



# January 2020 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.

Integrated HR/Payroll System 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 2020						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1 New Year's Day	2 0401 PY Initialization	3 0401 PY Corrections CMCS HP Req Posted	4
5	6 Time Entry COB 0401 PY Corrections	7 0401 PY Finalization BWD 11/2/19	8 CMCS Reqs Posted CMCS HP Req Submitted	9 CMCS Reqs Submitted	10 0401 Pay Day 0402 Period End	11 0403 Period Begins
12	13 Time Entry COB	14	15 0402 PY Initialization	16 0402 PY Corrections	17 0402 PY Corrections	18
19	20 Martin Luther King	21 Time Entry COB 0402 PY Finalization BWD 11/16/19	22 0101 PY Initialization CMCS Reqs Posted	23 0101 PY Corrections CMCS Reqs Submitted	24 0101 PY Corrections 0402 Pay Day 0403 Period End	25 0404 Period Begins
26	27 Time Entry COB 0101 PY Corrections	28 0101 PY Finalization MWD 12/01/19	29 CMCS Reqs Posted	30 CMCS Reqs Submitted 0403 Initialization	31 0101 Pay Day 0101 Period End 0403 PY Corrections	



# February 2020 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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01 = Monthly Payroll

04 = Bi-weekly Payroll

February 2020						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3 Time Entry COB 0403 PY Corrections	4 0403 PY Finalization BWD 11/30/19 CMCS HP Req Posted	5 CMCS Reqs Posted	6 CMCS Reqs Submitted	7 0403 Pay Day 0404 Period End CMCS HP Req Submitted	8 0405 Period Begins
9	10 Time Entry COB	11	12	13 0404 PY Initialization	14 0404 PY Corrections	15
16	17 Time Entry COB 0404 PY Corrections	18 0404 PY Finalization BWD 12/14/19	19 0102 PY Initialization CMCS Reqs Posted	20 0102 PY Corrections CMCS Reqs Submitted	21 0102 PY Corrections 0404 Pay Day 0405 Period End	22 0406 Period Begins
23	24 Time Entry COB 0102 PY Corrections	25 0102 PY Finalization MWD 01/01/20	26 CMCS Reqs Posted	27 CMCS Reqs Submitted 0405 PY Initialization	28 0102 Pay Day 0405 PY Corrections	29 0102 Period End



# March 2020 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. Integrated HR/Payroll System 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 2020						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2 Time Entry COB 0405 PY Corrections	3 0405 PY Finalization BWD 12/28/19 CMCS HP Req Posted	4 CMCS Reqs Posted	5 CMCS Reqs Submitted	6 CMCS HP Req Submitted 0405 Pay Day 0406 Period End	7 0407 Period Begins
8 Time Entry COB	9	10	11	12 0406 PY Initialization	13 0406 PY Corrections	14
15 Time Entry COB 0406 PY Corrections	16 0406 PY Finalization BWD 1/11/20	17 CMCS Reqs Posted	18 CMCS Reqs Submitted	19 0103 PY Initialization 0406 Pay Day 0407 Period End	20 0408 Period Begins	21
22 Time Entry COB 0103 PY Corrections	23 0103 PY Corrections	24 0103 PY Corrections	25 0103 PY Finalization MWD 02/01/2019 0407 PY Initialization	26 CMCS Reqs Posted 0407 PY Corrections	27	28
29 Time Entry COB CMCS Reqs Submitted 0407 PY Corrections	30 0103 Pay Day 0103 Period End 0407 PY Finalization BWD 1/25/20	31				



# April 2020 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. Integrated HR/Payroll System 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 2020						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1 CMCS Reqs Posted	2 CMCS Reqs Submitted CMCS HP Req Posted	3 0407 Pay Day 0408 Period End	4 0409 Period Begins
5	6 Time Entry COB	7 CMCS HP Req Submitted	8 0408 PY Initialization	9 0408 PY Corrections	10 Good Friday	11
12	13 Time Entry COB 0408 PY Corrections	14 0408 PY Finalization BWD 2/8/20	15 CMCS Reqs Posted	16 CMCS Reqs Submitted	17 0408 Pay Day 0409 Period End	18 0410 Period Begins
19	20 Time Entry COB	21 0104 PY Initialization	22 0104 PY Corrections	23 0104 PY Corrections 0409 PY Initialization	24 0104 PY Corrections 0409 PY Corrections	25
26	27 Time Entry COB 0104 PY Finalization MWD 03/01/20 0409 PY Corrections	28 CMCS Reqs Posted 0409 PY Finalization BWD 2/22/20	29 CMCS Reqs Submitted CMCS Reqs Posted	30 0104 Pay Day 0104 Period End CMCS Reqs Submitted		



