

December 2007		
Thursday	December	19 Documents to be submitted with January Mid-Month & First Semi-Monthly payrolls should reach State Personnel for approval by 9:30 AM
January 2008		
Tuesday	January	1 HOLIDAY - NEW YEAR'S DAY
Wednesday	January	2 System closed at 12:00 Noon - Run final 2007 C&R's (Dated 12/20/2007 - distribute upon receipt) - (KEYING DATES - Dec 20 - Jan 2) - Reports available in Systemware Run End of Year Close Out NCAS Health Benefits posted during nightly production run CMCS requisitions created during nightly production run Information to Agency Payroll Office for January Mid-Month & Semi-Monthly Payrolls for First Half of Month
Thursday	January	3 Run the Bank Reconciliation Report NCAS Payroll Interface posted during nightly production run Run Cycle 'A' Transmittal - (KEYING DATES - Jan 3 - 22) - Reports available in Systemware
Friday	January	4 Mid-Month Control Report available in Systemware
Saturday	January	5
Sunday	January	6
Monday	January	7 Mid-Month Control Report available in Systemware Documents to be submitted with January Monthly & Semi-Monthly Payrolls for Second Half of Month should reach State Personnel for approval by 9:30 AM Check Replacement Due Date
Tuesday	January	8 Mid-Month Control Report available in Systemware Last Day to key Mid-Month - (KEYING DATES - Jan 3 - 8)
Wednesday	January	9 Run Mid-Month Payrolls - Reports and Mid-Month Transmittals available in Systemware CMCS requisitions created during nightly production run
Thursday	January	10 System Down @ 1 PM - Run Mid-Month Stop Orders - (KEYING DATES - Jan 9 - 10 @ 1 PM) - Reports available in Systemware CMCS requisitions created during nightly production run Run Bank Prenotification Report & File
Friday	January	11 Prenotification Report available in Systemware NCAS Payroll Interface posted during nightly production run
Saturday	January	12
Sunday	January	13
Monday	January	14
Tuesday	January	15 Mid-Month Pay Day Information to Agency Payroll Office for January Monthly & Semi-Monthly Payrolls for Second Half of Month
Wednesday	January	16 Last Day to key 2nd C&R's - (KEYING DATES - Jan 11 - 16)
Thursday	January	17 Run 2nd C&R's - Reports available in Systemware CMCS requisitions created during nightly production run
Friday	January	18 NCAS Payroll Interface posted during nightly production run
Saturday	January	19
Sunday	January	20
Monday	January	21 HOLIDAY - MARTIN LUTHER KING JR'S BIRTHDAY
Tuesday	January	22 Last Day to key Monthly - (KEYING DATES - Jan 3 - 22)
Wednesday	January	23 2nd C&R's Pay Day Run Monthly Payrolls - Reports and Monthly Transmittals Other than Cycle 'A' available in Systemware System open for keying 'H' cycles only - (KEYING DATES - Jan 17 - 25 @ 1 PM) CMCS requisitions created during nightly production run
Thursday	January	24
Friday	January	25 System Down @ 1 PM - Run Monthly Stop Orders - (KEYING DATES - Jan 23 - 25 @ 1 PM) - Reports available in Systemware Run Month-End Close Out - Reports available in Systemware CMCS requisitions created during nightly production run Documents to be submitted with February Mid-Month & First Semi-Monthly payrolls should reach State Personnel for approval by 9:30 AM
Saturday	January	26
Sunday	January	27
Monday	January	28 NCAS Payroll Interface posted during nightly production run Start keying for February payrolls
Tuesday	January	29 Run Cycle 'A' Transmittal - (KEYING DATES - Jan 29 - Feb 20) - Reports available in Systemware
Wednesday	January	30 Run Bank Prenotification Report & File
Thursday	January	31 Monthly Pay Day Bank Prenotification Report available in Systemware

