



January 2019 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 2019						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1 New Year's Day	2	3 CMCS HP Req Posted 0401 PY Initialization	4 0401 PY Corrections	5
6	7 Time Entry COB 0401 PY Corrections	8 0401 PY Finalization BWD 11/03/18	9 CMCS Reqs Posted CMCS HP Req Submitted	10 CMCS Reqs Submitted	11 0401 Pay Day 0402 Period End	12 0403 Period Begins
13	14 Time Entry COB	15	16 0402 PY Initialization	17 0402 PY Corrections	18 0402 PY Corrections	19
20	21 Martin Luther King Day	22 Time Entry COB 0101 PY Initialization 0402 PY Finalization BWD 11/17/18	23 0101 PY Corrections CMCS Reqs Posted	24 0101 PY Corrections CMCS Reqs Submitted	25 0101 PY Corrections 0402 Pay Day 0403 Period End	26 0404 Period Begins
27	28 Time Entry COB 0101 PY Finalization MWD 12/01/18	29 CMCS Reqs Posted	30 CMCS Reqs Submitted	31 0101 Pay Day 0101 Period End		



February 2019 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 2019						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				0403 PY Initialization	0403 PY Corrections	1 2
3	4 Time Entry COB 0403 PY Corrections CMCS HP Req	5 0403 PY Finalization BWD 12/01/18	6 CMCS Reqs Posted	7 CMCS Reqs Submitted CMCS HP Req Submitted	8 0403 Pay Day 0404 Period End	9 0405 Period Begins
10	11 Time Entry COB	12	13	14 0404 PY Initialization	15 0404 PY Corrections	16
17	18 Time Entry COB 0404 PY Corrections	19 0102 PY Initialization 0404 PY Finalization BWD 12/15/18	20 0102 PY Corrections CMCS Reqs Posted	21 0102 PY Corrections CMCS Reqs Submitted	22 0102 PY Corrections 0404 Pay Day 0405 Period End	23 0406 Period Begins
24	25 Time Entry COB 0102 PY Finalization MWD 01/01/19	26 CMCS Reqs Posted	27 CMCS Reqs Submitted	28 0102 Pay Day 0102 Period End		



March 2019 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.

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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.

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



April 2019 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 2019						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 Time Entry COB 0407 PY Corrections	2 0407 PY Finalization BWD 01/26/19 CMCS HP Req Posted	3 CMCS Reqs Posted	4 CMCS Reqs Submitted	5 0407 Pay Day 0408 Period End CMCS HP Req Submitted	6 0409 Period Begins
7	8 Time Entry COB	9	10 0408 PY Initialization	11 0408 PY Corrections	12 0408 PY Corrections	13
14	15 Time Entry COB 0408 PY Finalization BWD 02/09/18	16 CMCS Reqs Posted	17 CMCS Reqs Submitted	18 0104 PY Initialization 0408 Pay Day	19 Good Friday 0409 Period End	20 0410 Period Begins
21	22 Time Entry COB 0104 PY Corrections	23 0104 PY Corrections	24 0104 PY Corrections	25 0104 PY Finalization MWD 03/01/19 0409 PY Initialization	26 CMCS Reqs Posted 0409 PY Corrections	27
28	29 Time Entry COB CMCS Reqs Submitted 0409 PY Corrections	30 0104 Pay Day 0104 Period End 0409 PY Finalization BWD 02/23/19				



May 2019 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 2019						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1 CMCS Reqs Posted	2 CMCS Reqs Submitted CMCS HP Req Posted	3 0409 Pay Day 0410 Period End	4 0411 Period Begins
5	6 Time Entry COB	7 CMCS HP Req Submitted	8	9 0410 PY Initialization	10 0410 PY Corrections	11
12	13 Time Entry COB 0410 PY Corrections	14 0410 PY Finalization BWD 03/9/19	15 CMCS Reqs Posted	16 CMCS Reqs Submitted	17 0410 Pay Day 0411 Period End	18 0412 Period Begins
19	20 Time Entry COB 0105 PY Initialization	21 0105 PY Corrections 0411 PY Initialization	22 0105 PY Corrections 0411 PY Corrections	23 0105 PY Corrections 0411 PY Corrections	24 0105 PY Finalization MWD 04/01/19 0411 PY Finalization BWD 03/23/19	25
26	27 Memorial Day	28 Time Entry COB	29 CMCS Reqs Posted CMCS Reqs Posted	30 CMCS Reqs Submitted CMCS Reqs Submitted	31 0105 Pay Day 0105 Period End 0411 Pay Day 0412 Period End	



