



January 2017 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 will be unavailable for updates 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 the morning after finalization for biweekly and monthly employees.

January 2017						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2 New Year's Day	3 Time Entry COB	4	5	6 0401 PY Corrections	7
8	9 Time Entry COB 0401 PY Corrections CMCS Health Plan Req Submitted	10 0401 PY Finalization BWD 11/05/16	11 CMCS Reqs Posted	12 CMCS Reqs Submitted	13 0401 Pay Day 0402 Period End	14 0403 Period Begins
15	16 Martin Luther King Day	17 Time Entry COB	18	19	20 0101 PY Initialization 0402 PY Corrections	21
22	23 Time Entry COB 0101 PY Corrections 0402 PY Corrections	24 0101 PY Corrections 0402 PY Finalization BWD 11/19/16	25 0101 PY Corrections CMCS Reqs Posted	26 0101 PY Finalization MWD 12/01/16 CMCS Reqs Submitted	27 CMCS Reqs Posted 0402 Pay Day 0403 Period End	28 0404 Period Begins
29	30 Time Entry COB CMCS Reqs Submitted	31 0101 Pay Day 0101 Period End				



February 2017 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.

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 process for any payroll.

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 biweekly and monthly employees.

February 2017						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3 0403 PY Corrections	4
5	6 Time Entry COB 0403 PY Corrections	7 0403 PY Finalization BWD 12/3/16 CMCS Health Plan Req Submitted	8 CMCS Reqs Posted	9 CMCS Reqs Submitted	10 0403 Pay Day 0404 Period End	11 0405 Period Begins
12	13 Time Entry COB	14	15	16	17 0102 PY Initialization 0404 PY Corrections	18
19	20 Time Entry COB 0102 PY Corrections 0404 PY Corrections	21 0102 PY Corrections 0404 PY Finalization BWD 12/17/16	22 0102 PY Corrections CMCS Reqs Posted	23 0102 PY Finalization MWD 01/01/17 CMCS Reqs Submitted	24 CMCS Reqs Posted 0404 Pay Day 0405 Period End	25 0406 Period Begins
26	27 Time Entry COB CMCS Reqs Submitted	28 0102 Pay Day 0102 Period End				



March 2017 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.

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March 2017						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3 0405 PY Corrections	4
5	6 Time Entry COB 0405 PY Corrections	7 0405 PY Finalization BWD 12/31/16 CMCS Health Plan Req Submitted	8 CMCS Reqs Posted	9 CMCS Reqs Submitted	10 0405 Pay Day 0406 Period End	11 0407 Period Begins
12	13 Time Entry COB	14	15	16	17 0406 PY Corrections	18
19	20 Time Entry COB 0406 PY Corrections	21 0406 PY Finalization BWD 01/14/17	22 0103 PY Initialization CMCS Reqs Posted	23 0103 PY Corrections CMCS Reqs Submitted	24 0103 PY Corrections 0406 Pay Day 0407 Period End	25 0408 Period Begins
26	27 Time Entry COB 0103 PY Corrections	28 0103 PY Finalization MWD 02/01/17	29 CMCS Reqs Posted	30 CMCS Reqs Submitted	31 0103 Pay Day 0103 Period End 0407 PY Corrections	



April 2017 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 will be unavailable for updates during the finalization process for any payroll.

Employees with error conditions during the finalization process may not be paid.

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The payroll/time wall date is updated on employee records the morning after finalization for biweekly and monthly employees.

April 2017						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3 Time Entry COB 0407 PY Corrections	4 0407 PY Finalization BWD 01/28/17	5 CMCS Reqs Posted	6 CMCS Reqs Submitted	7 0407 Pay Day 0408 Period End CMCS Health Plan Req Submitted	8 0409 Period Begins
9	10 Time Entry COB	11	12	13 0408 PY Corrections	14 Good Friday	15
16	17 Time Entry COB 0408 PY Corrections	18 0408 PY Finalization BWD 02/11/17	19 0104 PY Initialization CMCS Reqs Posted	20 0104 PY Corrections CMCS Reqs Submitted	21 0104 PY Corrections 0408 Pay Day 0409 Period End	22 0410 Period Begins
23 0104 Period End	24 Time Entry COB 0104 PY Corrections	25 0104 PY Finalization MWD 03/01/17	26 CMCS Reqs Posted	27 CMCS Reqs Submitted	28 0104 Pay Day 0409 PY Corrections	29



May 2017 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.

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Employees with error conditions during the finalization process may not be paid.

