



January 2021 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.

Agencies should submit their NCFS requisitions (disbursements) by 10:30 am.

Integrated HR/Payroll System will charge back any bank fees incurred due to late or rejected NCFS 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 2021						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
27	28	29	30 0401 PY Initialization	31 0401 PY Corrections	1 New Year's Day	2
3	4 Time Entry COB 0401 PY Corrections	5 0401 PY Finalization BWD 10/31/20 CMCS HP Req Posted	6 CMCS Reqs Posted	7 CMCS Reqs Submitted	8 0401 Pay Day 0402 Period End CMCS HP Req Submitted	9 0403 Period Begins
10	11 Time Entry COB	12	13 0402 PY Initialization	14 0402 PY Corrections	15 0402 PY Corrections	16
17	18 Martin Luther King	19 Time Entry COB 0402 PY Finalization BWD 11/14/20	20 0101 PY Initialization CMCS Reqs Posted	21 0101 PY Corrections CMCS Reqs Submitted	22 0101 PY Corrections 0402 Pay Day 0403 Period End	23 0404 Period Begins
24 0101 Period End	25 Time Entry COB 0101 PY Corrections	26 0101 PY Finalization MWD 12/01/20	27 CMCS Reqs Posted	28 CMCS Reqs Submitted 0403 PY Initialization	29 0101 Pay Day 0403 PY Corrections	30



February 2021 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

February 2021						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
2	1 Time Entry COB 0403 PY Corrections	2 0403 PY Finalization BWD 11/28/20 CMCS HP Req	3 CMCS Reqs Posted	4 CMCS Reqs Submitted	5 0403 Pay Day 0404 Period End CMCS HP Req Submitted	6 0405 Period Begins
7	8 Time Entry COB	9	10	11 0404 PY Initialization	12 0404 PY Corrections	13
14	15 Time Entry COB 0404 PY Corrections	16 0404 PY Finalization BWD 12/12/20	17 0102 PY Initialization CMCS Reqs Posted	18 0102 PY Corrections CMCS Reqs Submitted	19 0102 PY Corrections 0404 Pay Day 0405 Period End	20 0406 Period Begins
21 0102 Period End	22 Time Entry COB 0102 PY Corrections	23 0102 PY Finalization MWD 01/01/21	24 CMCS Reqs Posted	25 CMCS Reqs Submitted 0405 PY Initialization	26 0102 Pay Day 0405 PY Corrections	27



March 2021 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

March 2021						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
	Time Entry COB 0405 PY Corrections	0405 PY Finalization BWD 12/26/20 CMCS HP Req Posted	CMCS Reqs Posted	CMCS Reqs Submitted	0405 Pay Day 0406 Period End CMCS HP Req Submitted	0407 Period Begins
7	8	9	10	11	12	13
	Time Entry COB			0406 PY Initialization	0406 PY Corrections	
14	15	16	17	18	19	20
	Time Entry COB 0406 PY Corrections	0406 PY Finalization BWD 01/09/21	CMCS Reqs Posted	CMCS Reqs Submitted	0406 Pay Day 0407 Period End	0408 Period Begins
21	22	23	24	25	26	27
	Time Entry COB 0103 PY Initialization	0103 PY Corrections	0103 PY Corrections 0407 PY Initialization	0103 PY Corrections 0407 PY Corrections	0103 PY Finalization MWD 02/01/21 0407 PY Corrections	
28	29	30	31			
	Time Entry COB CMCS Reqs Posted 0407 PY Finalization BWD 1/23/21	CMCS Reqs Submitted CMCS Reqs Posted	0103 Pay Day 0103 Period End CMCS Reqs Submitted			



April 2021 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.

Agencies should submit their NCFS requisitions (disbursements) by 10:30 am.

Integrated HR/Payroll System will charge back any bank fees incurred due to late or rejected NCFS 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 2021						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1 0407 Pay Day	2 Good Friday 0408 Period End	3 0409 Period Begins
4	5 Time Entry COB CMCS HP Req Posted	6	7	8 0408 PY Initialization CMCS HP Req Submitted	9 0408 PY Corrections	10
11	12 Time Entry COB 0408 PY Corrections	13 0408 PY Finalization BWD 2/6/21	14 CMCS Reqs Posted	15 CMCS Reqs Submitted	16 0408 Pay Day 0409 Period End	17 0410 Period Begins
18	19 Time Entry COB	20	21 0104 PY Initialization	22 0104 PY Corrections 0409 PY Initialization	23 0104 PY Corrections 0409 PY Corrections	24
25	26 Time Entry COB 0104 PY Corrections 0409 PY Corrections	27 0104 PY Finalization MWD 03/01/21 0409 PY Finalization BWD 02/20/21	28 CMCS Reqs Posted CMCS Reqs Posted	29 CMCS Reqs Submitted CMCS Reqs Submitted	30 0104 Pay Day 0104 Period End 0409 Pay Day 0410 Period End	



May 2021 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.

