



January 2023 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 completed.

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 CMCS requisitions.

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

01 = Monthly Payroll

04 = Bi-weekly Payroll

January 2023						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
25	26 Christmas	27 Christmas	Time Entry COB 0401 PY Initialization	29 0401 PY Corrections	30 0401 PY Corrections	31 0112 Period End
1	2 New Year's Day	3 Time Entry COB 0401 PY Finalization BWD 10-29-22	4 NCFS Reqs Posted NCFS HP Req Posted	5 NCFS Reqs Submitted	6 0401 Pay Day 0402 Period Ends	7 0403 Period Begins
8	9 Time Entry COB	10	11 0402 PY Initialization	12 0402 PY Corrections	13 0402 PY Corrections	14
15	16 Martin Luther King	17 Time Entry COB 0402 PY Finalization BWD 11-12-22	18 NCFS Reqs Posted	19 NCFS Reqs Submitted	20 0101 PY Initialization 0402 Pay Day 0403 Period Ends	21 0404 Period Begins
22	23 Time Entry COB 0101 PY Corrections	24 0101 PY Corrections	25 0101 PY Corrections	26 0101 PY Finalization MWD 12-01-22 0403 PY Initialization	27 NCFS Reqs Posted 0403 PY Corrections	28
29	30 Time Entry COB NCFS Reqs Submitted 0403 PY Corrections	31 0101 Pay Day 0101 Period End 0403 PY Finalization BWD 11-26-22				



February 2023 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 completed.
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process for any payroll.
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biweekly and monthly employees.

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04 = Bi-weekly Payroll

February 2023						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
			NCFS Reqs Posted	NCFS Reqs Submitted NCFS HP Req Posted	0403 Pay Day 0404 Period Ends	0405 Period Begins
5	6	7	8	9	10	11
	Time Entry COB			0404 PY Initialization	0404 PY Corrections	
12	13	14	15	16	17	18
	Time Entry COB 0404 PY Corrections	0404 PY Finalization BWD 12-10-22	NCFS Reqs Posted	NCFS Reqs Submitted	0102 PY Initialization 0404 Pay Day 0405 Period Ends	0406 Period Begins
19	20	21	22	23	24	25
	Time Entry COB 0102 PY Corrections	0102 PY Corrections	0102 PY Corrections	0102 Finalization MWD 01-01-23 0405 PY Initialization	NCFS Reqs Posted 0405 PY Corrections	
26	27	28				
	Time Entry COB NCFS Reqs Submitted 0405 PY Corrections	0102 Pay Day 0102 Period End 0405 PY Finalization BWD 12-24-22				



March 2023 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 completed.

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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01 = Monthly Payroll

04 = Bi-weekly Payroll

March 2023						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
			NCFS Reqs Posted	NCFS Reqs Submitted NCFS HP Req Posted	0405 Pay Day 0406 Period Ends	0407 Period Begins
5	6	7	8	9	10	11
	Time Entry COB			0406 PY Initialization	0406 PY Corrections	
12	13	14	15	16	17	18
	Time Entry COB 0406 PY Corrections	0406 PY Finalization BWD 01-07-23	NCFS Reqs Posted	NCFS Reqs Submitted	0406 Pay Day 0407 Period Ends	0408 Period Begins
19	20	21	22	23	24	25
	Time Entry COB		0103 PY Initialization	0103 PY Corrections 0407 PY Initialization	0103 PY Corrections 0407 PY Corrections	
26	27	28	29	30	31	
	Time Entry COB 0103 PY Corrections 0407 PY Corrections	0103 PY Finalization MWD 02-01-23 0407 PY Finalization BWD 1-21-23	NCFS Reqs Posted NCFS Reqs Posted	NCFS Reqs Submitted NCFS Reqs Submitted	0103 Pay Day 0103 Period End 0407 Pay Day 0408 Period Ends	0409 Period Begins



April 2023 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 completed.
 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 CMCS requisitions.

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

01 = Monthly Payroll

04 = Bi-weekly Payroll

April 2023						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
					0409 Period Begins	
2	3 Time Entry COB	4 NCFs HP Req Posted	5 0408 PY Initialization	6 0408 PY Corrections	7 Good Friday	8
9	10 Time Entry COB 0408 PY Corrections	11 0408 PY Finalization BWD 02-04-23	12 NCFs Reqs Posted	13 NCFs Reqs Submitted	14 0408 Pay Day 0409 Period Ends	15 0410 Period Begins
16	17 Time Entry COB		18 0104 PY Initialization	19 0104 PY Corrections 0409 PY Initialization	20 0104 PY Corrections 0409 PY Corrections	21 22
23 0104 Period End	24 Time Entry COB 0104 PY Corrections 0409 PY Corrections	25 0104 PY Finalization MWD 03-01-23 0409 PY Finalization BWD 02-18-23	26 NCFs Reqs Posted NCFs Reqs Posted	27 NCFs Reqs Submitted NCFs Reqs Submitted	28 0104 Pay Day 0409 Pay Day 0410 Period Ends	29 0411 Period Begins



May 2023 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 completed.

