



2011 Payroll Calendar

June 2011						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3 0412 PY Corrections	4
5	6 Time Entry COB 0412 PY Corrections	7 0412 PY Finalization	8 CMCS Reqs Posted	9 CMCS Reqs Submitted	10 0412 Pay Day 0413 Period End	11
12	13 Time Entry COB	14	15	16 0413 PY Corrections	17 0413 PY Corrections 0413 PY Finalization	18
19	20 Time Entry COB	21 0106 PY Initialization	22 0106 PY Corrections CMCS Reqs Posted	23 0106 PY Corrections CMCS Reqs Submitted	24 0106 PY Corrections 0413 Pay Day 0414 Period End	25
26	27 Time Entry COB 0106 PY Finalization	28 CMCS Reqs Posted	29 CMCS Reqs Submitted	30 0106 Pay Day 0106 Period End 0414 PY Corrections		

04xx Bi-Weekly Pay Period
 01xx-Monthly Pay Period
 Pay Dates
 Significant Events

Time Entry is due Close of Business on Monday for the previous week
 PY Corrections - System Unavailable
 Midnight - 7:30 a.m.
 Noon - 1:00 p.m.
 4:00 p.m. - 5:00 p.m.

Payroll Finalization - System unavailable all day
 Midnight - 7:00 p.m.

Requisitions Posted to CMCS-Requisitions to CMCS posted by 7:00 a.m.
 CMCS Requisitions Submitted-by 11:00 a.m. Requisitions not submitted will automatically submitted by OSC

July 2011						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1 0414 PY Corrections	2
3	4 Independence Day	5 Time Entry COB 0414 PY Finalization	6 CMCS Reqs Posted	7 CMCS Reqs Submitted	8 0414 Pay Day 0415 Period End	9
10	11 Time Entry COB	12	13	14	15 0415 PY Corrections	16
17	18 Time Entry COB 0415 PY Corrections	19 0415 PY Finalization	20 0107 PY Initialization CMCS Reqs Posted	21 0107 PY Corrections CMCS Reqs Submitted	22 0107 PY Corrections 0415 Pay Day 0416 Period End	23
24	25 Time Entry COB 0107 PY Corrections	26 0107 PY Finalization	27 CMCS Reqs Posted	28 CMCS Reqs Submitted	29 0107 Pay Day 0416 PY Corrections	30
31 0107 Period End						

October 2011						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3 Time Entry COB	4	5	6	7 0421 PY Corrections	8
9	10 Time Entry COB 0421 PY Corrections	11 0421 PY Finalization	12 CMCS Reqs Posted	13 CMCS Reqs Submitted	14 0421 Pay Day 0422 Period End	15
16	17 Time Entry COB	18	19	20 0110 PY Initialization	21 0110 PY Corrections 0422 PY Corrections	22
23	24 Time Entry COB 0110 PY Corrections 0422 PY Corrections	25 0110 PY Corrections 0422 PY Finalization	26 0110 PY Finalization CMCS Reqs Posted	27 CMCS Reqs Posted CMCS Reqs Submitted	28 CMCS Reqs Submitted 0422 Pay Day 0423 Period End	29
30	31 Time Entry COB 0110 Pay Day 0110 Period End					

August 2011						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 Time Entry COB 0416 PY Corrections	2 0416 PY Finalization	3 CMCS Reqs Posted	4 CMCS Reqs Submitted	5 0416 Pay Day 0417 Period End	6
7	8 Time Entry COB	9	10	11	12 0417 PY Corrections	13
14	15 Time Entry COB 0417 PY Corrections	16 0417 PY Finalization	17 CMCS Reqs Posted	18 CMCS Reqs Submitted	19 0417 Pay Day 0418 Period End	20
21	22 Time Entry COB 0108 PY Initialization	23 0108 PY Corrections	24 0108 PY Corrections	25 0108 PY Corrections	26 0108 PY Finalization 0418 PY Corrections	27
28	29 Time Entry COB CMCS Reqs Posted 0418 PY Corrections	30 CMCS Reqs Submitted 0418 PY Finalization	31 0108 Pay Day 0108 Period End CMCS Reqs Posted			

November 2011						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7 Time Entry COB 0423 PY Finalization	8 CMCS Reqs Posted	9 CMCS Reqs Submitted	10 0423 Pay Day	11 Veteran's Day 0424 Period End	12
13	14 Time Entry COB	15	16 0424 PY Corrections	17 0111 PY Initialization 0424 PY Corrections	18 0111 PY Corrections 0424 PY Finalization	19
20	21 Time Entry COB 0111 PY Corrections CMCS Reqs Posted	22 0111 PY Corrections CMCS Reqs Submitted	23 0111 PY Finalization 0424 Pay Day	24 Thanksgiving	25 Thanksgiving 0425 Period End	26
27	28 Time Entry COB CMCS Reqs Posted	29 CMCS Reqs Submitted	30 0111 Pay Day 0111 Period End			

September 2011						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1 CMCS Reqs Submitted	2 0418 Pay Day 0419 Period End	3
4	5 Labor Day	6 Time Entry COB	7	8	9 0419 PY Correction	10
11	12 Time Entry COB 0419 PY Corrections	13 0419 PY Finalization	14 CMCS Reqs Posted	15 CMCS Reqs Submitted	16 0419 Pay Day 0420 Period End	17
18	19 Time Entry COB	20	21 0109 PY Initialization	22 0109 PY Corrections	23 0109 PY Corrections 0420 PY Corrections	24
25	26 Time Entry COB 0109 PY Corrections 0420 PY Corrections	27 0109 PY Finalization 0420 PY Finalization	28 CMCS Reqs Posted CMCS Reqs Posted	29 CMCS Reqs Submitted CMCS Reqs Submitted	30 0109 Pay Day 0109 Period End 0420 Pay Day 0421 Period End	

December 2011						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
4	5 Time Entry COB 0425 PY Correction	6 0425 PY Finalization	7 CMCS Reqs Posted	8 CMCS Reqs Submitted	9 0425 Pay Day 0426 Period End	10
11	12 Time Entry COB	13	14	15 0112 PY Initialization	16 0112 PY Corrections 0426 PY Correction	17
18	19 Time Entry COB 0112 PY Corrections 0426 PY Correction	20 0112 PY Finalization 0426 PY Finalization	21 CMCS Reqs Posted CMCS Reqs Posted	22 CMCS Reqs Submitted CMCS Reqs Submitted	23 0112 Pay Day 0426 Pay Day 0401 Period End	24
25	26 Christmas	27 Christmas	28	29 0401 PY Corrections	30 0401 PY Corrections	31 0112 Period End