



# 2010 Payroll Calendar - January-June

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

January 2010						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1 <b>New Year's Day</b>	2
3	4 <b>Time Entry COB</b> 0401 PY Corrections	5 0401 PY Finalization	6 Reqs Posted to CMCS	7 CMCS Reqs Submitted	8 0401 Pay Day 0402 Period End	9
10	11 <b>Time Entry COB</b>	12	13	14 0402 PY Corrections	15 0402 PY Corrections	16
17	18 <b>Martin Luther King Day</b>	19 <b>Time Entry COB</b> 0402 PY Finalization	20 0101 PY Initialization Reqs Posted to CMCS	21 0101 PY Corrections CMCS Reqs Submitted	22 0101 PY Corrections 0402 Pay Day 0403 Period End	23
24	25 <b>Time Entry COB</b> 0101 PY Corrections	26 0101 PY Finalization	27 CMCS Reqs Posted	28 CMCS Reqs Submitted	29 0101 Pay Day 0403 PY Corrections	30
31 0101 Period End						



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February 2010						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	<b>1</b> <b>Time Entry</b> <b>COB</b> 0403 PY Corrections	<b>2</b> 0403 PY Finalization	<b>3</b> Reqs Posted to CMCS	<b>4</b> CMCS Reqs Submitted	<b>5</b> <b>0403 Pay Day</b> 0404 Period End	<b>6</b>
<b>7</b>	<b>8</b> <b>Time Entry</b> <b>COB</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b> 0404 PY Corrections	<b>13</b>
<b>14</b>	<b>15</b> <b>Time Entry</b> <b>COB</b> 0404 PY Corrections	<b>16</b> 0404 PY Finalization	<b>17</b> <b>0102 PY</b> <b>Initialization</b> Reqs Posted to CMCS	<b>18</b> <b>0102 PY</b> <b>Corrections</b> CMCS Reqs Submitted	<b>19</b> <b>0102 PY</b> <b>Corrections</b> <b>0404 Pay Day</b> 0405 Period End	<b>20</b>
<b>21</b>	<b>22</b> <b>Time Entry</b> <b>COB</b> 0102 PY Corrections	<b>23</b> <b>0102 PY</b> Finalization	<b>24</b> <b>CMCS Reqs</b> <b>Posted</b>	<b>25</b> <b>CMCS Reqs</b> <b>Submitted</b>	<b>26</b> <b>0102 Pay Day</b> 0405 PY Corrections	<b>27</b>
<b>28</b> <b>0102</b> <b>Period</b> <b>End</b>						



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March 2010						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	<b>1</b> Time Entry COB 0405 PY Corrections	<b>2</b> 0405 PY Finalization	<b>3</b> Reqs Posted to CMCS	<b>4</b> CMCS Reqs Submitted	<b>5</b> 0405 Pay Day 0406 Period End	<b>6</b>
<b>7</b>	<b>8</b> Time Entry COB	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b> 0406 PY Corrections	<b>13</b>
<b>14</b>	<b>15</b> Time Entry COB 0406 PY Corrections	<b>16</b> 0406 PY Finalization	<b>17</b> Reqs Posted to CMCS	<b>18</b> CMCS Reqs Submitted	<b>19</b> 0406 Pay Day 0407 Period End	<b>20</b>
<b>21</b>	<b>22</b> Time Entry COB 0103 PY Initialization	<b>23</b> 0103 PY Corrections	<b>24</b> 0103 PY Corrections	<b>25</b> 0103 PY Corrections 0407 PY Corrections	<b>26</b> 0103 PY Finalization 0407 PY Corrections	<b>27</b>
<b>28</b>	<b>29</b> Time Entry COB CMCS Reqs Posted 0407 PY Finalization	<b>30</b> CMCS Reqs Submitted Reqs Posted to CMCS	<b>31</b> 0103 Pay Day 0103 Period End CMCS Reqs Submitted			



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April 2010						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1 0407 Pay Day	2 Good Friday 0408 Period End	3
4	5 Time Entry COB	6	7	8	9 0408 PY Corrections	10
11	12 Time Entry COB 0409 PY Corrections	13 0408 PY Finalization	14 Reqs Posted to CMCS	15 CMCS Reqs Submitted	16 0408 Pay Day 0409 Period End	17
18	19 Time Entry COB	20	21 0104 PY Initialization	22 0104 PY Corrections	23 0104 PY Corrections 0409 PY Corrections	24
25	26 Time Entry COB 0104 PY Corrections 0409 PY Corrections	27 0104 PY Finalization 0409 PY Finalization	28 CMCS Reqs Posted Reqs Posted to CMCS	29 CMCS Reqs Submitted CMCS Reqs Submitted	30 0104 Pay Day 0104 Period End 0409 Pay Day 0410 Period End	



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May 2010						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3 Time Entry COB	4	5	6	7 0410 PY Corrections	8
9	10 Time Entry COB 0410 PY Corrections	11 0410 PY Finalization	12 Reqs Posted to CMCS	13 CMCS Reqs Submitted	14 0410 Pay Day 0411 Period End	15
16	17 Time Entry COB	18	19 0105 PY Initialization	20 0105 PY Corrections	21 0105 PY Corrections 0411 PY Corrections	22
23	24 Time Entry COB 0105 PY Corrections 0411 PY Corrections	25 0105 PY Finalization 0411 PY Finalization	26 CMCS Reqs Posted Reqs Posted to CMCS	27 CMCS Reqs Submitted CMCS Reqs Submitted	28 0105 Pay Day 0411 Pay Day 0412 Period End	29
30	31 Memorial Day 0105 Period End					



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June 2010						
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		1 Time Entry COB	2	3	4 0412 PY Corrections	5
6	7 Time Entry COB 0412 PY Corrections	8 0412 PY Finalization	9 Reqs Posted to CMCS	10 CMCS Reqs Submitted	11 0412 Pay Day 0413 Period End	12
13	14 Time Entry COB	15	16	17	18 0413 PY Corrections	19
20	21 Time Entry COB 0106 PY Initialization 0413 PY Corrections	22 0106 PY Corrections 0413 PY Finalization	23 0106 PY Corrections Reqs Posted to CMCS	24 0106 PY Corrections CMCS Reqs Submitted	25 0106 PY Finalization 0413 Pay Day 0414 Period End	26
27	28 Time Entry COB CMCS Reqs Posted	29 CMCS Reqs Submitted	30 0106 Pay Day 0106 Period End			