



January 2018 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 completed.

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.

01 = Monthly Payroll

04 = Bi-weekly Payroll

January 2018						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 New Year's Day	2 Time Entry COB	3 CMCS Health Plan Req Posted	4	5 0401 PY Corrections	6
7	8 Time Entry COB 0401 PY Corrections CMCS Health Plan Req Submitted	9 0401 PY Finalization BWD 11/4/17	10 CMCS Reqs Posted	11 CMCS Reqs Submitted	12 0401 Pay Day 0402 Period End	13 0403 Period Begins
14	15 Martin Luther King Day	16 Time Entry COB	17	18	19 0402 PY Corrections	20
21	22 Time Entry COB 0101 PY Initialization 0402 PY Corrections	23 0101 PY Corrections 0402 PY Finalization BWD 11/18/17	24 0101 PY Corrections CMCS Reqs Posted	25 0101 PY Corrections CMCS Reqs Submitted	26 0101 PY Finalization MWD 12/01/17 0402 Pay Day 0403 Period End	27 0404 Period Begins
28	29 Time Entry COB CMCS Reqs Posted	30 CMCS Reqs Submitted	31 0101 Pay Day 0101 Period End			



February 2018 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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01 = Monthly Payroll

04 = Bi-weekly Payroll

February 2018						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
					0403 PY Corrections CMCS Health Plan Req Posted	
4	5	6	7	8	9	10
Time Entry COB 0403 PY Corrections	0403 PY Finalization BWD 12/2/17	CMCS Reqs Posted CMCS Health Plan Req Submitted	CMCS Reqs Submitted	0403 Pay Day 0404 Period End	0405 Period Begins	
11	12	13	14	15	16	17
Time Entry COB					0404 PY Corrections	
18	19	20	21	22	23	24
Time Entry COB 0102 PY Initialization 0404 PY Corrections	0102 PY Corrections 0404 PY Finalization BWD 12/16/17	0102 PY Corrections CMCS Reqs Posted	0102 PY Corrections CMCS Reqs Submitted	0102 PY Corrections CMCS Reqs Submitted	0102 PY Finalization MWD 01/01/18 0404 Pay Day 0405 Period End	0406 Period Begins
25	26	27	28			
Time Entry COB CMCS Reqs Posted	CMCS Reqs Submitted	0102 Pay Day 0102 Period End				



March 2018 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 completed.

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.

01 = Monthly Payroll

04 = Bi-weekly Payroll

March 2018						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
					0405 PY Corrections CMCS Health Plan Req Posted	
4	5	6	7	8	9	10
	Time Entry COB 0405 PY Corrections	0405 PY Finalization BWD 12/30/17	CMCS Reqs Posted CMCS Health Plan Req Submitted	CMCS Reqs Submitted	0405 Pay Day 0406 Period End	0407 Period Begins
11	12	13	14	15	16	17
	Time Entry COB				0406 PY Corrections	
18	19	20	21	22	23	24
	Time Entry COB 0406 PY Corrections	0103 PY Initialization 0406 PY Finalization BWD 1/13/18	0103 PY Corrections CMCS Reqs Posted	0103 PY Corrections CMCS Reqs Submitted	0103 PY Corrections 0406 Pay Day 0407 Period End	0408 Period Begins
25	26	27	28	29	30	31
	Time Entry COB 0103 PY Finalization MWD 02/01/18	CMCS Reqs Posted	CMCS Reqs Submitted	0103 Pay Day 0407 PY Corrections	Good Friday	0103 Period End



April 2018 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 completed.

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.

01 = Monthly Payroll

04 = Bi-weekly Payroll

April 2018						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2 Time Entry COB 0407 PY Corrections	3 0407 PY Finalization BWD 1/27/18 CMCS Health Plan Req Posted	4 CMCS Reqs Posted	5 CMCS Reqs Submitted	6 0407 Pay Day 0408 Period End CMCS Health Plan Req Submitted	7 0409 Period Begins
8	9 Time Entry COB	10	11	12	13 0408 PY Corrections	14
15	16 Time Entry COB 0408 PY Corrections	17 0408 PY Finalization BWD 2/10/18	18 CMCS Reqs Posted	19 0104 PY Initialization CMCS Reqs Submitted	20 0104 PY Corrections 0408 Pay Day 0409 Period End	21 0410 Period Begins
22	23 Time Entry COB 0104 PY Corrections	24 0104 PY Corrections	25 0104 PY Finalization MWD 03/01/18	26 CMCS Reqs Posted	27 CMCS Reqs Submitted 0409 PY Corrections	28
29	30 Time Entry COB 0104 Pay Day 0104 Period End 0409 PY Corrections					



May 2018 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 completed.

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.

