



January 2016 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.

During PY Finalization the system is unavailable 3:30 am - 1 pm.

All employee records may be unavailable intermittently 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.

January 2016						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1 New Year's Day 0401 Period End	2 0402 Period Begins
3	4 Time Entry COB	5 CMCS Health Plan Req Posted	6	7 CMCS Health Plan Req Submitted	8 0401 PY Corrections	9
10	11 Time Entry COB 0401 PY Corrections	12 0401 PY Finalization BWD 11/07/15	13 CMCS Reqs Posted	14 CMCS Reqs Submitted	15 0401 Pay Day 0402 Period End	16 0403 Period Begins
17	18 Martin Luther King Day	19 Time Entry COB	20 0101 PY Initialization	21 0101 PY Corrections	22 0101 PY Corrections 0402 PY Corrections	23
24 0101 Period End	25 Time Entry COB 0101 PY Corrections 0402 PY Corrections	26 0101 Finalization MWD 12/01/15 0402 PY Finalization BWD 11/21/15	27 CMCS Reqs Posted CMCS Reqs Posted	28 CMCS Reqs Submitted CMCS Reqs Submitted	29 0101 Pay Day 0402 Pay Day 0403 Period End	30 0404 Period Begins



February 2016 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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February 2016						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 Time Entry COB	2 CMCS Health Plan Req Posted	3	4 CMCS Health Plan Req Submitted	5 0403 PY Corrections	6
7	8 Time Entry COB 0403 PY Corrections	9 0403 PY Finalization BWD 12/05/15	10 CMCS Reqs Posted	11 CMCS Reqs Submitted	12 0403 Pay Day 0404 Period End	13 0405 Period Begins
14	15 Time Entry COB	16	17	18 0102 PY Initialization	19 0102 PY Corrections 0404 PY Corrections	20
21	22 Time Entry COB 0102 PY Corrections 0404 PY Corrections	23 0102 PY Corrections 0404 PY Finalization BWD 12/19/15	24 0102 Finalization MWD 01/01/16 CMCS Reqs Posted	25 CMCS Reqs Posted CMCS Reqs Submitted	26 CMCS Reqs Submitted 0404 Pay Day 0405 Period End	27 0406 Period Begins
28	29 Time Entry COB 0102 Pay Day 0102 Period End					



March 2016 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.

During PY Finalization the system is unavailable 3:30 am - 1 pm.

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March 2016						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
			CMCS Health Plan Req Posted		0405 PY Corrections CMCS Health Plan Req Submitted	
6	7	8	9	10	11	12
	Time Entry COB 0405 PY Corrections	0405 PY Finalization BWD 01/02/16	CMCS Reqs Posted	CMCS Reqs Submitted	0405 Pay Day 0406 Period End	0407 Period Begins
13	14	15	16	17	18	19
	Time Entry COB			0406 PY Corrections	0406 PY Corrections 0103 PY Initialization	
20	21	22	23	24	25	26
	Time Entry COB 0406 PY Finalization 0103 PY Corrections BWD 01/16/16	0103 PY Corrections CMCS Reqs Posted	0103 PY Corrections CMCS Reqs Submitted	0406 Pay Day 0103 PY Finalization MWD 02/01/16	Good Friday 0407 Period End	0408 Period Begins
27	28	29	30	31		
	Time Entry COB	CMCS Reqs Posted	CMCS Reqs Submitted	0103 Pay Day 0103 Period End		



April 2016 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.

During PY Finalization the system is unavailable 3:30 am - 1 pm.

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April 2016						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
					0407 PY Corrections	
3	4	5	6	7	8	9
	Time Entry COB 0407 PY Corrections CMCS Health Plan Req Posted	0407 PY Finalization BWD 01/30/16	CMCS Reqs Posted CMCS Health Plan Req Submitted	CMCS Reqs Submitted	0407 Pay Day 0408 Period End	0409 Period Begins
10	11	12	13	14	15	16
	Time Entry COB				0408 PY Corrections	
17	18	19	20	21	22	23
	Time Entry COB 0408 PY Corrections	0408 PY Finalization BWD 02/13/16	0104 PY Initialization CMCS Reqs Posted	0104 PY Corrections CMCS Reqs Submitted	0104 PY Corrections 0408 Pay Day 0409 Period End	0410 Period Begins
24	25	26	27	28	29	30
	Time Entry COB 0104 PY Corrections	0104 PY Finalization MWD 03/01/16	CMCS Reqs Posted	CMCS Reqs Submitted	0104 Pay Day 0409 PY Corrections	0104 Period End



