



January 2022 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.

Last day of PY monthly corrections the system is unavailable from noon until monthly finalization is complete

All employee records will be unavailable for updates during the finalization process for any payroll.

Employees with error conditions during the finalization process may not be paid.

Agencies should submit their NCFS requisitions (disbursements) by 10:30 am.

Integrated HR/Payroll System will charge back any bank fees incurred due to late or rejected NCFS r

The payroll/time wall date is updated on employee records the morning after finalization for biweekly (BWD) and monthly (MWD) employees.

01 = Monthly Payroll

04 = Bi-weekly Payroll

January 2022					
Sun	Mon	Tue	Wed	Thur	Fri
			0401 PY Initialization 29	0401 PY Corrections 30	New Year's Day 31
2	3	4	5	6	7
	Time Entry COB 0401 PY Corrections	0401 PY Finalization BWD 10-30-21 NCFS HP Req Posted	NCFS Reqs Posted	NCFS Reqs Submitted	0401 Pay Day 0402 Period End NCFS HP Req Submitted
9	10	11	12	13	14
	Time Entry COB	0402 PY Initialization	0402 PY Corrections	0402 PY Corrections	0402 PY Corrections
16	17	18	19	20	21
	Martin Luther King	Time Entry COB 0402 PY Finalization BWD 11-13-21	NCFS Reqs Posted 0101 PY Initialization	NCFS Reqs Submitted 0101 PY Corrections	0402 Pay Day 0403 Period Ends 0101 PY Corrections
23	24	25	26	27	28
	Time Entry COB 0101 PY Corrections	0101 PY Corrections	0101 PY Finalization MWD 12-01-21	NCFS Reqs Posted 0403 PY Initialization	NCFS Reqs Submitted 0403 PY Corrections
30	31				
	Time Entry COB 0101 Pay Day 0101 Period End 0403 PY Corrections				



February 2022 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 2022					
Sun	Mon	Tue	Wed	Thur	Fri
		1	2	3	4
		0403 PY Finalization BWD 11-27-21 NCFS HP Req Posted	NCFS Reqs Posted	NCFS Reqs Submitted	0403 Pay Day 0404 Period Ends NCFS HP Req Submitted
6	7	8	9	10	11
Time Entry COB				0404 PY Initialization	0404 PY Corrections
13	14	15	16	17	18
	Time Entry COB 0404 PY Corrections	0404 PY Finalization BWD 12-11-21	NCFS Reqs Posted	0102 PY Initialization NCFS Reqs Submitted	0404 Pay Day 0405 Period End 0102 PY Corrections
20	21	22	23	24	25
Time Entry COB 0102 PY Corrections	0102 PY Corrections		0102 PY Finalization MWD 01-01-22	NCFS Reqs Posted 0405 PY Initialization	NCFS Reqs Submitted 0405 PY Corrections
27	28				
Time Entry COB 0102 Pay Day 0102 Period End 0405 PY Corrections					



March 2022 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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04 = Bi-weekly Payroll

March 2022					
Sun	Mon	Tue	Wed	Thur	Fri
		1	2	3	4
		0405 PY Finalization BWD 12-25-21 NCFS HP Req	NCFS Reqs Posted	NCFS Reqs Submitted	0405 Pay Day 0406 Period End NCFS HP Req Submitted
6	7	8	9	10	11
	Time Entry COB			0406 PY Initialization	0406 PY Corrections
13	14	15	16	17	18
	Time Entry COB 0406 PY Corrections	0406 PY Finalization BWD 01-08-22	NCFS Reqs Posted	NCFS Reqs Submitted	0406 Pay Day 0407 Period Ends
20	21	22	23	24	25
	Time Entry COB	0103 PY Initialization	0103 PY Corrections	0103 PY Corrections 0407 PY Initialization	0103 PY Corrections 0407 PY Corrections
27	28	29	30	31	
	Time Entry COB 0103 PY Finalization MWD 02-01-22 0407 PY Corrections	NCFS Reqs Posted 0407 PY Finalization BWD 01-22-22	NCFS Reqs Submitted NCFS Reqs Posted	0103 Pay Day 0103 Period End NCFS Reqs Submitted	