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04 = Bi-weekly Payroll

May 2018						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1 0409 PY Finalization BWD 2/24/18	2 CMCS Reqs Posted CMCS Health Plan Req Posted	3 CMCS Reqs Submitted	4 0409 Pay Day 0410 Period End	5 0411 Period Begins
6	7 Time Entry COB CMCS Health Plan Req Submitted	8	9	10	11 0410 PY Corrections	12
13	14 Time Entry COB 0410 PY Corrections	15 0410 PY Finalization BWD 3/10/18	16 CMCS Reqs Posted	17 CMCS Reqs Submitted	18 0410 Pay Day 0411 Period End 0105 PY Initialization	19 0412 Period Begins
20	21 Time Entry COB 0105 PY Corrections	22 0105 PY Corrections	23 0411 PY Corrections 0105 PY Corrections	24 0411 PY Corrections 0105 PY Finalization MWD 04/01/18	25 0411 PY Finalization BWD 3/24/18	26
27	28 Memorial Day	29 Time Entry COB CMCS Reqs Posted	30 CMCS Reqs Submitted CMCS Reqs Posted	31 0105 Pay Day 0105 Period End CMCS Reqs Submitted		



June 2018



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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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.

01 = Monthly Payroll

04 = Bi-weekly Payroll

June 2018						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
					0411 Pay Day 0412 Period End	0413 Period Begins
3	4	5	6	7	8	9
	Time Entry COB CMCS Health Plan Req Posted			CMCS Health Plan Req Submitted	0412 PY Corrections	
10	11	12	13	14	15	16
	Time Entry COB 0412 PY Corrections	0412 PY Finalization BWD 4/7/18	CMCS Reqs Posted	CMCS Reqs Submitted	0412 Pay Day 0413 Period End	0414 Period Begins
17	18	19	20	21	22	23
	Time Entry COB	0106 PY Initialization	0106 PY Corrections	0106 PY Corrections	0106 PY Corrections 0413 PY Corrections	
24	25	26	27	28	29	30
	Time Entry COB 0106 PY Finalization MWD 05/01/18 0413 PY Corrections	CMCS Reqs Posted 0413 PY Finalization BWD 4/21/18	CMCS Reqs Submitted CMCS Reqs Posted	CMCS Reqs Submitted	0106 Pay Day 0413 Pay Day 0414 Period End	0106 Period End 0415 Period Begins



July 2018 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 completed.

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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.

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01 = Monthly Payroll

04 = Bi-weekly Payroll

July 2018						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2 Time Entry COB	3 CMCS Health Plan Req Posted	4 Independence Day	5	6 0414 PY Corrections	7
8	9 Time Entry COB 0414 PY Corrections CMCS Health Plan Req Submitted	10 0414 PY Finalization BWD 5/5/18	11 CMCS Reqs Posted	12 CMCS Reqs Submitted	13 0414 Pay Day 0415 Period End	14 0416 Period Begins
15	16 Time Entry COB	17	18	19 0107 PY Extra Initialization Day	20 0107 PY Initialization 0415 PY Corrections	21
22	23 Time Entry COB 0107 PY Corrections 0415 PY Corrections	24 0107 PY Corrections 0415 PY Finalization BWD 5/19/18	25 0107 PY Corrections CMCS Reqs Posted	26 0107 PY Finalization MWD 06/01/18 CMCS Reqs Submitted	27 CMCS Reqs Posted 0415 Pay Day 0416 Period End	28 0417 Period Begins
29	30 Time Entry COB CMCS Reqs Submitted	31 0107 Pay Day 0107 Period End				



August 2018 Payroll Calendar

Time entry is due close of business on Monday for the previous week.

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

01 = Monthly Payroll

04 = Bi-weekly Payroll

August 2018						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2 CMCS Health Plan Req Posted	3 0416 PY Corrections	4
5	6 Time Entry COB 0416 PY Corrections	7 0416 PY Finalization BWD 6/2/18 CMCS Health Plan Req Submitted	8 CMCS Reqs Posted	9 CMCS Reqs Submitted	10 0416 Pay Day 0417 Period End	11 0418 Period Begins
12	13 Time Entry COB	14	15	16	17 0417 PY Corrections	18
19	20 Time Entry COB 0417 PY Corrections	21 0417 PY Finalization BWD 6/16/18	22 0108 PY Initialization CMCS Reqs Posted	23 0108 PY Corrections CMCS Reqs Submitted	24 0108 PY Corrections 0417 Pay Day 0418 Period End	25 0419 Period Begins
26	27 Time Entry COB 0108 PY Corrections	28 0108 PY Finalization MWD 07/01/18	29 CMCS Reqs Posted	30 CMCS Reqs Submitted 0418 PY Corrections	31 0108 Pay Day 0108 Period End 0418 PY Corrections	



September 2018 Payroll Calendar

Time entry is due close of business on Monday for the previous week.

