



2011 Payroll Calendar

December 2010						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
					0425 PY Corrections	
5	6	7	8	9	10	11
	Time Entry COB 0425 PY Corrections	0425 PY Finalization	CMCS Reqs Posted	CMCS Reqs Submitted	0425 Pay Day 0426 Period End	
12	13	14	15	16	17	18
	Time Entry COB	0112 PY Initialization	0112 PY Corrections	0112 PY Corrections 0426 PY Corrections	0112 PY Corrections 0426 PY Corrections	
19	20	21	22	23	24	25
	Time Entry COB 0112 PY Finalization 0426 PY Finalization	CMCS Reqs Posted CMCS Reqs Posted	CMCS Reqs Submitted CMCS Reqs Submitted	0426 Pay Day 0112 Pay Day	Christmas 0401 Period End	
26	27	28	29	30	31	
	Christmas	Time Entry COB		0401 PY Corrections	New Year's Day 0112 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 - 7:30 a.m.
 Noon - 1:00 p.m.
 4:00 p.m. - 5:00 p.m.

Payroll Finalization - System unavailable all day
 Midnight - 7:00 p.m.

Requisitions Posted to CMCS-Requisitions to CMCS posted by 7:00 a.m.
 CMCS Requisitions Submitted-by 11:00 a.m. Requisitions not submitted will automatically submitted by OSC

January 2011						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
	Time Entry COB 0401 PY Corrections	0401 PY Finalization	CMCS Reqs Posted	CMCS Reqs Submitted	0401 Pay Day 0402 Period End	
9	10	11	12	13	14	15
	Time Entry COB			0402 PY Corrections	0402 PY Corrections	
16	17	18	19	20	21	22
	MLK	Time Entry COB 0402 PY Finalization	CMCS Reqs Posted	0101 PY Initialization CMCS Reqs Submitted	0101 PY Corrections 0402 Pay Day 0403 Period End	
23	24	25	26	27	28	29
	Time Entry COB 0101 PY Corrections	0101 PY Corrections	0101 PY Finalization	CMCS Reqs Posted	CMCS Reqs Submitted 0403 PY Corrections	
30	31					
	Time Entry COB 0101 Pay Day 0101 Period End 0403 PY Corrections					

April 2011						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
					0407 Pay Day 0408 Period End	
3	4	5	6	7	8	9
	Time Entry COB				0408 PY Corrections	
10	11	12	13	14	15	16
	Time Entry COB 0408 PY Corrections	0408 PY Finalization	CMCS Reqs Posted	CMCS Reqs Submitted	0408 Pay Day 0409 Period End	
17	18	19	20	21	22	23
	Time Entry COB	0104 PY Initialization	0104 PY Corrections	0104 PY Correction 0409 PY Corrections	Good Friday	
24	25	26	27	28	29	30
	Time Entry COB 0104 PY Corrections 0409 PY Corrections	0104 PY Finalization 0409 PY Finalization	CMCS Reqs Posted CMCS Reqs Posted	CMCS Reqs Submitted CMCS Reqs Submitted	0104 Pay Day 0409 Pay Day 0410 Period End	0104 Period End

February 2011						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
		0403 PY Finalization	CMCS Reqs Posted	CMCS Reqs Submitted	0403 Pay Day 0404 Period End	
6	7	8	9	10	11	12
	Time Entry COB			0404 PY Corrections		
13	14	15	16	17	18	19
	Time Entry COB 0404 PY Corrections	0404 PY Finalization	CMCS Reqs Posted	0102 PY Initialization CMCS Reqs Submitted	0102 PY Corrections 0404 Pay Day 0405 Period End	
20	21	22	23	24	25	26
	Time Entry COB 0102 PY Corrections	0102 PY Corrections	0102 PY Finalization	CMCS Reqs Posted	CMCS Reqs Submitted 0405 PY Corrections	
27	28					
	Time Entry COB 0102 Pay Day 0102 Period End 0405 PY Corrections					

May 2011						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
	Time Entry COB				0410 PY Corrections	
8	9	10	11	12	13	14
	Time Entry COB 0410 PY Corrections	0410 PY Finalization	CMCS Reqs Posted	CMCS Reqs Submitted	0410 Pay Day 0411 Period End	
15	16	17	18	19	20	21
	Time Entry COB			0105 PY Initialization	0105 PY Corrections 0411 PY Corrections	
22	23	24	25	26	27	28
	Time Entry COB 0105 PY Corrections 0411 PY Correction	0105 PY Corrections 0411 PY Finalization	0105 PY Finalization CMCS Reqs Posted	CMCS Reqs Posted CMCS Reqs Submitted	CMCS Reqs Submitted 0411 Pay Day 0412 Period End	
29	30	31				
	Memorial Day	Time Entry COB 0105 Pay Day 0105 Period End				

March 2011						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
		0405 PY Finalization	CMCS Reqs Posted	CMCS Reqs Submitted	0405 Pay Day 0406 Period End	
6	7	8	9	10	11	12
	Time Entry COB			0406 PY Correction		
13	14	15	16	17	18	19
	Time Entry COB 0406 PY Corrections	0406 PY Finalization	CMCS Reqs Posted	CMCS Reqs Submitted	0406 Pay Day 0407 Period End	
20	21	22	23	24	25	26
	Time Entry COB	0103 PY Initialization	0103 PY Corrections	0103 PY Corrections	0103 PY Corrections 0407 PY Corrections	
27	28	29	30	31		
	Time Entry COB 0103 PY Finalization 0407 PY Corrections	CMCS Reqs Posted 0407 PY Finalization	CMCS Reqs Submitted CMCS Reqs Posted	0103 Pay Day 0103 Period End CMCS Reqs Submitted		

June 2011						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
					0412 PY Corrections	
5	6	7	8	9	10	11
	Time Entry COB 0412 PY Correction	0412 PY Finalization	CMCS Reqs Posted	CMCS Reqs Submitted	0412 Pay Day 0413 Period End	
12	13	14	15	16	17	18
	Time Entry COB			0413 PY Correction	0413 PY Correction 0413 PY Finalization	
19	20	21	22	23	24	25
	Time Entry COB	0106 PY Initialization	0106 PY Corrections CMCS Reqs Posted	0106 PY Corrections CMCS Reqs Submitted	0106 PY Corrections 0413 Pay Day 0414 Period End	
26	27	28	29	30		
	Time Entry COB 0106 PY Finalization	CMCS Reqs Posted	CMCS Reqs Submitted	0106 Pay Day 0106 Period End 0414 PY Correction		