



September - 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.

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.

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

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	9 Time Entry COB	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 Time Entry COB 0110 PY Corrections	23 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						
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 Time Entry COB 0423 PY Corrections	13 0423 PY Finalization BWD 09/09/17	14 CMCS Reqs Posted	15 CMCS Reqs Submitted	16 0111 PY Corrections 0423 Pay Day 0424 Period End	17 0111 PY Corrections 0423 Pay Day 0424 Period End	18 0425 Period Begins
19 Time Entry COB 0111 PY Corrections	20 0111 PY Corrections	21 0111 PY Finalization MWD 10/01/17	22 0111 PY Corrections 0424 PY Corrections	23 Thanksgiving	24 Thanksgiving	25
26 Time Entry COB 0424 PY Corrections	27 CMCS Reqs Posted 0424 PY Finalization BWD 09/23/17	28 CMCS Reqs Submitted	29 CMCS Reqs Submitted	30 0111 Pay Day 0111 Period End CMCS Reqs Submitted		

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	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