



# May - August 2012 Payroll Calendar

Time entry is due close of business on Monday for the previous week.

During PY Corrections, the system is unavailable between 3:30 - 7:30 am, noon - 1 pm, and 3:30 - 4:30 pm

During PY Finalization the system is unavailable 3:30 am - 1 pm.

All employee records may be unavailable intermittently during the finalization process for any payroll.  
Employees with error conditions during the finalization process may not be paid.

Requisitions are posted to CMCS by 7 am.

Agencies should submit their CMCS requisitions by 11 am.

Beacon will charge back any bank fees incurred due to late or rejected CMCS requisitions.

May 2012						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
					0410 PY Corrections	
6	7	8	9	10	11	12
Time Entry COB 0410 PY Corrections	0410 PY Finalization BWD 01/21/12	CMCS Reqs Posted	CMCS Reqs Submitted	0410 Pay Day 0411 Period End	0412 Period Begins	
13	14	15	16	17	18	19
Time Entry COB				0411 PY Corrections		
20	21	22	23	24	25	26
Time Entry COB 0105 PY Initialization 0411 PY Corrections	0105 PY Corrections 0411 PY Finalization BWD 02/04/12	0105 PY Corrections CMCS Reqs Posted	0105 PY Corrections CMCS Reqs Submitted	0105 PY Finalization MWD 02/01/12 0411 Pay Day 0412 Period End	0413 Period Begins	
27	28	29	30	31		
Memorial Day	Time Entry COB CMCS Reqs Posted	CMCS Reqs Submitted	0105 Pay Day 0105 Period End			

July 2012						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
Time Entry COB 0414 PY Finalization BWD 03/17/12	CMCS Reqs Posted	Independence Day	CMCS Reqs Submitted	0414 Pay Day 0415 Period End	0416 Period Begins	
8	9	10	11	12	13	14
Time Entry COB				0415 PY Corrections		
15	16	17	18	19	20	21
Time Entry COB 0415 PY Corrections	0415 PY Finalization BWD 03/31/12	CMCS Reqs Posted	CMCS Reqs Submitted	0415 Pay Day 0416 Period End 0107 PY Initialization	0417 Period Begins	
22	23	24	25	26	27	28
Time Entry COB 0107 PY Corrections	0107 PY Corrections	0107 PY Corrections	0107 PY Finalization MWD 04/01/12	CMCS Reqs Posted 0416 PY Corrections		
29	30	31				
Time Entry COB CMCS Reqs Submitted 0416 PY Corrections	0107 Pay Day 0107 Period End 0416 PY Finalization BWD 04/14/12					

June 2012						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
					0412 PY Corrections	
3	4	5	6	7	8	9
Time Entry COB 0412 PY Corrections	0412 PY Finalization BWD 02/18/12	CMCS Reqs Posted	CMCS Reqs Submitted	0412 Pay Day 0413 Period End	0414 Period Begins	
10	11	12	13	14	15	16
Time Entry COB				0413 PY Corrections		
17	18	19	20	21	22	23
Time Entry COB 0413 PY Corrections	0413 PY Finalization BWD 03/03/12	0106 PY Initialization CMCS Reqs Posted	0106 PY Corrections CMCS Reqs Submitted	0106 PY Corrections 0413 Pay Day 0414 Period End	0415 Period Begins	
24	25	26	27	28	29	30
Time Entry COB 0106 PY Corrections	0106 PY Finalization MWD 03/01/12	CMCS Reqs Posted	CMCS Reqs Submitted 0414 PY Corrections	0106 Pay Day 0414 PY Corrections	0106 Period End	

August 2012						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
			CMCS Reqs Posted	CMCS Reqs Submitted	0416 Pay Day 0417 Period End	0418 Period Begins
5	6	7	8	9	10	11
Time Entry COB				0417 PY Corrections		
12	13	14	15	16	17	18
Time Entry COB 0417 PY Corrections	0417 PY Finalization BWD 04/28/12	CMCS Reqs Posted	CMCS Reqs Submitted	0417 Pay Day 0418 Period End	0419 Period Begins	
19	20	21	22	23	24	25
Time Entry COB		0108 PY Initialization	0108 PY Corrections	0108 PY Corrections 0418 PY Corrections		
26	27	28	29	30	31	
Time Entry COB 0108 PY Corrections 0418 PY Corrections	0108 PY Finalization MWD 05/01/12 0418 PY Finalization BWD 05/12/12	CMCS Reqs Posted CMCS Reqs Posted	CMCS Reqs Submitted CMCS Reqs Submitted	0108 Pay Day 0108 Period End 0418 Pay Day 0419 Period End	0420 Period Begins	