



January - April 2014 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 2014						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1 New Year's Day	2 CMCS Reqs Submitted	3 0401 Pay Day 0402 Period End	4 0403 Period Begins
5	6 Time Entry COB	7	8	9	10 0402 PY Corrections	11
12	13 Time Entry COB 0402 PY Corrections	14 0402 PY Finalization BWD 11/09/13	15 CMCS Reqs Posted	16 CMCS Reqs Submitted	17 0402 Pay Day 0403 Period End	18 0404 Period Begins
19	20 Martin Luther King Day	21 Time Entry COB	22 0101 PY Initialization	23 0101 PY Corrections	24 0101 PY Corrections 0403 PY Corrections	25
26	27 Time Entry COB 0101 PY Corrections 0403 PY Corrections	28 0101 PY Finalization MWD 12/01/13 0403 PY Finalization BWD 11/23/13	29 CMCS Reqs Posted CMCS Reqs Posted	30 CMCS Reqs Submitted CMCS Reqs Submitted	31 0101 Pay Day 0101 Period End 0403 Pay Day 0404 Period End	

February 2014						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1 0405 Period Begins
2	3 Time Entry COB	4	5	6	7 0404 PY Corrections	8
9	10 Time Entry COB 0404 PY Corrections	11 0404 PY Finalization BWD 12/07/13	12 CMCS Reqs Posted	13 CMCS Reqs Submitted	14 0404 Pay Day 0405 Period End	15 0406 Period Begins
16	17 Time Entry COB	18	19 0102 PY Initialization	20 0102 PY Corrections	21 0102 PY Corrections 0405 PY Corrections	22
23	24 Time Entry COB 0102 PY Corrections 0405 PY Corrections	25 0102 PY Finalization MWD 01/01/14 0405 Finalization BWD 12/21/13	26 CMCS Reqs Posted CMCS Reqs Posted	27 CMCS Reqs Submitted CMCS Reqs Submitted	28 0102 Pay Day 0102 Period End 0405 Pay Day 0406 Period End	

March 2014						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						0407 Period 1 Begins
2	3 Time Entry COB	4	5	6	7 0406 PY Corrections	8
9	10 Time Entry COB 0406 PY Corrections	11 0406 PY Finalization BWD 01/04/14	12 CMCS Reqs Posted	13 CMCS Reqs Submitted	14 0406 Pay Day 0407 Period End	15 0408 Period Begins
16	17 Time Entry COB	18	19	20 0103 PY Initialization	21 0103 PY Corrections 0407 PY Corrections	22
23	24 Time Entry COB 0103 PY Corrections 0407 PY Corrections	25 0103 PY Corrections 0407 PY Finalization BWD 01/18/14	26 0103 PY Finalization MWD 02/01/14 CMCS Reqs Posted	27 CMCS Reqs Posted CMCS Reqs Submitted	28 CMCS Reqs Submitted 0407 Pay Day 0408 Period End	29 0409 Period Begins
30	31 Time Entry COB 0103 Pay Day 0103 Period End					

April 2014						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4 0408 PY Corrections	5
6	7 Time Entry COB 0408 PY Corrections	8 0408 PY Finalization BWD 02/01/14	9 CMCS Reqs Posted	10 CMCS Reqs Submitted	11 0408 Pay Day 0409 Period End	12 0410 Period Begins
13	14 Time Entry COB	15	16	17 0409 PY Corrections	18 Good Friday	19
20	21 Time Entry COB 0104 PY Initialization 0409 PY Corrections	22 0104 PY Corrections 0409 PY Finalization BWD 02/15/14	23 0104 PY Corrections CMCS Reqs Posted	24 0104 PY Corrections CMCS Reqs Submitted	25 0104 PY Finalization MWD 03/01/14 0409 Pay Day 0410 Period End	26 0411 Period Begins
27	28 Time Entry COB CMCS Reqs Posted	29 CMCS Reqs Submitted	30 0104 Pay Day 0104 Period End			