# May 2020 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. Integrated HR/Payroll System 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

May 2020						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1 0409 Pay Day 0410 Period End	2 0411 Period Begins
3	4 Time Entry COB CMCS HP Req Posted	5	6	7 CMCS HP Req Submitted 0410 PY Initialization	8 0410 PY Corrections	9
10	11 Time Entry COB 0410 PY Corrections	12 0410 PY Finalization BWD 3/7/20	13 CMCS Reqs Posted	14 CMCS Reqs Submitted	15 0410 Pay Day 0411 Period End	16 0412 Period Begins
17	18 Time Entry COB 0105 PY Initialization	19 0105 PY Corrections 0411 PY Initialization	20 0105 PY Corrections 0411 PY Corrections	21 0105 PY Corrections 0411 PY Corrections	22 0105 PY Finalization MWD 04/01/20 0411 PY Finalization BWD 03/21/20	23
24 0105 Period End	25 Memorial Day	26 Time Entry COB	27 CMCS Reqs Posted CMCS Reqs Posted	28 CMCS Reqs Submitted CMCS Reqs Submitted	29 0105 Pay Day 0411 Pay Day 0412 Period End	30 0413 Period Begins



# June 2020 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. Integrated HR/Payroll System 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 2020						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 Time Entry COB	2 CMCS HP Req Posted	3	4 0412 PY Initialization	5 CMCS HP Req Submitted 0412 PY Corrections	6
7	8 Time Entry COB 0412 PY Corrections	9 0412 PY Finalization BWD 4/4/20	10 CMCS Reqs Posted	11 CMCS Reqs Submitted	12 0412 Pay Day 0413 Period End	13 0414 Period Begins
14	15 Time Entry COB	16	17	18 0413 PY Initialization 0106 PY Initialization	19 0106 PY Corrections 0413 PY Corrections	20
21	22 Time Entry COB 0106 PY Corrections 0413 PY Corrections	23 0106 PY Corrections 0413 PY Finalization BWD 4/18/20	24 0106 PY Finalization MWD 05/01/20 CMCS Reqs Posted	25 CMCS Reqs Submitted	26 CMCS Reqs Posted 0413 Pay Day 0414 Period End	27 0415 Period Begins
28	29 Time Entry COB CMCS Reqs Submitted	30 0106 Pay Day 0106 Period End				



# July 2020 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.

Integrated HR/Payroll System 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

July 2020						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1 0414 PY Initialization	2 0414 PY Corrections	3 Independence Day	4
5	6 Time Entry COB 0414 PY Corrections CMCS HP Req Posted	7 0414 PY Finalization BWD 5/2/20	8 CMCS Reqs Posted	9 CMCS Reqs Submitted	10 0414 Pay Day 0415 Period End	11 0416 Period Begins
12	13 Time Entry COB	14	15	16 0415 PY Initialization	17 0415 PY Corrections	18
19	20 Time Entry COB 0415 PY Corrections	21 0415 PY Finalization BWD 5/16/20	22 0107 PY Initialization CMCS Reqs Posted	23 0107 PY Corrections CMCS Reqs Submitted	24 0107 PY Corrections 0415 Pay Day 0416 Period End	25 0417 Period Begins
26	27 Time Entry COB 0107 PY Corrections	28 0107 Finalization MWD 06/01/20	29 CMCS Reqs Posted	30 CMCS Reqs Submitted 0416 PY Initialization	31 0107 Pay Day 0107 Period End 0416 PY Corrections	



# August 2020 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. Integrated HR/Payroll System 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 2020						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3 Time Entry COB 0416 PY Corrections	4 0416 PY Finalization BWD 5/30/20 CMCS HP Req Posted	5 CMCS Reqs Posted	6 CMCS Reqs Submitted	7 0416 Pay Day 0417 Period End CMCS HP Req Submitted	8 0418 Period Begins
9	10 Time Entry COB	11	12	13 0417 PY Initialization	14 0417 PY Corrections	15
16	17 Time Entry COB 0417 PY Corrections	18 0417 PY Finalization BWD 6/13/20	19 CMCS Reqs Posted	20 0108 PY Initialization CMCS Reqs Submitted	21 0108 PY Corrections 0417 Pay Day 0418 Period End	22 0419 Period Begins
23	24 Time Entry COB 0108 PY Corrections	25 0108 PY Corrections	26 0108 PY Finalization MWD 07/01/20	27 CMCS Reqs Posted 0418 Initialization	28 CMCS Reqs Submitted 0418 PY Corrections	29
30	31 Time Entry COB 0108 Pay Day 0108 Period End 0418 PY Corrections					