Agencies should submit their NCFS requisitions (disbursements) by 10:30 am.

Integrated HR/Payroll System will charge back any bank fees incurred due to late or rejected NCFS 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 2021						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1 0411 Period Begins
2	3 Time Entry COB	4 NCFS HP Req Posted	5	6 0410 PY Initialization	7 0410 PY Corrections NCFS HP Req Submitted	8
9	10 Time Entry COB 0410 PY Corrections	11 0410 PY Finalization BWD 3/6/21	12 NCFS Reqs Posted	13 NCFS Reqs Submitted	14 0410 Pay Day 0411 Period End	15 0412 Period Begins
16	17 Time Entry COB	18	19 0105 PY Initialization 0411 PY Initialization	20 0105 PY Corrections 0411 PY Corrections	21 0105 PY Corrections 0411 PY Corrections	22
23	24 Time Entry COB 0105 PY Corrections 0411 PY Corrections	25 0105 PY Finalization MWD 04/01/21 0411 PY Finalization BWD 3/20/21	26 NCFS Reqs Posted NCFS Reqs Posted	27 NCFS Reqs Submitted NCFS Reqs Submitted	28 0105 Pay Day 0411 Pay Day 0412 Period End	29 0413 Period Begins
30	31 Memorial Day 0105 Period End					



June 2021 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.

Agencies should submit their NCFS requisitions (disbursements) by 10:30 am.

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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 2021						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1 Time Entry COB	2 NCFS HP Req Posted	3 0412 PY Initialization	4 0412 PY Corrections	5
6	7 Time Entry COB 0412 PY Corrections NCFS HP Req Submitted	8 0412 PY Finalization BWD 4/3/21	9 NCFS Reqs Posted	10 NCFS Reqs Submitted	11 0412 Pay Day 0413 Period End	12 0414 Period Begins
13	14 Time Entry COB	15	16	17 0413 PY Initialization	18 0106 PY Initialization 0413 PY Corrections	19
20	21 Time Entry COB 0106 PY Corrections 0413 PY Corrections	22 0106 PY Corrections 0413 PY Finalization BWD 4/17/21	23 0106 PY Corrections NCFS Reqs Posted	24 0106 PY Finalization MWD 05/01/21 NCFS Reqs Submitted	25 0413 Pay Day 0414 Period End NCFS Reqs Posted	26 0415 Period Begins
27	28 Time Entry COB NCFS Reqs Submitted	29 0414 PY Initialization	30 0106 Pay Day 0106 Period End 0414 PY Corrections			



July 2021 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.

Agencies should submit their NCFS requisitions (disbursements) by 10:30 am.

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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 2021						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1 0414 PY Corrections	2 NCFS HP Req Posted 0414 PY Corrections	3
4	2 Independence Day	6 Time Entry COB 0414 PY Finalization BWD 5/1/21	7 NCFS Reqs Posted	8 NCFS Reqs Submitted NCFS HP Req Submitted	9 0414 Pay Day 0415 Period End	10 0416 Period Begins
11	12 Time Entry COB	13	14	15 0415 PY Initialization	16 0415 PY Corrections	17
18	19 Time Entry COB 0415 PY Corrections	20 0415 PY Finalization BWD 5/15/21	21 0107 PY Initialization NCFS Reqs Posted	22 0107 PY Corrections NCFS Reqs Submitted	23 0107 PY Corrections 0415 Pay Day 0416 Period End	24 0417 Period Begins
25	26 Time Entry COB 0107 PY Corrections	27 0107 PY Finalization MWD 06/01/21	28 NCFS Reqs Posted	29 NCFS Reqs Submitted 0416 PY Initialization	30 0107 Pay Day 0416 PY Corrections	31 0107 Period End



August 2021 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.

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01 = Monthly Payroll

04 = Bi-weekly Payroll

August 2021						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
	Time Entry COB 0416 PY Corrections	0416 PY Finalization BWD 5/29/21 NCFS HP Req Posted	NCFS Reqs Posted	NCFS Reqs Submitted	0416 Pay Day 0417 Period End NCFS HP Req Submitted	0418 Period Begins
8	9	10	11	12	13	14
	Time Entry COB			0417 PY Initialization	0417 PY Corrections	
15	16	17	18	19	20	21
	Time Entry COB 0417 PY Corrections	0417 PY Finalization BWD 6/12/21	NCFS Reqs Posted	NCFS Reqs Submitted	0108 PY Initialization 0417 Pay Day 0418 Period End	0419 Period Begins
22	23	24	25	26	27	28
	Time Entry COB 0108 PY Corrections	0108 PY Corrections	0108 PY Corrections	0108 PY Finalization MWD 07/01/21 0418 PY Initialization	NCFS Reqs Posted 0418 PY Corrections	
29	30	31				
	Time Entry COB NCFS Req Submitted 0418 PY Corrections	0108 Pay Day 0108 Period End 0418 PY Finalization BWD 6/26/21				



