



# January - April 2012

## 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.

January 2012						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 New Year's Day	2 Time Entry COB 0401 PY Finalization BWD 09/03/11	3 CMCS Reqs Posted	4 CMCS Reqs Submitted	5 0401 Pay Day 0402 Period End	6 0403 Period Begins
7						
8	9 Time Entry COB			11 0402 PY Corrections	12 0402 PY Corrections	
13						
14						
15	16 Martin Luther King	17 Time Entry COB 0402 PY Finalization BWD 10/01/11	18 CMCS Reqs Posted	19 CMCS Reqs Submitted	20 0402 Pay Day 0403 Period End 0101 PY Initialization	21 0404 Period Begins
22	23 Time Entry COB 0101 PY Corrections	24 0101 PY Corrections	25 0101 PY Corrections	26 0101 PY Finalization MWD 10/01/11	27 CMCS Reqs Posted 0403 PY Corrections	28
29	30 Time Entry COB CMCS Reqs Submitted 0403 PY Corrections	31 0101 Pay Day 0101 Period End 0403 PY Finalization BWD 10/15/11				

March 2012						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1 CMCS Reqs Submitted	2 0405 Pay Day 0406 Period End
						3 0407 Period Begins
4	5 Time Entry COB	6	7	8	9 0406 PY Corrections	10
11	12 Time Entry COB 0406 PY Corrections	13 0406 PY Finalization BWD 11/26/11	14 CMCS Reqs Posted	15 CMCS Reqs Submitted	16 0406 Pay Day 0407 Period End	17 0408 Period Begins
18	19 Time Entry COB	20	21 0103 PY Initialization	22 0103 PY Corrections	23 0103 PY Corrections 0407 PY Corrections	24
25	26 Time Entry COB 0103 PY Corrections	27 0103 PY Finalization MWD 12/01/11	28 CMCS Reqs Posted CMCS Reqs Posted	29 CMCS Reqs Submitted CMCS Reqs Submitted	30 0103 Pay Day 0407 Pay Day 0408 Period End	31 0103 Period End 0409 Period Begins

February 2012						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1 CMCS Reqs Posted	2 CMCS Reqs Submitted	3 0403 Pay Day 0404 Period End	4 0405 Period Begins
5	6 Time Entry COB	7	8	9	10 0404 PY Corrections	11
12	13 Time Entry COB 0404 PY Corrections	14 0404 PY Finalization BWD 10/29/11	15 CMCS Reqs Posted	16 CMCS Reqs Submitted	17 0404 Pay Day 0405 Period End	18 0406 Period Begins
19	20 Time Entry COB 0102 PY Initialization	21 0102 PY Corrections	22 0102 PY Corrections	23 0102 PY Corrections	24 0102 PY Finalization MWD 11/01/11	25 0405 PY Corrections
26	27 Time Entry COB CMCS Reqs Posted 0405 PY Corrections	28 CMCS Reqs Submitted 0405 PY Finalization BWD 11/12/11	29 0102 Pay Day 0102 Period End CMCS Reqs Posted			

April 2012						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2 Time Entry COB	3	4	5 0408 PY Corrections	6 Good Friday	7
8	9 Time Entry COB 0408 PY Corrections	10 0408 PY Finalization BWD 12/24/11	11 CMCS Reqs Posted	12 CMCS Reqs Submitted	13 0408 Pay Day 0409 Period End	14 0410 Period Begins
15	16 Time Entry COB	17	18	19 0104 Initialization	20 0104 PY Corrections 0409 PY Corrections	21
22	23 Time Entry COB 0104 PY Corrections	24 0104 PY Corrections 0409 PY Finalization BWD 01/07/12	25 0104 PY Finalization MWD 01/01/12	26 CMCS Reqs Posted CMCS Reqs Submitted	27 CMCS Reqs Submitted 0409 Pay Day 0410 Period End	28 0411 Period Begins
29	30 Time Entry COB 0104 Pay Day 0104 Period End					