



2010 Payroll Calendar

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.
- 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.

June 2010						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		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			



2010 Payroll Calendar

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.
- 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.

July 2010						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1 0414 PY Corrections	2 0414 PY Corrections	3
4	5 Independence Day	6 Time Entry COB 0414 PY Finalization	7 Reqs Posted to CMCS	8 CMCS Reqs Submitted	9 0414 Pay Day 0415 Period End	10
11	12 Time Entry COB	13	14	15	16 0415 PY Corrections	17
18	19 Time Entry COB 0415 PY Corrections	20 0415 PY Finalization	21 0107 PY Initialization Reqs Posted to CMCS	22 0107 PY Corrections CMCS Reqs Submitted	23 0415 Pay Day 0416 Period End 0107 PY Corrections	24
25	26 Time Entry COB 0107 PY Corrections	27 0107 PY Finalization	28 CMCS Reqs Posted	29 CMCS Reqs Submitted	30 0107 Pay Day 0416 PY Corrections	31 0107 Period End



2010 Payroll Calendar

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.
- 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.

August 2010						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2 Time Entry COB 0416 PY Corrections	3 0416 PY Finalization	4 Reqs Posted to CMCS	5 CMCS Reqs Submitted	6 0416 Pay Day 0417 Period End	7
8	9 Time Entry COB	10	11	12	13 0417 PY Corrections	14
15	16 Time Entry COB 0417 PY Corrections	17 0417 PY Finalization	18 Reqs Posted to CMCS	19 CMCS Reqs Submitted	20 0417 Pay Day 0418 Period End 0108 PY Initialization	21
22	23 Time Entry COB 0108 PY Corrections	24 0108 PY Corrections	25 0108 PY Corrections	26 0108 PY Finalization	27 CMCS Reqs Posted 0418 PY Corrections	28
29	30 Time Entry COB CMCS Reqs Submitted 0418 PY Corrections	31 0108 Pay Day 0108 Period End 0418 PY Finalization				



2010 Payroll Calendar

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.
- 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.

September 2010						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1 Reqs Posted to CMCS	2 CMCS Reqs Submitted	3 0418 Pay Day 0419 Period End	4
5	6 Labor Day	7 Time Entry COB	8	9	10 0419 PY Corrections	11
12	13 Time Entry COB 0419 PY Corrections	14 0419 PY Finalization	15 Reqs Posted to CMCS	16 CMCS Reqs Submitted	17 0419 Pay Day 0420 Period End	18
19	20 Time Entry COB	21 0109 PY Initialization	22 0109 PY Corrections	23 0109 PY Corrections	24 0109 PY Corrections 0420 PY Corrections	25
26	27 Time Entry COB 0109 PY Finalization 0420 PY Corrections	28 CMCS Reqs Posted 0420 PY Finalization	29 CMCS Reqs Submitted Reqs Posted to CMCS	30 0109 Pay Day 0109 Period End CMCS Reqs Submitted		



2010 Payroll Calendar

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.
- 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 2010						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1 0420 Pay Day 0421 Period End	2
3	4 Time Entry COB	5	6	7	8 0421 PY Corrections	9
10	11 Time Entry COB 0421 PY Corrections	12 0421 PY Finalization	13 Reqs Posted to CMCS	14 CMCS Reqs Submitted	15 0421 Pay Day 0422 Period End	16
17	18 Time Entry COB	19	20 0110 PY Initialization	21 0110 PY Corrections	22 0110 PY Corrections 0422 PY Corrections	23
24	25 Time Entry COB 0110 PY Corrections 0422 PY Corrections	26 0110 PY Finalization 0422 PY Finalization	27 CMCS Reqs Posted Reqs Posted to CMCS	28 CMCS Reqs Submitted CMCS Reqs Submitted	29 0422 Pay Day 0423 Period End 0110 Pay Day	30
31 0110 Period End						



2010 Payroll Calendar

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.
- 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.

November 2010						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 Time Entry COB	2	3	4 0423 PY Corrections	5 0423 PY Corrections	6
7	8 Time Entry COB 0423 PY Finalization	9 Reqs Posted to CMCS	10 CMCS Reqs Submitted	11 Veteran's Day	12 0423 Pay Day 0424 Period End	13
14	15 Time Entry COB	16	17 0111 PY Initialization 0424 PY Corrections	18 0111 PY Corrections 0424 PY Corrections	19 0111 PY Corrections 0424 PY Finalization	20
21	22 Time Entry COB 0111 PY Corrections Reqs Posted to CMCS	23 0111 PY Finalization CMCS Reqs Submitted	24 0424 Pay Day CMCS Reqs Posted	25 Thanksgiving	26 Thanksgiving 0425 Period End	27
28	29 Time Entry COB CMCS Reqs Submitted	30 0111 Pay Day 0111 Period End				



2010 Payroll Calendar

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.
- 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.

December 2010						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3 0425 PY Corrections	4
5	6 Time Entry COB 0425 PY Corrections	7 0425 PY Finalization	8 Reqs Posted to CMCS	9 CMCS Reqs Submitted	10 0425 Pay Day 0426 Period End	11
12	13 Time Entry COB	14 0112 PY Initialization	15 0112 PY Corrections	16 0112 PY Corrections 0426 PY Corrections	17 0112 PY Corrections 0426 PY Corrections	18
19	20 Time Entry COB 0112 PY Finalization 0426 PY Finalization	21 CMCS Reqs Posted Reqs Posted to CMCS	22 CMCS Reqs Submitted CMCS Reqs Submitted	23 0426 Pay Day 0112 Pay Day	24 Christmas 0401 Period End	25
26	27 Christmas	28 Time Entry COB	29	30 0401 PY Corrections	31 New Year Holiday 0112 Period End	