



# 2009 Payroll Calendar

June 2009						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 Time Entry COB	2	3	4	5 0412 PY Corrections	6
7	8 0412 PY Corrections Time Entry COB	9 0412 PY Finalization	10 Reqs Posted to CMCS	11 CMCS Reqs Submitted	12 0412 Pay Day 0413 Period End	13
14	15 Time Entry COB	16	17	18	19 0413 PY Corrections 0106 PY Initialization	20
21	22 0106 PY Corrections 0413 PY Correction Time Entry COB	23 0106 PY Corrections 0413 PY Finalization	24 0106 PY Corrections Reqs Posted to CMCS	25 0106 PY Finalization CMCS Reqs Submitted	26 CMCS Reqs Posted 0413 Pay Day 0414 Period End	27
28	29 CMCS Reqs Submitted Time Entry COB	30 0106 Period End 0106 Pay Day				

July 2009						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2 0414 PY Corrections	3 Independence Day Observed	4
5	6 0414 PY Corrections Time Entry COB	7 0414 PY Finalization	8 CMCS Reqs Posted	9 CMCS Reqs Submitted	10 0414 Pay Day 0415 Period End	11
12	13 Time Entry COB	14	15	16	17 0415 PY Correction	18
19	20 0415 PY Correction Time Entry COB	21 0415 PY Finalization	22 CMCS Reqs Posted 0107 PY Initialization	23 CMCS Reqs Submitted 0107 PY Corrections	24 0415 Pay Day 0416 Period End 0107 PY Corrections	25
26	27 0107 PY Corrections Time Entry COB	28 0107 PY Finalization	29 CMCS Reqs Posted	30 CMCS Reqs Submitted	31 0107 Period End 0107 Pay Day 0416 PY Corrections	

August 2009						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
2	3 0416 PY Corrections Time Entry COB	4 0416 PY Finalization	5 CMCS Reqs Posted	6 CMCS Reqs Submitted	7 0416 Pay Day 0417 Period End	8
9	10 Time Entry COB	11	12	13	14 0417 PY Corrections	15
16	17 0417 PY Corrections Time Entry COB	18 0417 PY Finalization	19 CMCS Reqs Posted	20 CMCS Reqs Submitted 0108 PY Initialization	21 0417 Pay Day 0418 Period End 0108 PY Corrections	22
23	24 0108 PY Corrections Time Entry COB	25 0108 PY Corrections	26 0108 PY Finalization	27 CMCS Reqs Posted	28 0418 PY Corrections CMCS Reqs Submitted	29
30	31 0418 PY Corrections 0108 Period End 0108 Pay Day Time Entry COB					

September 2009						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1 0418 PY Finalization	2 CMCS Reqs Posted	3 CMCS Reqs Submitted	4 0418 Pay Day 0419 Period End	5
6	7 Labor Day	8 Time Entry COB	9	10	11 0419 PY Corrections	12
13	14 0419 PY Corrections Time Entry COB	15 0419 PY Finalization	16 CMCS Reqs Posted	17 CMCS Reqs Submitted	18 0419 Pay Day 0420 Period End	19
20	21 0109 PY Initialization Time Entry COB	22 0109 PY Corrections	23 0109 PY Corrections	24 0109 PY Corrections	25 0420 PY Corrections 0109 PY Finalization	26
27	28 0420 PY Corrections CMCS Reqs Posted Time Entry COB	29 0420 PY Finalization CMCS Reqs Submitted	30 CMCS Reqs Posted 0109 Period End 0109 Pay Day			

## 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 – 7:00 a.m.
  - Noon – 1:00 p.m.
  - 4:00 p.m. - 5:00 p.m.
- PY Finalization – System unavailable all day
  - Midnight – 7:00 p.m.
- Reqs Posted to CMCS – Requisitions to CMCS posted by 7:00 a.m.
- CMCS Reqs Submitted – by 11:00 a.m., requisitions not submitted will be automatically submitted by OSC.

October 2009						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1 CMCS Reqs Submitted	2 0420 Pay Day 0421 Period End	3
4	5 Time Entry COB	6	7	8	9 0421 PY Corrections	10
11	12 0421 PY Corrections Time Entry COB	13 0421 PY Finalization	14 CMCS Reqs Posted	15 CMCS Reqs Submitted	16 0421 Pay Day 0422 Period End	17
18	19 Time Entry COB	20	21 0110 PY Initialization	22 0110 PY Corrections	23 0422 PY Corrections 0110 PY Corrections	24
25	26 0422 PY Corrections 0110 PY Corrections Time Entry COB	27 0422 PY Finalization 0110 PY Finalization	28 CMCS Reqs Posted CMCS Reqs Posted	29 CMCS Reqs Submitted CMCS Reqs Submitted	30 0422 Pay Day 0423 Period End 0110 Pay Day	31 0110 Period End

November 2009						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2 Time Entry COB	3	4	5 0423 PY Corrections	6 0423 PY Corrections	7
8	9 0423 PY Finalization Time Entry COB	10 CMCS Reqs Posted	11 Veteran's Day	12 CMCS Reqs Submitted	13 0423 Pay Day 0424 Period End	14
15	16 Time Entry COB	17 0111 PY Initialization	18 0424 PY Corrections 0111 PY Corrections	19 0424 PY Corrections 0111 PY Corrections	20 0424 PY Finalization 0111 PY Corrections	21
22	23 CMCS Reqs Posted 0111 PY Finalization Time Entry COB	24 CMCS Reqs Submitted CMCS Reqs Posted	25 0424 Pay Day CMCS Reqs Submitted	26 Thanksgiving	27 Thanksgiving 0425 Period End	28
29	30 0111 Period End 0111 Pay Day Time Entry COB					

December 2009						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4 0425 PY Corrections	5
6	7 0425 PY Corrections Time Entry COB	8 0425 PY Finalization	9 CMCS Reqs Posted	10 CMCS Reqs Submitted	11 0425 Pay Day 0426 Period End	12
13	14 Time Entry COB 0112 PY Initialization	15 0112 PY Corrections	16 0426 PY Corrections 0112 PY Corrections	17 0426 PY Corrections 0112 PY Corrections	18 0426 PY Finalization 0112 PY Finalization	19
20	21 CMCS Reqs Posted CMCS Reqs Posted Time Entry COB	22 CMCS Reqs Submitted CMCS Reqs Submitted	23 0426 Pay Day 0112 Pay Day	24 Christmas	25 Christmas 0401 Period End	26
27	28 Time Entry COB	29	30	31 0112 Period End 0401 PY Corrections		