May 2016 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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May 2016						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2 Time Entry COB 0409 PY Corrections	3 0409 PY Finalization BWD 02/27/16 CMCS Health Plan Req Posted	4 CMCS Reqs Posted	5 CMCS Reqs Submitted CMCS Health Plan Req Submitted	6 0409 Pay Day 0410 Period End	7 0411 Period Begins
8	9 Time Entry COB	10	11	12	13 0410 PY Corrections	14
15	16 Time Entry COB 0410 PY Corrections	17 0410 PY Finalization BWD 03/12/16	18 CMCS Reqs Posted	19 0105 PY Initialization CMCS Reqs Submitted	20 0105 PY Corrections 0410 Pay Day 0411 Period End	21 0412 Period Begins
22	23 Time Entry COB 0105 PY Corrections	24 0105 PY Corrections	25 0105 PY Finalization MWD 04/01/16 0411 PY Corrections	26 CMCS Reqs Posted 0411 PY Corrections	27 CMCS Reqs Submitted 0411 PY Finalization BWD 03/26/16	28
29	30 Memorial Day	31 Time Entry COB 0105 Pay Day 0105 Period End				



June 2016 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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June 2016						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1 CMCS Reqs Posted	2 CMCS Reqs Submitted CMCS Health Plan Req Posted	3 0411 Pay Day 0412 Period End	4 0413 Period Begins
5	6 Time Entry COB CMCS Health Plan Req Submitted	7	8	9	10 0412 PY Corrections	11
12	13 Time Entry COB 0412 PY Corrections	14 0412 PY Finalization BWD 04/09/16	15 CMCS Reqs Posted	16 CMCS Reqs Submitted	17 0412 Pay Day 0413 Period End	18 0414 Period Begins
19	20 Time Entry COB	21 0106 PY Initialization	22 0106 PY Corrections	23 0106 PY Corrections	24 0106 PY Corrections 0413 PY Corrections	25
26	27 Time Entry COB 0106 PY Finalization MWD 05/01/16 0413 PY Corrections	28 CMCS Reqs Posted 0413 PY Finalization BWD 04/23/16	29 CMCS Reqs Submitted CMCS Reqs Posted	30 0106 Pay Day 0106 Period End CMCS Reqs Submitted		



July 2016 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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July 2016						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1 0413 Pay Day 0414 Period End	2 0415 Period Begins
3	4 Independence Day	5 Time Entry COB CMCS Health Plan Req Posted	6	7 CMCS Health Plan Req Submitted	8 0414 PY Corrections	9
10	11 Time Entry COB 0414 PY Corrections	12 0414 PY Finalization BWD 05/07/16	13 CMCS Reqs Posted	14 CMCS Reqs Submitted	15 0414 Pay Day 0415 Period End	16 0416 Period Begins
17	18 Time Entry COB	19	20 0107 PY Initialization	21 0107 PY Corrections	22 0107 PY Corrections 0415 PY Corrections	23
24 0107 Period End	25 Time Entry COB 0107 PY Corrections 0415 PY Corrections	26 0107 PY Finalization MWD 06/01/15 0415 PY Finalization BWD 05/21/16	27 CMCS Reqs Posted CMCS Reqs Posted	28 CMCS Reqs Submitted CMCS Reqs Submitted	29 0107 Pay Day 0415 Pay Day 0416 Period End	30 0417 Period Begins



August 2016 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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August 2016						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 Time Entry COB	2 CMCS Health Plan Req Posted	3	4 CMCS Health Plan Req Submitted	5 0416 PY Corrections	6
7	8 Time Entry COB 0416 PY Corrections	9 0416 PY Finalization BWD 06/04/16	10 CMCS Reqs Posted	11 CMCS Reqs Submitted	12 0416 Pay Day 0417 Period End	13 0418 Period Begins
14	15 Time Entry COB	16	17	18	19 0417 PY Corrections	20
21	22 Time Entry COB 0108 PY Initialization 0417 PY Corrections	23 0108 PY Corrections 0417 PY Finalization BWD 06/18/16	24 0108 PY Corrections CMCS Reqs Posted	25 0108 PY Corrections CMCS Reqs Submitted	26 0108 PY Finalization MWD 07/01/16 0417 Pay Day 0418 Period End	27 0419 Period Begins
28	29 Time Entry COB CMCS Reqs Posted	30 CMCS Reqs Submitted	31 0108 Pay Day 0108 Period End 0418 PY Corrections			



