



May - 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.

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

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 Time Entry COB	9	10	11	12	13 0415 PY Corrections	14
15 Time Entry COB 0415 PY Corrections	16 0415 PY Finalization BWD 03/31/12	17 CMCS Reqs Posted	18 CMCS Reqs Submitted	19 0415 Pay Day 0416 Period End 0107 PY Initialization	20 0417 Period Begins	21
22 Time Entry COB 0107 PY Corrections	23 0107 PY Corrections	24 0107 PY Corrections	25 0107 PY Finalization MWD 04/01/12	26 CMCS Reqs Posted 0416 PY Corrections	27	28
29 Time Entry COB CMCS Reqs Submitted 0416 PY Corrections	30 0107 Pay Day 0107 Period End 0416 PY Finalization BWD 04/14/12	31				

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

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 Time Entry COB	6	7	8	9	10 0417 PY Corrections	11
12 Time Entry COB 0417 PY Corrections	13 0417 PY Finalization BWD 04/28/12	14 CMCS Reqs Posted	15 CMCS Reqs Submitted	16 0417 Pay Day 0418 Period End	17 0419 Period Begins	18
19 Time Entry COB	20	21 0108 PY Initialization	22 0108 PY Corrections	23 0108 PY Corrections 0418 PY Corrections	24	25
26 Time Entry COB 0108 PY Corrections 0418 PY Corrections	27 0108 PY Finalization MWD 05/01/12 0418 PY Finalization BWD 05/12/12	28 CMCS Reqs Posted CMCS Reqs Submitted	29 CMCS Reqs Submitted CMCS Reqs Submitted	30 0108 Pay Day 0108 Period End 0418 Pay Day 0419 Period End	31 0420 Period Begins	