# September 2020 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

September 2020						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
		0418 PY Finalization BWD 6/27/20	CMCS Reqs Posted CMCS HP Req Posted	CMCS Reqs Submitted	0418 Pay Day 0419 Period End	0420 Period Begins
6	7 Labor Day	8 Time Entry COB CMCS HP Req Submitted	9	10 0419 PY Initialization	11 0419 PY Corrections	12
13	14 Time Entry COB 0419 PY Corrections	15 0419 PY Finalization BWD 7/11/20	16 CMCS Reqs Posted	17 CMCS Reqs Submitted	18 0419 Pay Day 0420 Period End	19 0421 Period Begins
20	21 Time Entry COB 0109 PY Initialization	22 0109 PY Corrections	23 0109 PY Corrections	24 0109 PY Corrections 0420 Initialization	25 0109 PY Finalization MWD 08/01/20 0420 PY Corrections	26
27	28 Time Entry COB CMCS Reqs Posted 0420 PY Corrections	29 CMCS Reqs Submitted 0420 PY Finalization BWD 7/25/20	30 0109 Pay Day 0109 Period End CMCS Reqs Posted			



# October 2020 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. Integrated HR/Payroll System 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

October 2020						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1 CMCS Reqs Submitted	2 0420 Pay Day 0421 Period End CMCS HP Req Posted	3 0422 Period Begins
4	5 Time Entry COB	6	7	8 0421 PY Initialization	9 0421 PY Corrections	10
11	12 Time Entry COB 0421 PY Corrections	13 0421 PY Finalization BWD 8/8/20	14 CMCS Reqs Posted	15 CMCS Reqs Submitted	16 0421 Pay Day 0422 Period End	17 0423 Period Begins
18	19 Time Entry COB	20	21 0110 PY Initialization	22 0110 PY Corrections 0422 PY Initialization	23 0110 PY Corrections 0422 PY Corrections	24
25	26 Time Entry COB 0110 PY Corrections 0422 PY Corrections	27 0110 PY Finalization MWD 09/01/20 0422 PY Finalization BWD 8/22/20	28 CMCS Reqs Posted CMCS Reqs Posted	29 CMCS Reqs Submitted CMCS Reqs Submitted	30 0110 Pay Day 0422 Pay Day 0423 Period End	31 0110 Period End 0424 Period Begins



# November 2020 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 2020						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2 Time Entry COB	3 CMCS HP Req Posted	4 0423 PY Initialization	5 0423 PY Corrections	6 0423 PY Corrections CMCS HP Req Submitted	7
8	9 Time Entry COB 0423 PY Finalization BWD 9/5/20	10 CMCS Reqs Posted	11 Veteran's Day	12 CMCS Reqs Submitted	13 0423 Pay Day 0424 Period End	14 0425 Period Begins
15	16 Time Entry COB	17 0111 PY Initialization 0424 PY Initialization	18 0111 PY Corrections 0424 PY	19 0111 PY Corrections 0424 PY Corrections	20 0111 PY Corrections 0424 PY Finalization BWD 9/19/20	21
22	23 Time Entry COB 0111 PY Finalization MWD 10/01/20 CMCS Reqs Posted	24 CMCS Reqs Posted CMCS Reqs Submitted	25 CMCS Reqs Submitted 0424 Pay Day	26 Thanksgiving	27 Thanksgiving 0425 Period End	28 0426 Period Begins
29	30 Time Entry COB 0111 Pay Day 0111 Period End					



# December 2020 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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All employee records will be unavailable for updates during the finalization process for any payroll.

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December 2020						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
			CMCS HP Req Posted	0425 PY Initialization	0425 PY Corrections	
6	7	8	9	10	11	12
	Time Entry COB CMCS HP Req Submitted 0425 PY Corrections	0425 PY Finalization BWD 10/3/20	CMCS Reqs Posted	CMCS Reqs Submitted	0425 Pay Day 0426 Period End 0112 PY Initialization	0401 Period Begins
13	14	15	16	17	18	19
	Time Entry COB 0112 PY Corrections  0426 PY Initialization	0112 PY Corrections  0426 PY Corrections	0112 PY Corrections  0426 PY Corrections	0112 PY Finalization MWD 11/01/20 0426 PY Finalization BWD 10/17/20	CMCS Reqs Posted  CMCS Reqs Posted	
20	21	22	23	24	25	26
	Time Entry COB CMCS Reqs Submitted  CMCS Reqs	0112 Pay Day  0426 Pay Day		Christmas	Christmas 0401 Period End	0402 Period Begins
27	28	29	30	31		
	Christmas	Time Entry COB	0426 PY Initialization	0112 Period End 0401 PY Corrections		