September 2016 Payroll Calendar

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

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September 2016						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
				0418 PY Corrections	0418 PY Finalization BWD 07/02/16 CMCS Health Plan Req Posted	
4	5	6	7	8	9	10
	Labor Day	Time Entry COB	CMCS Reqs Posted CMCS Health Plan Req Submitted	CMCS Reqs Submitted	0418 Pay Day 0419 Period End	0420 Period Begins
11	12	13	14	15	16	17
	Time Entry COB				0419 PY Corrections	
18	19	20	21	22	23	24
	Time Entry COB 0419 PY Corrections	0419 PY Finalization BWD 07/16/16	0109 PY Initialization CMCS Reqs Posted	0109 PY Corrections CMCS Reqs Submitted	0109 PY Corrections 0419 Pay Day 0420 Period End	0421 Period Begins
25	26	27	28	29	30	
	Time Entry COB 0109 PY Corrections	0109 PY Finalization MWD 08/01/16	CMCS Reqs Posted	CMCS Reqs Submitted	0109 Pay Day 0109 Period End 0420 PY Corrections	



October 2016 Payroll Calendar

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

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October 2016						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3 Time Entry COB 0420 PY Corrections	4 0420 PY Finalization BWD 07/30/16 CMCS Health Plan Req Posted	5 CMCS Reqs Submitted	6 CMCS Reqs Posted CMCS Health Plan Req Submitted	7 0420 Pay Day 0421 Period End	8 0422 Period Begins
9	10 Time Entry COB	11	12	13	14 0421 PY Corrections	15
16	17 Time Entry COB 0421 PY Corrections	18 0421 PY Finalization BWD 08/13/16	19 CMCS Reqs Posted	20 0110 PY Initialization CMCS Reqs Submitted	21 0110 PY Corrections 0421 Pay Day 0422 Period End	22 0423 Period Begins
23	24 Time Entry COB 0110 PY Corrections	25 0110 PY Corrections	26 0110 PY Finalization MWD 09/01/16	27 CMCS Reqs Posted	28 CMCS Reqs Submitted 0422 PY Corrections	29
30	31 Time Entry COB 0110 Pay Day 0110 Period End 0422 PY Corrections					



November 2016 Payroll Calendar

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

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November 2016						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1 0422 PY Finalization BWD 08/27/16	2 CMCS Reqs Posted CMCS Health Plan Req Posted	3 CMCS Reqs Submitted	4 0422 Pay Day 0423 Period End CMCS Health Plan Req Submitted	5 0424 Period Begins
6	7 Time Entry COB	8	9	10 0423 PY Corrections	11 Veteran's Day	12
13	14 Time Entry COB 0423 PY Corrections	15 0423 PY Finalization BWD 09/10/16	16 CMCS Reqs Posted	17 0111 PY Initialization CMCS Reqs Submitted	18 0111 PY Corrections 0423 Pay Day 0424 Period End	19 0425 Period Begins
20	21 Time Entry COB 0111 PY Corrections	22 0111 PY Corrections	23 0111 PY Finalization MWD 10/01/16 0424 PY Corrections	24 Thanksgiving	25 Thanksgiving	26
27	28 Time Entry COB CMCS Reqs Posted 0424 PY Corrections	29 CMCS Reqs Submitted 0424 PY Finalization BWD 09/24/16	30 0111 Pay Day 0111 Period End CMCS Reqs Posted			



December 2016 Payroll Calendar

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

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December 2016						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1 CMCS Reqs Submitted	2 0424 Pay Day 0425 Period End CMCS Health Plan Req Submitted	3 0426 Period Begins
4	5 Time Entry COB	6 CMCS Health Plan Req Submitted	7	8	9 0425 PY Corrections	10
11	12 Time Entry COB 0425 PY Corrections	13 0112 PY Initialization 0425 PY Finalization BWD 10/08/16	14 0112 PY Corrections CMCS Reqs Posted	15 0112 PY Corrections CMCS Reqs Submitted	16 0112 PY Corrections 0425 Pay Day 0426 Period End	17 0401 Period Begins
18	19 Time Entry COB 0112 PY Finalization MWD 11/01/16	20 CMCS Reqs Posted 0426 PY Corrections	21 CMCS Reqs Submitted 0426 PY Corrections	22 0112 Pay Day 0426 PY Finalization BWD 10/22/16	23 Christmas	24
25 Christmas	26 Christmas	27 Christmas	28 Time Entry COB CMCS Reqs Posted	29 CMCS Reqs Submitted	30 0426 Pay Day 0401 Period End	31 0112 Period End 0402 Period Begins