 0416 PY Corrections Time Entry COB	5 0416 PY Finalization	6 Reqs Posted to CMCS	7 CMCS Reqs Submitted	8 0416 Pay Day 0417 Period End	9
10	11 Time Entry COB	12	13	14	15 0417 PY Corrections	16
17	18 0417 PY Corrections Time Entry COB	19 0417 PY Finalization	20 Reqs Posted to CMCS	21 CMCS Reqs Submitted 0108 PY Corrections	22 0417 Pay Day 0418 Period End 0108 PY Corrections	23
24	25 0108 PY Corrections Time Entry COB	26 0108 PY Finalization	27 Reqs Posted to CMCS	28 0418 PY Corrections CMCS Reqs Submitted	29 0108 Pay Day 0418 PY Corrections	30
31 0108 Period End						

September 2008						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Labor Day	2 0418 PY Finalization Time Entry COB	3 Reqs Posted to CMCS	4 CMCS Reqs Submitted	5 0418 Pay Day 0419 Period End	6
7	8 Time Entry COB	9	10	11	12 0419 PY Corrections	13
14	15 0419 PY Corrections Time Entry COB	16 0419 PY Finalization	17 Reqs Posted to CMCS	18 CMCS Reqs Submitted	19 0419 Pay Day 0420 Period End	20
21	22 0109 PY Corrections Time Entry COB	23 0109 PY Corrections	24 0109 PY Corrections	25 0109 PY Finalization	26 0420 PY Corrections Reqs Posted to CMCS	27
28	29 0420 PY Corrections CMCS Reqs Submitted Time Entry COB	30 0420 PY Finalization 0109 Period End 0109 Pay Day				

October 2008						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Reqs Posted to CMCS	2 CMCS Reqs Submitted	3 0420 Pay Day 0421 Period End	4
5	6 Time Entry COB	7	8	9	10 0421 PY Corrections	11
12	13 0421 PY Corrections Time Entry COB	14 0421 PY Finalization	15 Reqs Posted to CMCS	16 CMCS Reqs Submitted	17 0421 Pay Day 0422 Period End	18
19	20 Time Entry COB	21	22	23 0110 PY Corrections	24 0422 PY Corrections 0110 PY Corrections	25
26	27 0422 PY Corrections 0110 PY Corrections Time Entry COB	28 0422 PY Finalization 0110 PY Finalization	29 Reqs Posted to CMCS Reqs Posted to CMCS	30 CMCS Reqs Submitted CMCS Reqs Submitted	31 0422 Pay Day 0423 Period End 0110 Pay Day	

November 2008						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Time Entry COB	4	5	6 0423 PY Corrections	7 0423 PY Corrections	8
9	10 0423 PY Finalization Time Entry COB	11 Veteran's Day	12 Reqs Posted to CMCS	13 CMCS Reqs Submitted	14 0423 Pay Day 0424 Period End	15
16	17 Time Entry COB	18 0111 PY Corrections	19 0424 PY Corrections 0111 PY Corrections	20 0424 PY Corrections 0111 PY Corrections	21 0424 PY Finalization 0111 PY Finalization	22
23	24 Reqs Posted to CMCS Reqs Posted to CMCS Time Entry COB	25 CMCS Reqs Submitted CMCS Reqs Submitted	26 0424 Pay Day 0111 Pay Day	27 Thanksgiving	28 Thanksgiving 0425 Period End	29
30 0111 Period End						

December 2008						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Time Entry COB	2	3	4	5 0425 PY Corrections	6
7	8 0425 PY Corrections Time Entry COB	9 0425 PY Finalization	10 Reqs Posted to CMCS	11 CMCS Reqs Submitted	12 0425 Pay Day 0426 Period End	13
14	15 Time Entry COB 0112 PY Corrections	16 0426 PY Corrections 0112 PY Corrections	17 0426 PY Corrections 0112 PY Corrections	18 0426 PY Finalization 0111 PY Finalization	19 Reqs Posted to CMCS Reqs Posted to CMCS	20
21	22 CMCS Reqs Submitted Time Entry COB CMCS Reqs Submitted	23 0426 Pay Day 0112 Pay Day	24 Christmas	25 Christmas	26 Christmas 0401 Period End	27
28	29 Time Entry COB	30	31 0112 Period End			