April 2022 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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01 = Monthly Payroll

04 = Bi-weekly Payroll

April 2022					
Sun	Mon	Tue	Wed	Thur	Fri
					1
					0407 Pay Day 0408 Period Ends
3	4	5	6	7	8
	Time Entry COB	NCFS HP Req Posted	0408 PY Initialization	0408 PY Corrections	NCFS HP Req Submitted 0408 PY Corrections
10	11	12	13	14	15
	Time Entry COB 0408 PY Finalization BWD 02-05-22	NCFS Reqs Posted	NCFS Reqs Submitted	0408 Pay Day	Good Friday 0409 Period Ends
17	18	19	20	21	22
	Time Entry COB		0104 PY Initialization	0104 PY Corrections 0409 PY Initialization	0104 PY Corrections 0409 PY Corrections
24	25	26	27	28	29
	Time Entry COB 0104 PY Corrections 0409 PY Corrections	0104 PY Finalization MWD 03-01-22 0409 PY Finalization BWD 02-19-22	NCFS Reqs Posted NCFS Reqs Posted	NCFS Reqs Submitted NCFS Reqs Submitted	0104 Pay Day 0409 Pay Day 0410 Period Ends



May 2022 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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May 2022					
Sun	Mon	Tue	Wed	Thur	Fri
1	2 Time Entry COB	3 NCFS HP Req Posted	4	5 0410 PY Initialization	6 0410 PY Corrections NCFS HP Req Submitted
8	9 Time Entry COB 0410 PY Corrections	10 0410 PY Finalization BWD 03-5-22	11 NCFS Reqs Posted	12 NCFS Reqs Submitted	13 0410 Pay Day 0411 Period Ends
15	16 Time Entry COB	17	18	19 0105 PY Initialization 0411 PY Initialization	20 0105 PY Corrections 0411 PY Corrections
22	23 Time Entry COB 0105 PY Corrections 0411 PY Corrections	24 0105 PY Corrections 0411 PY Finalization BWD 03-19-22	25 0105 PY Finalization MWD 04-01-22 NCFS Reqs Posted	26 NCFS Reqs Posted NCFS Reqs Submitted	27 NCFS Reqs Submitted 0411 Pay Day 0412 Period Ends
29	30 Memorial Day	31 Time Entry COB 0105 Pay Day 0105 Period End			



June 2022 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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01 = Monthly Payroll

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June 2022					
Sun	Mon	Tue	Wed	Thur	Fri
			1	2	3
				0412 PY Initialization	0412 PY Corrections
5	6	7	8	9	10
	Time Entry COB 0412 PY Corrections	0412 PY Finalization BWD 04-02-22 NCFS HP Req Posted	NCFS Reqs Posted	NCFS Reqs Submitted	0412 Pay Day 0413 Period Ends NCFS HP Req Submitted
12	13	14	15	16	17
	Time Entry COB			0413 PY Initialization	0413 PY Corrections
19	20	21	22	23	24
	Time Entry COB 0106 PY Initialization 0413 PY Corrections	0106 PY Corrections 0413 PY Finalization BWD 04-16-22	0106 PY Corrections NCFS Reqs Posted	0106 PY Corrections NCFS Reqs Submitted	0106 PY Finalization MWD 05-01-22 0413 Pay Day 0414 Period Ends
26	27	28	29	30	
	Time Entry COB NCFS Reqs Posted	NCFS Reqs Submitted	0414 PY Initialization	0106 Pay Day 0106 Period End 0414 PY Corrections	



July 2022 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.

Last day of PY monthly corrections the system is unavailable from noon until monthly finalization is complete
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01 = Monthly Payroll

04 = Bi-weekly Payroll

July 2022					
Sun	Mon	Tue	Wed	Thur	Fri
					1 0414 PY Corrections
3	4 Independence Day	5 Time Entry COB 0414 PY Finalization BWD 04-30-21 NCFS HP Req Posted	6 CMCS Reqs Posted	7 CMCS Reqs Submitted	8 0414 Pay Day 0415 Period Ends NCFS HP Req Submitted
10	11 Time Entry COB	12	13	14 0415 PY Initialization	15 0415 PY Corrections
17	18 Time Entry COB 0415 PY Corrections	19 0415 PY Finalization BWD 05-14-21	20 0107 PY Initialization NCFS Reqs Posted	21 0107 PY Corrections NCFS Reqs Submitted	22 0107 PY Corrections 0415 Pay Day 0416 Period Ends
24 0107 Period End	25 Time Entry COB 0107 PY Corrections	26 0107 PY Finalization MWD 06-01-22	27 NCFS Reqs Posted	28 NCFS Reqs Submitted 0416 PY Initialization	29 0107 Pay Day 0416 PY Corrections