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May 2017						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 Time Entry COB 0409 PY Corrections	2 0409 PY Finalization BWD 02/25/17	3 CMCS Posted	4 CMCS Reqs Submitted	5 0409 Pay Day 0410 Period End CMCS Health Plan Req Submitted	6 0411 Period Begins
7	8 Time Entry COB	9	10	11	12 0410 PY Corrections	13
14	15 Time Entry COB 0410 PY Corrections	16 0410 PY Finalization BWD 03/11/17	17 CMCS Posted	18 CMCS Reqs Submitted	19 0105 PY Initialization 0410 Pay Day 0411 Period End	20 0412 Period Begins
21	22 Time Entry COB 0105 PY Corrections	23 0105 PY Corrections	24 0105 PY Corrections	25 0105 PY Finalization MWD 04/01/17 0411 PY Corrections	26 CMCS Reqs Posted 0411 PY Corrections	27
28	29 Memorial Day	30 Time Entry COB CMCS Reqs Submitted 0411 PY Finalization BWD 03/25/17	31 0105 Pay Day 0105 Period End CMCS Reqs Posted			



June 2017 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.

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The payroll/time wall date is updated on employee records the morning after finalization for biweekly and monthly employees.

June 2017						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1 2	3
				CMCS Reqs Submitted	0411 Pay Day 0412 Period End	0413 Period Begins
4	5	6	7	8	9	10
	Time Entry COB		CMCS Health Plan Req Submitted		0412 PY Corrections	
11	12	13	14	15	16	17
	Time Entry COB 0412 PY Corrections	0412 PY Finalization BWD 04/08/17	CMCS Reqs Posted	CMCS Reqs Submitted	0412 Pay Day 0413 Period End	0414 Period Begins
18	19	20	21	22	23	24
	Time Entry COB	0106 PY Initialization	0106 PY Corrections	0106 PY Corrections 0413 PY Corrections	0106 PY Corrections 0413 PY Corrections	
25	26	27	28	29	30	
	Time Entry COB 0106 PY Finalization MWD 05/01/17 0413 PY Finalization BWD 04/22/17	CMCS Reqs Posted CMCS Reqs Posted	CMCS Reqs Submitted CMCS Reqs Submitted		0106 Pay Day 0106 Period End 0413 Pay Day 0414 Period End	0415 Period Begins



July 2017 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.

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July 2017						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3 Time Entry COB	4 Independence Day	5	6	7 0414 PY Corrections	8
9	10 Time Entry COB 0414 PY Corrections CMCS Health Plan Req Submitted	11 0414 PY Finalization BWD 05/06/17	12 CMCS Reqs Posted	13 CMCS Reqs Submitted	14 0414 Pay Day 0415 Period End	15 0416 Period Begins
16	17 Time Entry COB	18	19	20 0107 PY Initialization	21 0107 PY Corrections 0415 PY Corrections	22
23	24 Time Entry COB 0107 PY Corrections 0415 PY Corrections	25 0107 PY Corrections 0415 PY Finalization BWD 05/20/17	26 0107 PY Finalization MWD 06/01/17 CMCS Reqs Posted	27 CMCS Reqs Posted CMCS Reqs Submitted	28 CMCS Reqs Submitted 0415 Pay Day 0416 Period End	29 0417 Period Begins
30	31 Time Entry COB 0107 Pay Day 0107 Period End					



August 2017 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.

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August 2017						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4 0416 PY Corrections	5
6	7 Time Entry COB 0416 PY Corrections CMCS Health Plan Req Submitted	8 0416 PY Finalization BWD 06/03/17	9 CMCS Reqs Posted	10 CMCS Reqs Submitted	11 0416 Pay Day 0417 Period End	12 0418 Period Begins
13	14 Time Entry COB	15	16	17	18 0417 PY Corrections	19
20	21 Time Entry COB 0417 PY Corrections	22 0108 PY Initialization 0417 PY Finalization BWD 06/17/17	23 0108 PY Corrections CMCS Reqs Posted	24 0108 PY Corrections CMCS Reqs Submitted	25 0108 PY Corrections 0417 Pay Day 0418 Period End	26 0419 Period Begins
27	28 Time Entry COB 0107 PY Finalization MWD 07/01/17	29 CMCS Reqs Posted	30 CMCS Reqs Submitted	31 0108 Pay Day 0108 Period End 0418 PY Corrections		



September 2017 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.

Last day of PY monthly corrections, the system is unavailable from noon until monthly finalization is complete.

