



January - April 2013 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 on the afternoon of finalization for biweekly employees and the morning after finalization for monthly employees.

January 2013						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1 New Year's Day	2 CMCS Reqs Posted	3 CMCS Reqs Submitted	4 0401 Pay Day 0402 Period End	5 0403 Period Begins
6	7 Time Entry COB	8	9	10	11 0402 PY Corrections	12
13	14 Time Entry COB 0402 PY Corrections	15 0402 PY Finalization BWD 09/29/12	16 CMCS Reqs Posted	17 CMCS Reqs Submitted	18 0402 Pay Day 0403 Period End	19 0404 Period Begins
20	21 Martin Luther King Day	22 Time Entry COB 0101 PY Initialization	23 0101 PY Corrections	24 0101 PY Corrections	25 0101 PY Corrections 0403 PY Corrections	26
27	28 Time Entry COB 0101 PY Finalization 0403 PY Corrections MWD 10/01/12	29 CMCS Reqs Posted 0403 PY Finalization BWD 10/13/12	30 CMCS Reqs Submitted CMCS Reqs Posted	31 0101 Pay Day 0101 Period End CMCS Reqs Submitted		

March 2013						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1 0405 Pay Day 0406 Period End	2 0407 Period Begins
3	4 Time Entry COB	5	6	7	8 0406 PY Corrections	9
10	11 Time Entry COB 0406 PY Corrections	12 0406 PY Finalization BWD 11/24/12	13 CMCS Reqs Posted	14 CMCS Reqs Submitted	15 0406 Pay Day 0407 Period End	16 0408 Period Begins
17	18 Time Entry COB	19 0103 PY Initialization	20 0103 PY Corrections	21 0103 PY Corrections	22 0103 PY Corrections 0407 PY Corrections	23
24	25 Time Entry COB 0103 PY Finalization 0407 PY Finalization MWD 12/01/12 BWD 12/08/12	26 CMCS Reqs Posted CMCS Reqs Submitted	27 CMCS Reqs Submitted CMCS Reqs Submitted	28 0103 Pay Day 0407 Pay Day	29 Good Friday 0408 Period End	30 0409 Period Begins

February 2013						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1 0403 Pay Day 0404 Period End	2 0405 Period Begins
3	4 Time Entry COB	5	6	7	8 0404 PY Corrections	9
10	11 Time Entry COB 0404 PY Corrections	12 0404 PY Finalization BWD 10/27/12	13 CMCS Reqs Posted	14 CMCS Reqs Submitted	15 0404 Pay Day 0405 Period End	16 0406 Period Begins
17	18 Time Entry COB	19 0102 PY Initialization	20 0102 PY Corrections	21 0102 PY Corrections	22 0102 PY Corrections 0405 PY Corrections	23
24	25 Time Entry COB 0102 PY Finalization 0405 PY Corrections MWD 11/01/12	26 CMCS Reqs Posted 0405 PY Finalization BWD 11/10/12	27 CMCS Reqs Submitted CMCS Reqs Posted	28 0102 Pay Day 0102 Period End CMCS Reqs Submitted		

April 2013						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 Time Entry COB	2	3	4	5 0408 PY Corrections	6
7	8 Time Entry COB 0408 PY Corrections	9 0408 PY Finalization BWD 12/22/12	10 CMCS Reqs Posted	11 CMCS Reqs Submitted	12 0408 Pay Day 0409 Period End	13 0410 Period Begins
14	15 Time Entry COB	16	17	18	19 0104 PY Initialization 0409 PY Corrections	20
21	22 Time Entry COB 0104 PY Corrections	23 0104 PY Corrections 0409 PY Finalization BWD 01/05/13	24 0104 PY Corrections CMCS Reqs Posted	25 0104 PY Finalization CMCS Reqs Submitted MWD 01/01/13	26 CMCS Reqs Posted 0409 Pay Day 0410 Period End	27 0411 Period Begins
28	29 Time Entry COB CMCS Reqs Submitted	30 0104 Pay Day 0104 Period End				