August 2022 Payroll Calendar

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

Last day of PY monthly corrections the system is unavailable from noon until monthly finalization is complete noon - 1 pm, and 3:30 - 4:30 pm.

During PY Finalization the system is unavailable 3:30 am - 1 pm.

All employee records will be unavailable for updates during the finalization process for any payroll.

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Agencies should submit their NCFS requisitions (disbursements) by 10:30 am.

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August 2022					
Sun	Mon	Tue	Wed	Thur	Fri
	1 Time Entry COB 0416 PY Corrections	2 0416 PY Finalization BWD 05-28-21 NCFS HP Req	3 NCFS Reqs Posted	4 NCFS Reqs Submitted	5 0416 Pay Day 0417 Period Ends NCFS HP Req Submitted
7	8 Time Entry COB	9	10	11 0417 PY Initialization	12 0417 PY Corrections
14	15 Time Entry COB 0417 PY Corrections	16 0417 PY Finalization BWD 06-11-21	17 NCFS Reqs Posted	18 NCFS Reqs Submitted	19 0417 Pay Day 0418 Period Ends
21	22 Time Entry COB 0108 PY Initialization	23 0108 PY Corrections	24 0108 PY Corrections	25 0108 PY Corrections 0418 PY Initialization	26 0108 PY Finalization MWD 07-01-22 0418 PY Corrections
28	29 Time Entry COB NCFS Reqs Posted 0418 PY Corrections	30 NCFS Reqs Submitted 0418 PY Finalization BWD 06-25-21	31 0108 Pay Day 0108 Period End NCFS Reqs Posted		



September 2022 Payroll Calendar

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

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September 2022					
Sun	Mon	Tue	Wed	Thur	Fri
				1	2
				NCFS Reqs Submitted	0418 Pay Day 0419 Period Ends
4	5	6	7	8	9
	Labor Day	Time Entry COB NCFS HP Req Posted		0419 PY Initialization	0419 PY Corrections NCFS HP Req Submitted
11	12	13	14	15	16
	Time Entry COB 0419 PY Corrections	0419 PY Finalization BWD 07-09-21	NCFS Reqs Posted	NCFS Reqs Submitted	0419 Pay Day 0420 Period Ends
18	19	20	21	22	23
	Time Entry COB		0109 PY Initialization	0109 PY Corrections 0420 PY Initialization	0109 PY Corrections 0420 PY Corrections
25	26	27	28	29	30
	Time Entry COB 0109 PY Corrections 0420 PY Corrections	0109 PY Finalization MWD 08-01-22 0420 PY Finalization BWD 07-23-21	NCFS Reqs Posted NCFS Reqs Posted	NCFS Reqs Submitted NCFS Reqs Submitted	0109 Pay Day 0109 Period End 0420 Pay Day 0421 Period Ends



October 2022 Payroll Calendar

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

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October 2022					
Sun	Mon	Tue	Wed	Thur	Fri
2	3 Time Entry COB	4 NCFS HP Req Posted	5	6 0421 PY Initialization	7 NCFS HP Req Submitted 0421 PY Corrections
9	10 Time Entry COB 0421 PY Corrections	11 0421 PY Finalization BWD 08-06-21	12 NCFS Reqs Posted	13 NCFS Reqs Submitted	14 0421 Pay Day 0422 Period Ends
16	17 Time Entry COB	18	19 0110 PY Initialization	20 0110 PY Corrections 0422 PY Initialization	21 0110 PY Corrections 0422 PY Corrections
23	24 Time Entry COB 0110 PY Corrections 0422 PY Corrections	25 0110 PY Corrections 0422 PY Finalization BWD 08-20-21	26 0110 PY Finalization MWD 09-01-22 NCFS Reqs Posted	27 NCFS Reqs Posted NCFS Reqs Submitted	28 NCFS Reqs Submitted 0422 Pay Day 0423 Period Ends
30	31 Time Entry COB 0110 Pay Day 0110 Period End				