June 2019 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 2019						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1 0413 Period Begins
2	3 Time Entry COB	4 CMCS HP Req Posted		5 0412 PY Initialization	6 0412 PY Corrections CMCS HP Req Submitted	7 8
9	10 Time Entry COB 0412 PY Corrections	11 0412 PY Finalization BWD 04/6/19	12 CMCS Reqs Posted	13 CMCS Reqs Submitted	14 0412 Pay Day 0413 Period End	15 0414 Period Begins
16	17 Time Entry COB	18 0106 PY Initialization	19 0106 PY Corrections 0413 PY Initialization	20 0106 PY Corrections 0413 PY Corrections	21 0106 PY Corrections 0413 PY Corrections	22
23 0601 Period End	24 Time Entry COB 0106 PY Finalization MWD 05/01/19 0413 PY Finalization BWD 04/20/19	25 CMCS Reqs Posted CMCS Reqs Posted	26 CMCS Reqs Submitted CMCS Reqs Submitted		27 0106 Pay Day 0413 Pay Day 0414 Period End	28 29 0415 Period Begins



July 2019 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 2019						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 Time Entry COB	2 CMCS HP Req Posted	3 0414 PY Initialization	4 Independence Day	5 0414 PY Corrections	6
7	8 Time Entry COB 0414 PY Corrections CMCS HP Req Submitted	9 0414 PY Finalization BWD 05/4/19	10 CMCS Reqs Posted	11 CMCS Reqs Submitted	12 0414 Pay Day 0415 Period End	13 0416 Period Begins
14	15 Time Entry COB	16	17	18 0415 PY Initialization	19 0415 PY Corrections	20
21	22 Time Entry COB 0107 PY Initialization 0107 PY Corrections 0415 PY Corrections	23 0107 PY Corrections 0415 PY Finalization BWD 05/18/19	24 0107 PY Corrections CMCS Reqs Posted	25 0107 PY Corrections CMCS Reqs Submitted	26 0107 PY Finalization MWD 06/01/19 0415 Pay Day 0416 Period End	27 0417 Period Begins
28	29 Time Entry COB CMCS Reqs Posted	30 CMCS Reqs Submitted	31 0107 Pay Day 0107 Period End			



August 2019 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 2019						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1 0416 PY Initialization	2 0416 PY Corrections CMCS HP Req Posted	3
4	5 Time Entry COB 0416 PY Corrections	6 0416 PY Finalization BWD 06/1/19	7 CMCS Reqs Posted CMCS HP Req Submitted	8 CMCS Reqs Submitted	9 0416 Pay Day 0417 Period End	10 0418 Period Begins
11	12 Time Entry COB	13	14	15 0417 PY Initialization	16 0417 PY Corrections	17
18	19 Time Entry COB 0417 PY Corrections	20 0417 PY Finalization BWD 06/01/19	21 0108 PY Initialization CMCS Reqs Posted	22 0108 PY Corrections CMCS Reqs Submitted	23 0108 PY Corrections 0417 Pay Day 0418 Period End	24 0419 Period Begins
25	26 Time Entry COB 0108 PY Corrections	27 0108 PY Finalization MWD 07/01/19	28 CMCS Reqs Posted 0418 PY Initialization	29 CMCS Reqs Submitted 0418 PY Corrections	30 0108 Pay Day 0418 PY Corrections	31 0108 Period End