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01 = Monthly Payroll

04 = Bi-weekly Payroll

September 2018						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3 Labor Day	4 Time Entry COB 0418 PY Finalization BWD 6/30/18	5 CMCS Reqs Posted CMCS Health Plan Req Posted	6 CMCS Reqs Submitted	7 0418 Pay Day 0419 Period End	8 0420 Period Begins
9	10 Time Entry COB CMCS Health Plan Req Submitted	11	12	13	14 0419 PY Corrections	15
16	17 Time Entry COB 0419 PY Corrections	18 0419 PY Finalization BWD 7/14/18	19 0109 PY Initialization CMCS Reqs Posted	20 0109 PY Corrections CMCS Reqs Submitted	21 0109 PY Corrections 0419 Pay Day 0420 Period End	22 0421 Period Begins
23	24 Time Entry COB 0109 PY Corrections	25 0109 PY Finalization MWD 08/01/18	26 CMCS Reqs Posted	27 CMCS Reqs Submitted	28 0109 Pay Day 0420 PY Corrections	29
30 0109 Period End						



October 2018 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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04 = Bi-weekly Payroll

October 2018						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 Time Entry COB 0420 PY Corrections	2 0420 PY Finalization BWD 7/28/18 CMCS Health Plan Req Posted	3 CMCS Reqs Posted	4 CMCS Reqs Submitted	5 0420 Pay Day 0421 Period End CMCS Health Plan Req Submitted	6 0422 Period Begins
7 Time Entry COB	8	9	10	11	12 0421 PY Corrections	13
14 Time Entry COB 0421 PY Corrections	15 0421 PY Finalization BWD 8/11/18	16 CMCS Reqs Posted	17 CMCS Reqs Submitted	18 0421 Pay Day 0422 Period End	19 0423 Period Begins	20
21 Time Entry COB 0110 PY Initialization	22 0110 PY Corrections	23 0110 PY Corrections	24 0110 PY Corrections	25 0110 PY Finalization MWD 09/01/18 0422 PY Corrections	26	27
28 Time Entry COB CMCS Reqs Posted 0422 PY Corrections	29 CMCS Reqs Submitted 0422 PY Finalization BWD 8/25/18	30 0110 Pay Day 0110 Period End CMCS Reqs Posted	31			



November 2018 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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01 = Monthly Payroll

04 = Bi-weekly Payroll

November 2018							
Sun	Mon	Tue	Wed	Thur	Fri	Sat	
					1 CMCS Reqs Submitted	2 0422 Pay Day 0423 Period End CMCS Health Plan Req Posted	3 0424 Period Begins
4 Time Entry COB	5	6	7 CMCS Health Plan Req Submitted	8 0423 PY Corrections	9 0423 PY Corrections	10	
11 Veteran's Day	12	13 Time Entry COB 0423 PY Finalization BWD 9/8/18	14 CMCS Reqs Posted	15 CMCS Reqs Submitted	16 0423 Pay Day 0424 Period End	17 0425 Period Begins	
18 Time Entry COB 0111 PY Initialization	19	20 0111 PY Corrections	21 0111 PY Corrections 0424 PY Corrections	22 Thanksgiving	23 Thanksgiving	24	
25 Time Entry COB 0111 PY Corrections 0424 PY Corrections	26	27 0111 PY Finalization MWD 10/01/18 0424 PY Finalization BWD 9/22/18	28 CMCS Reqs Posted CMCS Reqs Posted	29 CMCS Reqs Submitted CMCS Reqs Submitted	30 0111 Pay Day 0111 Period End 0424 Pay Day 0425 Period End		



December 2018 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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December 2018						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1 0426 Period Begins
2	3 Time Entry COB	4 CMCS Health Plan Req Posted	5	6	7 0425 PY Corrections CMCS Health Plan Req Submitted	8
9	10 Time Entry COB 0425 PY Corrections	11 0425 PY Finalization BWD 10/6/18	12 0112 PY Initialization CMCS Reqs Posted	13 0112 PY Corrections CMCS Reqs Submitted	14 0112 PY Corrections 0425 Pay Day 0426 Period End	15 0401 Period Begins
16	17 Time Entry COB 0112 PY Corrections	18 0112 PY Finalization MWD 11/01/18 0426 PY Corrections	19 CMCS Reqs Posted 0426 PY Corrections	20 CMCS Reqs Submitted 0426 PY Finalization BWD 10/20/18	21 0112 Pay Day CMCS Reqs Posted	22
23	24 Christmas	25 Christmas	26 Christmas	27 Time Entry COB CMCS Reqs Submitted	28 0426 Pay Day 0401 Period End	29 0402 Period Begins
30	31 Time Entry COB 0112 Period End					