November 2022 Payroll Calendar

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

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04 = Bi-weekly Payroll

November 2022					
Sun	Mon	Tue	Wed	Thur	Fri
		1	2	3	4
			0423 PY Initialization	0423 PY Corrections	0423 PY Corrections
6	7	8	9	10	11
	Time Entry COB 0423 PY Finalization BWD 09-03-21	NCFS Reqs Posted NCFS HP Req Posted	NCFS Reqs Submitted	0423 Pay Day	Veterans Day 0424 Period Ends
13	14	15	16	17	18
	Time Entry COB NCFS HP Req Submitted	0424 PY Initialization	0424 PY Correctons	0111 PY Initialization 0424 PY Corrections	0111 PY Corrections 0424 PY Finalization BWD 09-17-21
20	21	22	23	24	25
	Time Entry COB 0111 PY Corrections NCFS Reqs Posted	0111 PY Corrections NCFS Reqs Submitted	0111 PY Finalization MWD 10-01-22 0424 Pay Day	Thanksgiving	Thanksgiving 0425 Period Ends
27	28	29	30		
	Time Entry COB NCFS Reqs Posted	NCFS Reqs Submitted	0111 Pay Day 0111 Period End		



December 2022 Payroll Calendar

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

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December 2022					
Sun	Mon	Tue	Wed	Thur	Fri
				1 0425 PY Initialization	2 0425 PY Corrections
4	5 Time Entry COB 0425 PY Corrections	6 0425 PY Finalization BWD 10-01-21 NCFS HP Req Posted	7 NCFS Reqs Posted	8 NCFS Reqs Submitted	9 0425 Pay Day 0426 Period Ends NCFS HP Req Submitted
11	12 Time Entry COB 0112 PY Initialization	13 0112 PY Corrections 0426 PY Initialization	14 0112 PY Corrections 0426 PY Corrections	15 0112 PY Corrections 0426 PY Corrections	16 0112 PY Finalization MWD 11-01-22 0426 PY Finalization BWD 10-15-21
18	19 Time Entry COB NCFS Reqs Posted NCFS Reqs Posted	20 NCFS Reqs Submitted NCFS Reqs Submitted	21 0112 Pay Day 0426 Pay Day	22	23 Christmas 0401 Period Ends
25	26 Christmas	27 Christmas	28 Time Entry COB 0401 PY Initialization	29 0401 PY Corrections	30 0401 PY Corrections

ed.

requisitions.

Sat	
	1
0403 Period Begins	8
	15
0404 Period Begins	22
	29

ed.

requisitions.

Sat	
	5
0405 Period Begins	
	12
	19
0406 Period Begins	
	26

ed.

requisitions.

Sat	
0407 Period Begins	5
	12
0408 Period Begins	19
	26

ed.

requisitions.

Sat	
0409 Period Begins	2
	9
0410 Period Begins	16
	23
0104 Period End 0411 Period Begins	30

ed.

requisitions.

Sat
7
14 0412 Period Begins
21
28 0413 Period Begins

ed.

requisitions.

Sat	
	4
	11
0414 Period Begins	
	18
	25
0415 Period Begins	

ed.

requisitions.

Sat	
	2
	9
0416 Period Begins	
	16
	23
0417 Period Begins	
	30

ed.

requisitions.

Sat	
0418 Period Begins	6
	13
0419 Period Begins	20
	27

ed.

requisitions.

Sat	
0420 Period Begins	3
	10
0421 Period Begins	17
	24
0422 Period Begins	

ed.

requisitions.

Sat	
0422 Period Begins	1
	8
0423 Period Begins	15
	22
0424 Period Begins	29

ed.

requisitions.

Sat	
	5
	12
0425 Period Begins	
	19
	26
0426 Period Begins	

ed.

requisitions.

Sat	
	3
0401 Period Begins	10
	17
0402 Period Begins	24
	31
0112 Period End	