September 2019 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 2019						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
1	Labor Day	Time Entry COB 0418 PY Finalization BWD 06/29/19	CMCS Reqs Posted CMCS HP Req Posted	CMCS Reqs Submitted	0418 Pay Day 0419 Period End	0420 Period Begins
8	Time Entry COB CMCS HP Req Submitted	0419 PY Initialization	0419 PY Corrections	0419 PY Corrections	0419 PY Finalization BWD 7/13/19	14
15	Time Entry COB		CMCS Reqs Posted	0109 PY Initialization CMCS Reqs Submitted	0109 PY Corrections 0419 Pay Day 0420 Period End	0421 Period Begins
22	Time Entry COB 0109 PY Corrections	0109 PY Corrections	0109 PY Finalization MWD 08/01/19	CMCS Reqs Posted 0420 PY Initialization	CMCS Reqs Submitted 0420 PY Corrections	28
29	Time Entry COB 0109 Pay Day 0109 Period End 0420 PY Corrections					



October 2019 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

October 2019						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1 0420 PY Finalization BWD 07/27/19	2 CMCS Reqs Posted CMCS HP Req Posted	3 CMCS Reqs Submitted	4 0420 Pay Day 0421 Period End	5 0422 Period Begins
6	7 Time Entry COB CMCS HP Req Submitted	8	9	10 0421 PY Initialization	11 0421 PY Corrections	12
13	14 Time Entry COB 0421 PY Corrections	15 0421 PY Finalization BWD 08/10/19	16 CMCS Reqs Posted	17 CMCS Reqs Submitted	18 0421 Pay Day 0422 Period End	19 0423 Period Begins
20	21 Time Entry COB	22 0110 PY Initialization	23 0110 PY Corrections	24 0110 PY Corrections 0422 PY Initialization	25 0110 PY Corrections 0422 PY Corrections	26
27	28 Time Entry COB 0110 PY Finalization MWD 09/01/19 0422 PY Corrections	29 CMCS Reqs Posted 0422 PY Finalization BWD 08/24/19	30 CMCS Reqs Submitted CMCS Reqs Posted	31 0110 Pay Day 0110 Period End CMCS Reqs Submitted		



November 2019 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 2019						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1 0422 Pay Day 0423 Period End	2 0424 Period Begins
3	4 Time Entry COB CMCS HP Req Posted	5	6 0423 PY Initialization	7 0423 PY Corrections CMCS HP Req Submitted	8 0423 PY Corrections	9
10	11 Veteran's Day	12 Time Entry COB 0423 PY Finalization BWD 09/7/19	13 CMCS Reqs Posted	14 CMCS Reqs Submitted	15 0423 Pay Day 0424 Period End	16 0425 Period Begins
17	18 Time Entry COB 0111 PY Initialization	19 0111 PY Corrections 0424 PY Initialization	20 0111 PY Corrections 0424 PY Corrections	21 0111 PY Corrections 0424 PY Corrections	22 0111 PY Finalization MWD 10/01/19 0424 PY Finalization BWD 09/21/19	23
24	25 Time Entry COB CMCS Reqs Posted CMCS Reqs Posted	26 CMCS Reqs Submitted CMCS Reqs Submitted	27 0111 Pay Day 0424 Pay Day 0425 Period End	28 Thanksgiving	29 Thanksgiving	30 0111 Period End 0426 Period Begins



December 2019 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

December 2019						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2 Time Entry COB	3 CMCS HP Req Posted	4	5 0425 PY Initialization	6 0425 PY Corrections CMCS HP Req Submitted	7
8	9 Time Entry COB 0425 PY Corrections	10 0425 PY Finalization BWD 10/5/19	11 CMCS Reqs Posted	12 0112 PY Initialization CMCS Reqs Submitted	13 0112 PY Corrections 0425 Pay Day 0426 Period End	14 0401 Period Begins
15	16 Time Entry COB 0112 PY Corrections 0426 PY Initialization	17 0112 PY Corrections 0426 PY Corrections	18 0112 PY Finalization MWD 11/01/19 0426 PY Corrections	19 CMCS Reqs Posted 0426 PY Finalization BWD 10/19/19	20 CMCS Reqs Submitted CMCS Reqs Posted	21
22	23 Time Entry COB 0112 Pay Day CMCS Reqs Submitted	24 Christmas	25 Christmas	26 Christmas	27 0426 Pay Day 0401 Period End	28 0402 Period Begins
29	30 Time Entry COB	31 0112 Period End				