

2009 Payroll Calendar

December 2008

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1 Time Entry COB	2	3	4	5 0425 PY Corrections	6
7	8 0425 PY Corrections Time Entry COB	9 0425 PY Finalization	10 Reqs Posted to CMCS	11 CMCS Reqs Submitted	12 0425 Pay Day 0426 Period End	13
14	15 Time Entry COB 0112 PY Corrections	16 0426 PY Corrections 0112 PY Corrections	17 0426 PY Corrections 0112 PY Corrections	18 0426 PY Finalization 0111 PY Finalization	19 Reqs Posted to CMCS Reqs Posted to CMCS	20
21	22 CMCS Reqs Submitted Time Entry COB CMCS Reqs Submitted	23 0426 Pay Day 0112 Pay Day	24 Christmas	25 Christmas	26 Christmas 0401 Period End	27
28	29 Time Entry COB	30	31 0112 Period End			

January 2009

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

February 2009

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

March 2009

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

April 2009

Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1 Reqs Posted to CMCS	2 CMCS Reqs Submitted	3 0407 Pay Day 0408 Period End	4
5	6 Time Entry COB	7	8	9 0408 PY Corrections	10 Good Friday	11
12	13 0408 PY Corrections Time Entry COB	14 0406 PY Finalization	15 Reqs Posted to CMCS	16 CMCS Reqs Submitted	17 0408 Pay Day 0409 Period End	18
19	20 Time Entry COB	21 0104 PY Initialization	22 0104 PY Corrections	23 0104 PY Corrections	24 0104 PY Corrections 0409 PY Corrections	25
26	27 0104 PY Finalization 0409 PY Corrections Time Entry COB	28 CMCS Reqs Posted 0409 PY Finalization	29 CMCS Reqs Submitted CMCS Reqs Posted	30 0104 Period End 0104 Pay Day CMCS Reqs Submitted		

May 2009

Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1 0409 Pay Day 0410 Period End	2
3	4 Time Entry COB	5	6	7	8 0410 PY Corrections	9
10	11 0410 PY Corrections Time Entry COB	12 0410 Finalization	13 Reqs Posted to CMCS	14 CMCS Reqs Submitted	15 0410 Pay Day 0411 Period End	16
17	18 Time Entry COB	19 0105 PY Initialization	20 0105 PY Corrections	21 0105 PY Corrections 0411 PY Corrections	22 0105 PY Corrections 0411 PY Corrections	23
24	25 Memorial Day	26 0103 Finalization 0411 Finalization Time Entry COB	27 CMCS Reqs Posted Reqs Posted to CMCS	28 CMCS Reqs Submitted CMCS Reqs Submitted	29 0105 Period End 0105 Pay Day 0411 Pay Day 0412 Period Ends	30
31						

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 Corrections Time Entry COB	23 0106 PY Corrections 0413 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				

- 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.