



January 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		



February 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.

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February 2012						
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		



March 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.

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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.

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 0407 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 Posted	27 CMCS Reqs Submitted CMCS Reqs Submitted	28 0103 Pay Day 0407 Pay Day	29 Good Friday 0408 Period End	30 0409 Period Begins
31 0103 Period End						



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.

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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.

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 0409 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				



May 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.

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May 2013						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3 0410 PY Corrections	4
5	6 Time Entry COB 0410 PY Corrections	7 0410 PY Finalization BWD 01/19/13	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 0411 PY Corrections	21 0105 PY Initialization 0411 PY Finalization BWD 02/02/13	22 0105 PY Corrections CMCS Reqs Posted	23 0105 PY Corrections CMCS Reqs Submitted	24 0105 PY Corrections 0411 Pay Day 0412 Period End	25 0413 Period Begins
26	27 Memorial Day	28 Time Entry COB 0105 PY Finalization MWD 02/01/13	29 CMCS Reqs Posted	30 CMCS Reqs Submitted	31 0105 Pay Day 0105 Period End 0412 PY Corrections	



June 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.

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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.

June 2013						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3 Time Entry COB 0412 PY Corrections	4 0412 PY Finalization BWD 02/16/13	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 03/02/13	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 03/01/13	26 CMCS Reqs Posted	27 CMCS Reqs Submitted 0414 PY Corrections	28 0106 Pay Day 0414 PY Corrections	29
30 0106 Period End						



July 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.

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July 2013						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 Time Entry COB 0414 PY Finalization BWD 03/16/13	2 CMCS Reqs Posted	3 CMCS Reqs Submitted	4 Independence Day	5 0414 Pay Day 0415 Period End	6 0416 Period Begins
7	8 Time Entry COB	9	10	11	12 0415 PY Corrections	13
14	15 Time Entry COB 0415 PY Corrections	16 0415 PY Finalization BWD 03/30/13	17 CMCS Reqs Posted	18 CMCS Reqs Submitted	19 0415 Pay Day 0416 Period End	20 0417 Period Begins
21	22 Time Entry COB 0107 PY Initialization	23 0107 PY Corrections	24 0107 PY Corrections	25 0107 PY Corrections	26 0107 PY Finalization 0416 PY Corrections MWD 04/01/13	27
28	29 Time Entry COB CMCS Reqs Posted 0416 PY Corrections	30 CMCS Reqs Submitted 0416 PY Finalization BWD 04/13/13	31 0107 Pay Day 0107 Period End CMCS Reqs Posted			



August 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.

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August 2013						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1 CMCS Reqs Submitted	2 0416 Pay Day 0417 Period End	3 0418 Period Begins
4	5 Time Entry COB	6	7	8	9 0417 PY Corrections	10
11	12 Time Entry COB 0417 PY Corrections	13 0417 PY Finalization BWD 04/27/13	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 0418 PY Finalization MWD 05/01/13 BWD 05/11/13	28 CMCS Reqs Posted CMCS Reqs Posted	29 CMCS Reqs Submitted CMCS Reqs Submitted	30 0108 Pay Day 0418 Pay Day 0419 Period End	31 0108 Period End 0420 Period Begins



September 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.

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September 2013						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2 Labor Day	3 Time Entry COB	4	5	6 0419 PY Corrections	7
8	9 Time Entry COB 0419 PY Corrections	10 0419 PY Finalization BWD 05/25/13	11 CMCS Reqs Posted	12 CMCS Reqs Submitted	13 0419 Pay Day 0420 Period End	14 0421 Period Begins
15	16 Time Entry COB	17	18	19 0109 PY Initialization	20 0109 PY Corrections 0420 PY Corrections	21
22	23 Time Entry COB 0109 PY Corrections 0420 PY Corrections	24 0109 PY Corrections 0420 PY Finalization BWD 06/08/13	25 0109 PY Finalization CMCS Reqs Posted MWD 06/01/13	26 CMCS Reqs Posted CMCS Reqs Submitted	27 CMCS Reqs Submitted 0420 Pay Day 0421 Period End	28 0422 Period Begins
29	30 Time Entry COB 0109 Pay Day 0109 Period End					



October 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.

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October 2013						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4 0421 PY Corrections	5
6	7 Time Entry COB 0421 PY Corrections	8 0421 PY Finalization BWD 06/22/13	9 CMCS Reqs Posted	10 CMCS Reqs Submitted	11 0421 Pay Day 0422 Period End	12 0423 Period Begins
13	14 Time Entry COB	15	16	17	18 0422 PY Corrections	19
20	21 Time Entry COB 0422 PY Corrections	22 0110 PY Initialization 0422 PY Finalization BWD 07/06/13	23 0110 PY Corrections CMCS Reqs Posted	24 0110 PY Corrections CMCS Reqs Submitted	25 0110 PY Corrections 0422 Pay Day 0423 Period End	26 0424 Period Begins
27	28 Time Entry COB 0110 PY Finalization MWD 07/01/13	29 CMCS Reqs Posted	30 CMCS Reqs Submitted	31 0110 Pay Day 0110 Period End		



November 2013 Payroll Calendar

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

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November 2013						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
					0423 PY Corrections	
3	4	5	6	7	8	9
	Time Entry COB 0423 PY Corrections	0423 PY Finalization BWD 07/20/13	CMCS Reqs Posted	CMCS Reqs Submitted	0423 Pay Day 0424 Period End	0425 Period Begins
10	11	12	13	14	15	16
	Veteran's Day	Time Entry COB			0424 PY Corrections	
17	18	19	20	21	22	23
	Time Entry COB 0111 PY Initialization 0424 PY Corrections	0111 PY Corrections 0424 PY Finalization BWD 08/03/13	0111 PY Corrections CMCS Reqs Posted	0111 PY Corrections CMCS Reqs Submitted	0111 PY Finalization 0424 Pay Day 0425 Period End MWD 08/01/13	0426 Period Begins
24	25	26	27	28	29	30
	Time Entry COB CMCS Reqs Posted	CMCS Reqs Submitted	0111 Pay Day 0425 PY Corrections	Thanksgiving	Thanksgiving	0111 Period End



December 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.

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December 2013						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2 Time Entry COB 0425 PY Corrections	3 0425 PY Finalization BWD 08/17/13	4 CMCS Reqs Posted	5 CMCS Reqs Submitted	6 0425 Pay Day 0426 Period End	7 0401 Period Begins
8 Time Entry COB	9	10	11	12 0112 PY Initialization	13 0112 PY Corrections 0426 PY Corrections	14
15	16 Time Entry COB 0112 PY Corrections 0426 PY Corrections	17 0112 PY Corrections 0426 PY Finalization BWD 08/31/13	18 0112 PY Finalization CMCS Reqs Posted MWD 09/01/13	19 CMCS Reqs Posted CMCS Reqs Submitted	20 CMCS Reqs Submitted 0426 Pay Day 0401 Period End	21 0402 Period Begins
22	23 Time Entry COB 0112 Pay Day 0401 PY Corrections	24 Christmas	25 Christmas	26 Christmas	27 0401 PY Corrections	28
29	30 Time Entry COB 0401 PY Finalization BWD 09/14/13	31 0112 Period End CMCS Reqs Posted				