September 2021 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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September 2021						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
			NCFS Reqs Posted	NCFS Reqs Submitted NCFS HP Req Posted	0418 Pay Day 0419 Period End	0420 Period Begins
5	6 Labor Day	7 Time Entry COB	8 NCFS HP Req Submitted	9 0419 PY Initialization	10 0419 PY Corrections	11
12	13 Time Entry COB 0419 PY Corrections	14 0419 PY Finalization BWD 7/10/21	15 NCFS Reqs Posted	16 NCFS Reqs Submitted	17 0419 Pay Day 0420 Period End	18 0421 Period Begins
19	20 Time Entry COB	21 0109 PY Initialization	22 0109 PY Corrections	23 0109 PY Corrections 0420 PY Initialization	24 0109 PY Corrections 0420 PY Corrections	25
26	27 Time Entry COB 0109 PY Finalization MWD 08/01/21 0420 PY Corrections	28 NCFS Reqs Posted 0420 PY Finalization BWD 7/24/21	29 NCFS Reqs Submitted CMCS Reqs Posted	30 0109 Pay Day 0109 Period End NCFS Reqs Submitted		



October 2021 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

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October 2021						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1 0420 Pay Day 0421 Period End	2 0422 Period Begins
3	4 Time Entry COB NCFS HP Req Posted	5	6	7 0421 PY Initialization NCFS HP Req Submitted	8 0421 PY Corrections	9
10	11 Time Entry COB 0421 PY Corrections	12 0421 PY Finalization BWD 8/7/21	13 NCFS Reqs Posted	14 NCFS Reqs Submitted	15 0421 Pay Day 0422 Period End	16 0423 Period Begins
17	18 Time Entry COB	19	20 0110 PY Initialization	21 0110 PY Corrections 0422 PY Initialization	22 0110 PY Corrections 0422 PY Corrections	23
24	25 Time Entry COB 0110 PY Corrections 0422 PY Corrections	26 0110 PY Finalization MWD 09/01/21 0422 PY Finalization BWD 8/21/21	27 NCFS Reqs Posted NCFS Reqs Posted	28 NCFS Reqs Submitted NCFS Reqs Submitted	29 0110 Pay Day 0422 Pay Day 0423 Period End	30 0424 Period Begins
31 0110 Period End						



November 2021 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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November 2021						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 Time Entry COB	2 NCFS HP Req Posted	3 0423 PY Initialization	4 0423 PY Corrections	5 0423 PY Corrections NCFS HP Req Submitted	6
7	8 Time Entry COB 0423 PY Finalization BWD 9/4/21	9 NCFS Reqs Posted	10 NCFS Reqs Submitted	10 Veteran's Day	12 0423 Pay Day 0424 Period End	13 0425 Period Begins
14	15 Time Entry COB	16 0111 PY Initialization 0424 PY Initialization	17 0111 PY Corrections 0424 PY Corrections	18 0111 PY Corrections 0424 PY Corrections	19 0111 PY Corrections 0424 PY Finalization BWD 9/18/21	20
21	22 Time Entry COB 0111 PY Finalization MWD 10/01/21 NCFS Reqs Posted	23 NCFS Reqs Posted NCFS Reqs Submitted	24 NCFS Reqs Submitted 0424 Pay Day	25 Thanksgiving	26 Thanksgiving 0425 Period End	27 0426 Period Begins
28	29 Time Entry COB	30 0111 Pay Day 0111 Period End				



December 2021 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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December 2021						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
				0425 PY Initialization NCFS HP Req Posted	0425 PY Corrections	
5	6	7	8	9	10	11
	Time Entry COB 0425 PY Corrections	0425 PY Finalization BWD 10/2/21 NCFS HP Req Submitted	NCFS Reqs Posted	NCFS Reqs Submitted	0425 Pay Day 0426 Period End 0112 PY Initialization	0401 Period Begins
12	13	14	15	16	17	18
	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 11/01/21 0426 PY Finalization BWD 10/16/21	NCFS Reqs Posted NCFS Reqs Posted	
19	20	21	22	23	24	25
	Time Entry COB NCFS Reqs Submitted NCFS Reqs Submitted	0112 Pay Day 0426 Pay Day		Christmas	Christmas 0401 Period End	0402 Period Begins
26	27	28	29	30	31	
	Christmas	Time Entry COB	0401 PY Initialization	0401 PY Corrections	New Year's Day 0112 Period End	