



2010 Payroll Calendar

December 2009

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

January 2010

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

February 2010

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 Time Entry COB	2	3	4	5 0403 Pay Day 0404 Period End	6
	0403 PY Corrections	0403 PY Finalization	Reqs Posted to CMCS	CMCS Reqs Submitted		
7	8 Time Entry COB	9	10	11	12 0404 PY Corrections	13
14	15 Time Entry COB	16	17 0102 PY Initialization	18 0102 PY Corrections	19 0102 PY Corrections 0404 Pay Day 0405 Period End	20
21	22 Time Entry COB 0102 PY Corrections	23 0102 PY Finalization	24 CMCS Reqs Posted	25 CMCS Reqs Submitted	26 0102 Pay Day 0405 PY Corrections	27
28 0102 Period End						

March 2010

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 Time Entry COB	2	3	4	5 0405 Pay Day 0406 Period End	6
	0405 PY Corrections	0405 PY Finalization	Reqs Posted to CMCS	CMCS Reqs Submitted		
7	8 Time Entry COB	9	10	11	12 0406 PY Corrections	13
14	15 Time Entry COB 0406 PY Corrections	16 0406 PY Finalization	17 Reqs Posted to CMCS	18 CMCS Reqs Submitted	19 0406 Pay Day 0407 Period End	20
21	22 Time Entry COB 0103 PY Initialization	23 0103 PY Corrections	24 0103 PY Corrections	25 0103 PY Corrections 0407 PY Corrections	26 0103 PY Finalization 0407 PY Corrections	27
28	29 Time Entry COB CMCS Reqs Posted 0407 PY Finalization	30 CMCS Reqs Submitted Reqs Posted to CMCS	31 0103 Pay Day 0103 Period End CMCS Reqs Submitted			

April 2010

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1 0407 Pay Day	2 Good Friday 0408 Period End	3
4	5 Time Entry COB	6	7	8	9 0408 PY Corrections	10
11	12 Time Entry COB	13	14	15	16 0408 Pay Day 0409 Period End	17
18	19 Time Entry COB	20	21 0104 PY Initialization	22 0104 PY Corrections	23 0104 PY Corrections 0409 PY Corrections	24
25	26 Time Entry COB	27	28	29	30 0104 Pay Day 0104 Period End 0409 Pay Day 0410 Period End	

May 2010

Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3 Time Entry COB	4	5	6	7 0410 PY Corrections	8
9	10 Time Entry COB	11	12	13	14 0410 Pay Day 0411 Period End	15
16	17 Time Entry COB	18	19 0105 PY Initialization	20 0105 PY Corrections	21 0105 PY Corrections 0411 PY Corrections	22
23	24 Time Entry COB 0105 PY Corrections	25 0105 PY Finalization	26 CMCS Reqs Posted	27 CMCS Reqs Submitted	28 0105 Pay Day 0411 Pay Day 0412 Period End	29
30	31 Memorial Day 0105 Period End					

June 2010

Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1 Time Entry COB	2	3	4 0412 PY Corrections	5
6	7 Time Entry COB	8 0412 PY Corrections	9 0412 PY Finalization	10 Reqs Posted to CMCS	11 0412 Pay Day 0413 Period End	12
13	14 Time Entry COB	15	16	17	18 0413 PY Corrections	19
20	21 Time Entry COB 0106 PY Initialization 0413 PY Corrections	22 0106 PY Corrections	23 0106 PY Corrections	24 0106 PY Corrections	25 0106 PY Finalization 0413 Pay Day 0414 Period End	26
27	28 Time Entry COB CMCS Reqs Posted	29 CMCS Reqs Submitted	30 0106 Pay Day 0106 Period End			

- 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.