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September 2017						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
					0418 PY Corrections	
3	4 Labor Day	5 Time Entry COB 0418 PY Finalization BWD 07/01/17	6 CMCS Reqs Posted	7 CMCS Reqs Submitted	8 0418 Pay Day 0419 Period End CMCS Health Plan Req Submitted	9 0420 Period Begins
10	11 Time Entry COB	12	13	14	15 0419 PY Corrections	16
17	18 Time Entry COB 0419 PY Corrections	19 0419 PY Finalization BWD 07/15/17	20 0109 PY Initialization CMCS Reqs Posted	21 0109 PY Corrections CMCS Reqs Submitted	22 0109 PY Corrections 0419 Pay Day 0420 Period End	23 0421 Period Begins
24	25 Time Entry COB 0109 PY Corrections	26 0109 PY Finalization MWD 08/01/17	27 CMCS Reqs Posted	28 CMCS Reqs Submitted	29 0109 Pay Day 0420 PY Corrections	30 0109 Period End



October 2017 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.

Last day of PY monthly corrections, the system is unavailable from noon until monthly finalization is complete.

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October 2017						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2 Time Entry COB 0420 PY Corrections	3 0420 PY Finalization BWD 07/29/17	4 CMCS Reqs Posted	5 CMCS Reqs Submitted	6 0420 Pay Day 0421 Period End CMCS Health Plan Req Submitted	7 0422 Period Begins
8 Time Entry COB	9	10	11	12	13 0421 PY Corrections	14
15	16 Time Entry COB 0421 PY Corrections	17 0421 PY Finalization BWD 08/12/17	18 CMCS Reqs Posted	19 CMCS Reqs Submitted	20 0110 PY Initialization 0421 Pay Day 0422 Period End	21 0423 Period Begins
22	23 Time Entry COB 0110 PY Corrections	24 0110 PY Corrections	25 0110 PY Corrections	26 0110 PY Finalization MWD 09/01/17	27 CMCS Reqs Posted 0422 PY Corrections	28
29	30 Time Entry COB CMCS Reqs Submitted 0422 PY Corrections	31 0110 Pay Day 0110 Period End 0422 PY Finalization BWD 08/26/17				



November 2017 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.

Last day of PY monthly corrections, the system is unavailable from noon until monthly finalization is complete.

All employee records will be unavailable for updates during the finalization process for any payroll.

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November 2017						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1 CMCS Reqs Posted	2 CMCS Reqs Submitted	3 0422 Pay Day 0423 Period End	4 0424 Period Begins
5	6 Time Entry COB	7 CMCS Health Plan Req Submitted	8	9 0423 PY Corrections	10 Veteran's Day	11
12	13 Time Entry COB 0423 PY Corrections	14 0423 PY Finalization BWD 09/09/17	15 CMCS Reqs Posted	16 CMCS Reqs Submitted 0111 PY Initialization	17 0111 PY Corrections 0423 Pay Day 0424 Period End	18 0425 Period Begins
19	20 Time Entry COB 0111 PY Corrections	21 0111 PY Corrections	22 0111 PY Finalization MWD 10/01/17 0424 PY Corrections	23 Thanksgiving	24 Thanksgiving	25
26	27 Time Entry COB 0424 PY Corrections	28 CMCS Reqs Posted 0424 PY Finalization BWD 09/23/17	29 CMCS Reqs Submitted CMCS Reqs Posted	30 0111 Pay Day 0111 Period End CMCS Reqs Submitted		



December 2017 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.

Last day of PY monthly corrections, the system is unavailable from noon until monthly finalization is complete.

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December 2017						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1 0424 Pay Day 0425 Period End	2 0426 Period Begins
3	4 Time Entry COB	5	6	7 CMCS Health Plan Req Submitted	8 0425 PY Corrections	9
10	11 Time Entry COB 0425 PY Corrections	12 0425 PY Finalization BWD 10/07/17	13 0112 PY Initialization CMCS Reqs Posted	14 0112 PY Corrections CMCS Reqs Submitted	15 0112 PY Corrections 0425 Pay Day 0426 Period End	16 0401 Period Begins
17	18 Time Entry COB 0112 PY Corrections	19 0112 PY Finalization MWD 11/01/17 0426 PY Corrections	20 CMCS Reqs Posted 0426 PY Corrections	21 CMCS Reqs Submitted 0426 PY Finalization BWD 10/21/17	22 0112 Pay Day CMCS Reqs Posted	23
24 0112 Period End	25 Christmas	26 Christmas	27 Christmas	28 Time Entry COB CMCS Reqs Submitted	29 0426 Pay Day 0401 Period End	30 0402 Period Begins