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.

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

01 = Monthly Payroll

04 = Bi-weekly Payroll

May 2023						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 Time Entry COB	2 NCFS HP Req Posted	3	4 0410 PY Initialization	5 0410 PY Corrections	6
7	8 Time Entry COB 0410 PY Corrections	9 0410 PY Finalization BWD 03-04-23	10 NCFS Reqs Posted	11 NCFS Reqs Submitted	12 0410 Pay Day 0411 Period Ends	13 0412 Period Begins
14	15 Time Entry COB	16	17	18 0411 PY Initialization	19 0105 PY Initialization 0411 PY Corrections	20
21	22 Time Entry COB 0105 PY Corrections 0411 PY Corrections	23 0105 PY Corrections 0411 PY Finalization BWD 03-18-23	24 0105 PY Corrections NCFS Reqs Posted	25 0105 PY Finalization MWD 04-01-23 NCFS Reqs Submitted	26 NCFS Reqs Posted 0411 Pay Day 0412 Period Ends	27 0413 Period Begins
28	29 Memorial Day	30 NCFS Reqs Submitted	31 0105 Pay Day 0105 Period End			



June 2023 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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Agencies should submit their NCFS requisitions (disbursements) by 10:30 am.

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01 = Monthly Payroll

04 = Bi-weekly Payroll

June 2023						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				0412 PY Initialization	0412 PY Corrections NCFS HP Req Posted	
0412 PY Corrections	0412 PY Finalization BWD 04-01-23	NCFS Reqs Posted	NCFS Reqs Submitted	0412 Pay Day 0413 Period Ends	0414 Period Begins	
			Time Entry COB	0413 PY Initialization	0413 PY Corrections	
0413 PY Corrections	0106 PY Initialization 0413 PY Finalization BWD 04-15-23	0106 PY Corrections NCFS Reqs Posted	0106 PY Corrections NCFS Reqs Submitted	0106 PY Corrections 0413 Pay Day 0414 Period Ends	0415 Period Begins	
0106 PY Finalization MWD 05-01-23	NCFS Posted	NCFS Reqs Submitted 0414 PY Initialization	0414 PY Corrections	0106 Pay Day 0106 Period End 0414 PY Corrections		



July 2023 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 completed.

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.

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04 = Bi-weekly Payroll

July 2023						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
	Time Entry COB 0414 PY Finalization BWD 04-29-23	Independence Day	NCFS Reqs Posted NCFS HP Req Posted	NCFS Reqs Submitted	0414 Pay Day 0415 Period Ends	0416 Period Begins
9	10	11	12	13	14	15
	Time Entry COB			0415 PY Initialization	0415 PY Corrections	
16	17	18	19	20	21	22
	Time Entry COB 0415 PY Corrections	0415 PY Finalization BWD 05-13-23	NCFS Reqs Posted	0107 PY Initialization NCFS Reqs Submitted	0107 PY Corrections 0415 Pay Day 0416 Period Ends	0417 Period Begins
23	24	25	26	27	28	29
	Time Entry COB 0107 PY Corrections	0107 PY Corrections	0107 PY Finalization MWD 06-01-23	NCFS Reqs Posted 0416 PY Initialization	NCFS Reqs Submitted 0416 PY Corrections	
30	31					
	Time Entry COB 0107 Pay Day 0107 Period End 0416 PY Corrections					



August 2023 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 completed.
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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01 = Monthly Payroll

04 = Bi-weekly Payroll

August 2023						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
		0416 PY Finalization BWD 05-27-23	NCFS Reqs Posted NCFS HP Req Posted	NCFS Reqs Submitted	0416 Pay Day 0417 Period Ends	0418 Period Begins
6	Time Entry COB	7	8	9	10	11
				0417 PY Initialization	0417 PY Corrections	12
13	14	15	16	17	18	19
	Time Entry COB 0417 PY Corrections	0417 PY Finalization BWD 06-10-23	NCFS Reqs Posted	NCFS Reqs Submitted	0417 Pay Day 0418 Period Ends	0419 Period Begins
20	21	22	23	24	25	26
	Time Entry COB	0108 PY Initialization	0108 PY Corrections	0108 PY Corrections 0418 PY Initialization	0108 PY Corrections 0418 PY Corrections	
27	28	29	30	31		
	Time Entry COB 0108 PY Finalization MWD 07-01-23 0418 PY Corrections	NCFS Reqs Posted 0418 PY Finalization BWD 06-24-23	NCFS Reqs Submitted NCFS Reqs Posted	0108 Pay Day 0108 Period End NCFS Reqs Submitted		



