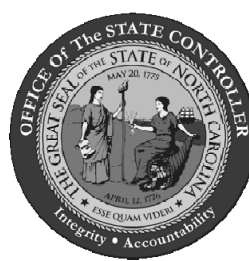


December 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 0425 PY Corrections	5
6	7 0425 PY Corrections Time Entry COB	8 0425 PY Finalization	9 CMCS Reqs Posted	10 CMCS Reqs Submitted	11 0425 Period End 0425 Pay Day	12
13	14 Time Entry COB 0112 PY Initialization	15 0112 PY Corrections	16 0426 PY Corrections 0112 PY Corrections	17 0426 PY Corrections 0112 PY Corrections	18 0426 PY Finalization 0112 PY Finalization	19
20	21 CMCS Reqs Posted Time Entry COB CMCS Reqs Posted	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 0401 PY Corrections 0112 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 – 7:00 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.

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

April 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 0407 Pay Day	2 0408 Period End Good Friday	3
4	5 Time Entry COB	6	7	8	9 0408 PY Corrections	10
11	12 0409 PY Corrections Time Entry COB	13 0408 PY Finalization	14 Reqs Posted to CMCS	15 CMCS Reqs Submitted	16 0409 Period End 0408 Pay Day	17
18	19 Time Entry COB	20	21 0104 PY Initialization	22 0104 PY Corrections	23 0409 PY Corrections 0104 PY Corrections	24
25	26 0409 PY Corrections Time Entry COB 0104 PY Corrections	27 0409 PY Finalization 0104 PY Finalization	28 Reqs Posted to CMCS CMCS Reqs Posted	29 CMCS Reqs Submitted CMCS Reqs Submitted	30 0401 Period End 0104 Pay Day 0409 Pay Day 0104 Period End	

February 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 0403 PY Corrections Time Entry COB	2 0403 PY Finalization	3 Reqs Posted to CMCS	4 CMCS Reqs Submitted	5 0404 Period End 0403 Pay Day	6
7	8 Time Entry COB	9	10	11	12 0404 PY Corrections	13
14	15 0404 PY Corrections Time Entry COB	16 0404 PY Finalization	17 Reqs Posted to CMCS 0102 PY Initialization	18 CMCS Reqs Submitted 0102 PY Corrections	19 0405 PY Corrections 0404 Pay Day 0102 PY Corrections	20
21	22 Time Entry COB 0101 PY Corrections	23 0102 PY Finalization	24 CMCS Reqs Posted	25 CMCS Reqs Submitted	26 0405 PY Corrections 0102 Pay Day	27
28 0102 Period End						

May 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Time Entry COB	4	5	6	7 0410 PY Corrections	8
9	10 0410 PY Corrections Time Entry COB	11 0410 PY Finalization	12 Reqs Posted to CMCS	13 CMCS Reqs Submitted	14 0411 Period End 0410 Pay Day	15
16	17 Time Entry COB	18	19 0105 PY Initialization	20 0105 PY Corrections	21 0411 PY Corrections 0105 PY Corrections	22
23	24 0411 PY Corrections Time Entry COB 0105 PY Corrections	25 0411 PY Finalization 0105 PY Finalization	26 Reqs Posted to CMCS CMCS Reqs Posted	27 CMCS Reqs Submitted CMCS Reqs Submitted	28 0412 Period End 0101 Pay Day 0411 Pay Day	29
30	31 Memorial Day 0105 Period End					

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

June 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Time Entry COB	2	3	4 0425 PY Corrections	5
6	7 0412 PY Corrections Time Entry COB	8 0412 PY Finalization	9 0425 PY Corrections	10 0425 PY Corrections	11 0425 PY Corrections 0425 Pay Day	12
13	14 Time Entry COB	15	16	17	18 0425 PY Corrections	19
20	21 0413 PY Corrections Time Entry COB 0106 PY Initialization	22 0413 PY Finalization 0106 PY Corrections	23 Reqs Posted to CMCS 0106 PY Corrections	24 CMCS Reqs Submitted 0106 PY Corrections	25 0414 Period End 0413 Pay Day 0106 PY Finalization	26
27	28 Time Entry COB CMCS Reqs Posted	29 CMCS Reqs Submitted	30 0106 Pay Day 0106 Period End			