



January 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	2 New Year's Day	3 Time Entry COB 0401 PY Finalization BWD 09/03/11	4 CMCS Reqs Posted	5 CMCS Reqs Submitted	6 0401 Pay Day 0402 Period End	7 0403 Period Begins
8	9 Time Entry COB	10	11	12 0402 PY Corrections	13 0402 PY Corrections	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				



February 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.

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 0405 PY Corrections	25
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			



March 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.

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 0407 PY Corrections	27 0103 PY Finalization MWD 12/01/11 0407 PY Finalization BWD 12/10/11	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



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.

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 0409 PY Corrections	24 0104 PY Corrections 0409 PY Finalization BWD 01/07/12	25 0104 PY Finalization MWD 01/01/12 CMCS Reqs Posted	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					



May 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.

May 2012						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
					0410 PY Corrections	
6	7	8	9	10	11	12
	Time Entry COB 0410 PY Corrections	0410 PY Finalization BWD 01/21/12	CMCS Reqs Posted	CMCS Reqs Submitted	0410 Pay Day 0411 Period End	0412 Period Begins
13	14	15	16	17	18	19
	Time Entry COB				0411 PY Corrections	
20	21	22	23	24	25	26
	Time Entry COB 0105 PY Initialization 0411 PY Corrections	0105 PY Corrections 0411 PY Finalization BWD 02/04/12	0105 PY Corrections CMCS Reqs Posted	0105 PY Corrections CMCS Reqs Submitted	0105 PY Finalization MWD 02/01/12 0411 Pay Day 0412 Period End	0413 Period Begins
27	28	29	30	31		
	Memorial Day	Time Entry COB CMCS Reqs Posted	CMCS Reqs Submitted	0105 Pay Day 0105 Period End		



June 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.

June 2012						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
					0412 PY Corrections	
3	4	5	6	7	8	9
	Time Entry COB 0412 PY Corrections	0412 PY Finalization BWD 02/18/12	CMCS Reqs Posted	CMCS Reqs Submitted	0412 Pay Day 0413 Period End	0414 Period Begins
10	11	12	13	14	15	16
	Time Entry COB				0413 PY Corrections	
17	18	19	20	21	22	23
	Time Entry COB 0413 PY Corrections	0413 PY Finalization BWD 03/03/12	0106 PY Initialization CMCS Reqs Posted	0106 PY Corrections CMCS Reqs Submitted	0106 PY Corrections 0413 Pay Day 0414 Period End	0415 Period Begins
24	25	26	27	28	29	30
	Time Entry COB 0106 PY Corrections	0106 PY Finalization MWD 03/01/12	CMCS Reqs Posted	CMCS Reqs Submitted 0414 PY Corrections	0106 Pay Day 0414 PY Corrections	0106 Period End



July 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.

July 2012						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2 Time Entry COB 0414 PY Finalization BWD 03/17/12	3 CMCS Reqs Posted	4 Independence Day	5 CMCS Reqs Submitted	6 0414 Pay Day 0415 Period End	7 0416 Period Begins
8	9 Time Entry COB	10	11	12	13 0415 PY Corrections	14
15	16 Time Entry COB 0415 PY Corrections	17 0415 PY Finalization BWD 03/31/12	18 CMCS Reqs Posted	19 CMCS Reqs Submitted	20 0415 Pay Day 0416 Period End 0107 PY Initialization	21 0417 Period Begins
22	23 Time Entry COB 0107 PY Corrections	24 0107 PY Corrections	25 0107 PY Corrections	26 0107 PY Finalization MWD 04/01/12	27 CMCS Reqs Posted 0416 PY Corrections	28
29	30 Time Entry COB CMCS Reqs Submitted 0416 PY Corrections	31 0107 Pay Day 0107 Period End 0416 PY Finalization BWD 04/14/12				



August 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.

August 2012						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1 CMCS Reqs Posted	2 CMCS Reqs Submitted	3 0416 Pay Day 0417 Period End	4 0418 Period Begins
5	6 Time Entry COB	7	8	9	10 0417 PY Corrections	11
12	13 Time Entry COB 0417 PY Corrections	14 0417 PY Finalization BWD 04/28/12	15 CMCS Reqs Posted	16 CMCS Reqs Submitted	17 0417 Pay Day 0418 Period End	18 0419 Period Begins
19	20 Time Entry COB	21	22 0108 PY Initialization	23 0108 PY Corrections	24 0108 PY Corrections 0418 PY Corrections	25
26	27 Time Entry COB 0108 PY Corrections 0418 PY Corrections	28 0108 PY Finalization MWD 05/01/12 0418 PY Finalization BWD 05/12/12	29 CMCS Reqs Posted CMCS Reqs Posted	30 CMCS Reqs Submitted CMCS Reqs Submitted	31 0108 Pay Day 0108 Period End 0418 Pay Day 0419 Period End	0420 Period Begins



September 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.