September 2023 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 2023						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
					0418 Pay Day 0419 Period Ends	0420 Period Begins
3	4	5	6	7	8	9
	Labor Day	Time Entry COB NCFS HP Req Posted		0419 PY Initialization	0419 PY Corrections	
10	11	12	13	14	15	16
	Time Entry COB 0419 PY Corrections	0419 PY Finalization BWD 07-08-23	NCFS Reqs Posted	NCFS Reqs Submitted	0419 Pay Day 0420 Period Ends	0421 Period Begins
17	18	19	20	21	22	23
	Time Entry COB		0109 PY Initialization	0109 PY Corrections 0420 PY Initialization	0109 PY Corrections 0420 PY Corrections	
24	25	26	27	28	29	30
	Time Entry COB 0109 PY Corrections 0420 PY Corrections	0109 PY Finalization MWD 08-01-23 0420 PY Finalization BWD 07-22-23	NCFS Reqs Posted NCFS Reqs Posted	NCFS Reqs Submitted NCFS Reqs Submitted	0109 Pay Day 0420 Pay Day 0421 Period Ends	0422 Period Begins 0109 Period End



October 2023 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

October 2023						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1 Time Entry COB	2 NCFS HP Req Posted	3	4	5 0421 PY Initialization	6 0421 PY Corrections	7
8 Time Entry COB 0421 PY Corrections	9 0421 PY Finalization BWD 08-05-23	10 NCFS Reqs Posted	11 NCFS Reqs Submitted	12 0421 Pay Day 0422 Period Ends	13 0423 Period Begins	14
15 Time Entry COB	16	17	18	19 0422 PY Initialization	20 0110 PY Initialization 0422 PY Corrections	21
22 Time Entry COB 0110 PY Corrections 0422 PY Corrections	23 0110 PY Corrections 0422 PY Finalization BWD 08-19-23	24 0110 PY Corrections NCFS Reqs Posted	25 0110 PY Finalization MWD 09-01-23 NCFS Reqs Submitted	26 NCFS Reqs Posted 0422 Pay Day 0423 Period Ends	27 0424 Period Begins	28
29 Time Entry COB NCFS Reqs Submitted	30 0110 Pay Day 0110 Period End	31				



November 2023 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

November 2023						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1 0423 PY Initialization	2 0423 PY Corrections NCFS HP Req Posted	3 0423 PY Corrections	4
5	6 Time Entry COB 0423 PY Finalization BWD 09-02-23	7 NCFS Reqs Posted	8 NCFS Reqs Submitted	9 0423 Pay Day	10 Veterans Day 0424 Period Ends	11 0425 Period Begins
12	13 Time Entry COB	14 0424 PY Initialization	15 0424 PY Corrections	16 0111 PY Initialization 0424 PY Corrections	17 0111 PY Corrections 0424 PY Finalization BWD 09-02-23	18
19	20 Time Entry COB 0111 PY Corrections NCFS Reqs Posted	21 0111 PY Corrections NCFS Reqs Submitted	22 0111 PY Finalization MWD 09-01-23 0424 Pay Day	23 Thanksgiving	24 Thanksgiving 0425 Period Ends	25 0426 Period Begins
26	27 Time Entry COB	28 NCFS Reqs Posted	29 NCFS Reqs Submitted	30 0111 Pay Day 0111 Period End 0425 PY Initialization		



December 2023 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

December 2023						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
					0425 PY Corrections	
3	4	5	6	7	8	9
	Time Entry COB 0425 PY Corrections NCFS HP Req	0425 PY Finalization BWD 09-30-23	NCFS Reqs Posted	NCFS Reqs Submitted	0425 Pay Day 0426 Period Ends	0401 Period Begins
10	11	12	13	14	15	16
	Time Entry COB	0112 PY Initialization	0112 PY Corrections 0426 PY Initialization	0112 PY Corrections 0426 PY Corrections	0112 PY Corrections 0426 PY Corrections	
17	18	19	20	21	22	23
	Time Entry COB 0112 PY Finalization MWD 10-01-23 0426 PY Finalization BWD 09-30-23	NCFS Reqs Posted NCFS Reqs Posted	NCFS Reqs Submitted NCFS Reqs Submitted	0112 Pay Day 0426 Pay Day	0401 Period Ends	0402 Period Begins
24	25	26	27	28	29	30
31 0112 Period End	Christmas	Christmas	Christmas	0401 PY Corrections	0401 PY Corrections	