September 2012						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	Labor Day	Time Entry COB			0419 PY Corrections	8
9	Time Entry COB 0419 PY Corrections	0419 PY Finalization BWD 05/26/12	CMCS Reqs Posted	CMCS Reqs Submitted	0419 Pay Day 0420 Period End	15
16	Time Entry COB		0109 PY Initialization	0109 PY Corrections	0109 PY Corrections 0420 PY Corrections	22
23	Time Entry COB 0109 PY Corrections 0420 PY Corrections	0109 PY Finalization MWD 06/01/12 0420 PY Finalization BWD 06/09/12	CMCS Reqs Posted CMCS Reqs Posted	CMCS Reqs Submitted CMCS Reqs Submitted	0109 Pay Day 0420 Pay Day 0421 Period End	29
30						
0109 Period End						



October 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.

October 2012						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 Time Entry COB	2	3	4	5 0421 PY Corrections	6
7	8 Time Entry COB 0421 PY Corrections	9 0421 PY Finalization BWD 06/23/12	10 CMCS Reqs Posted	11 CMCS Reqs Submitted	12 0421 Pay Day 0422 Period End	13 0423 Period Begins
14	15 Time Entry COB	16	17	18	19 0422 PY Corrections	20
21	22 Time Entry COB 0110 PY Initialization 0422 Corrections	23 0110 PY Corrections 0422 PY Finalization BWD 07/07/12	24 0110 PY Corrections CMCS Reqs Posted	25 0110 PY Corrections CMCS Reqs Submitted	26 0422 Pay Day 0423 Period End 0110 PY Finalization MWD 07/01/12	27 0424 Period Begins
28	29 Time Entry COB CMCS Reqs Posted	30 CMCS Reqs Submitted	31 0110 Pay Day 0110 Period End			



November 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.

November 2012						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
					0423 PY Corrections	
4	5	6	7	8	9	10
	Time Entry COB 0423 PY Corrections	0423 PY Finalization BWD 07/21/12	CMCS Reqs Posted	CMCS Reqs Submitted	0423 Pay Day 0424 Period End	0425 Period Begins
11	12	13	14	15	16	17
	Veterans Day	Time Entry COB	0424 PY Corrections	0424 PY Corrections	0424 PY Finalization BWD 08/04/12	
18	19	20	21	22	23	24
	Time Entry COB 0111 PY Initialization CMCS Reqs Posted	0111 PY Corrections CMCS Reqs Submitted	0111 PY Corrections 0424 Pay Day	Thanksgiving	Thanksgiving 0425 Period End	0426 Period Begins
25	26	27	28	29	30	
	Time Entry COB 0111 PY Corrections	0111 PY Finalization MWD 08/01/12	CMCS Reqs Posted	CMCS Reqs Submitted	0111 Pay Day 0111 Period End 0425 PY Corrections	



December 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.

December 2012						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3 Time Entry COB 0425 PY Corrections	4 0425 PY Finalization BWD 08/18/12	5 CMCS Reqs Posted	6 CMCS Reqs Submitted	7 0425 Pay Day 0426 Period End	8 0401 Period Begins
9	10 Time Entry COB	11	12 0112 PY Initialization	13 0112 PY Corrections	14 0112 PY Corrections 0426 PY Corrections	15
16	17 Time Entry COB 0112 PY Corrections 0426 PY Corrections	18 0112 PY Finalization MWD 09/01/12 0426 PY Finalization BWD 09/01/12	19 CMCS Reqs Posted CMCS Reqs Posted	20 CMCS Reqs Submitted CMCS Reqs Submitted	21 0112 Pay Day 0426 Pay Day 0401 Period End	22 0402 Period Begins
23 Christmas	24 Christmas	25 Christmas	26 Christmas	27 Time Entry COB 0401 PY Corrections	28 0401 PY Corrections	29
30	31 Time Entry COB 0112 Period End 0401 PY Finalization BWD 09/15/12					