February 2008			
Friday	February	1	Last Day to key 1st C&R's - (KEYING DATES - Jan 28 - Feb 1) NCAS Health Benefits posted during nightly production run
Saturday	February	2	
Sunday	February	3	
Monday	February	4	Run 1st C&R's - Reports available in Systemware CMCS requisitions created during nightly production run Run the Bank Reconciliation Report Information to Agency Payroll Office for February Mid-Month & Semi-Monthly Payrolls for First Half of Month
Tuesday	February	5	NCAS Payroll Interface posted during nightly production run
Wednesday	February	6	Mid-Month Control Report available in Systemware Documents to be submitted with February Monthly & Second Semi-Monthly payrolls should reach State Personnel for approval by 9:30 AM
Thursday	February	7	1st C&R's Pay Day Mid-Month Control Report available in Systemware Check Replacement Due Date
Friday	February	8	Mid-Month Control Report available in Systemware Last Day to key Mid-Month - (KEYING DATES - Jan 28 - Feb 8)
Saturday	February	9	
Sunday	February	10	
Monday	February	11	Run Mid-Month Payrolls - Reports and Mid-Month Transmittals available in Systemware Run Bank Prenotification Report and File CMCS requisitions created during nightly production run
Tuesday	February	12	Prenotification Report available in Systemware System Down @ 1PM - Run Mid-Month Stop Orders - (KEYING DATES - Feb 11 - 12 @ 1 PM) - Reports available in Systemware CMCS requisitions created during nightly production run
Wednesday	February	13	NCAS Payroll Interface posted during nightly production run
Thursday	February	14	Information to Agency Payroll Office for February Monthly & Semi-Monthly Payrolls for Second Half of Month
Friday	February	15	Mid-Month Pay Day
Saturday	February	16	
Sunday	February	17	
Monday	February	18	Last Day to key 2nd C&R's - (KEYING DATES - Feb 13 - 18) Monthly Control Reports available in Systemware
Tuesday	February	19	Run 2nd C&R's - Reports available in Systemware Monthly Control Reports available in Systemware CMCS requisitions created during nightly production run
Wednesday	February	20	Last Day to key Monthly - (KEYING DATES - Jan 29 - Feb 20) Monthly Control Reports available in Systemware NCAS Payroll Interface posted during nightly production run
Thursday	February	21	Run Monthly Payrolls - Reports and Monthly Transmittals Other than Cycle 'A' available in Systemware System open for keying 'H' cycles only - (KEYING DATES - Feb 19 - 25 @ 1 PM) CMCS requisitions created during nightly production run
Friday	February	22	2nd C&R's Pay Day Documents to be submitted with March Mid-Month & First Semi-Monthly payrolls should reach State Personnel for approval by 9:30 AM
Saturday	February	23	
Sunday	February	24	
Monday	February	25	System Down @ 1 PM - Run Monthly Stop Orders - (KEYING DATES - Feb 21 - 25 @ 1 PM) - Reports available in Systemware Run Month-End Close Out - Reports available in Systemware CMCS requisitions created during nightly production run
Tuesday	February	26	Start keying for March payrolls NCAS Payroll Interface posted during nightly production run
Wednesday	February	27	Run Cycle 'A' Transmittal - (KEYING DATES - Feb 27 - Mar 19) - Reports available in Systemware Run Bank Prenotification Report & File
Thursday	February	28	Bank Prenotification Report available in Systemware
Friday	February	29	Monthly Pay Day

March 2008			
Saturday	March	1	
Sunday	March	2	
Monday	March	3	Last Day to key 1st C&R's - (KEYING DATES - Feb 26 - Mar 3) NCAS Health Benefits posted during nightly production run Information to Agency Payroll Office for March Mid-Month & Semi-Monthly Payrolls for First Half of Month
Tuesday	March	4	Run 1st C&R's - Reports available in Systemware Run the Bank Reconciliation Report CMCS requisitions created during nightly production run
Wednesday	March	5	Mid-Month Control Report available in Systemware NCAS Payroll Interface posted during nightly production run Documents to be submitted with March Monthly & Semi-Monthly Payrolls for Second Half of Month should reach State Personnel for approval by 9:30 AM
Thursday	March	6	Mid-Month Control Report available in Systemware Check Replacement Due Date
Friday	March	7	1st C&R's Pay Day Mid-Month Control Report available in Systemware Last Day to key Mid-Month - (KEYING DATES - Feb 26 - Mar 7)
Saturday	March	8	
Sunday	March	9	
Monday	March	10	Run Mid-Month Payrolls - Reports and Mid-Month Transmittals available in Systemware Run Bank Prenotification Report & File CMCS requisitions created during nightly production run
Tuesday	March	11	Prenotification Report available in Systemware System Down @ 1 PM - Run Mid-Month Stop Orders - (KEYING DATES - Mar 10 - 11 @ 1 PM) - Reports available in Systemware CMCS requisitions created during nightly production run
Wednesday	March	12	NCAS Payroll Interface posted during nightly production run
Thursday	March	13	Information to Agency Payroll Office for March Monthly & Semi-Monthly Payrolls for Second Half of Month
Friday	March	14	Mid-Month Pay Day
Saturday	March	15	
Sunday	March	16	
Monday	March	17	Last Day to key 2nd C&R's - (KEYING DATES - Mar 11 - 17) Monthly Control Reports available in Systemware
Tuesday	March	18	Run 2nd C&R's - Reports available in Systemware Monthly Control Reports available in Systemware CMCS requisitions created during nightly production run
Wednesday	March	19	Last Day to key Monthly - (KEYING DATES - Feb 27 - Mar 19) Monthly Control Reports available in Systemware NCAS Payroll Interface posted during nightly production run
Thursday	March	20	Run Monthly Payrolls - Reports and Monthly Transmittals Other than Cycle 'A' available in Systemware System open for keying 'H' cycles only - (KEYING DATES - Mar 18 - 25 @ 1 PM) CMCS requisitions created during nightly production run
Friday	March	21	HOLIDAY - GOOD FRIDAY
Saturday	March	22	
Sunday	March	23	EASTER
Monday	March	24	2nd C&R's Pay Day
Tuesday	March	25	System Down @ 1 PM - Run Monthly Stop Orders - (KEYING DATES - Mar 20 - 25 @ 1 PM) - Reports available in Systemware Run Month-End Close Out - Reports available in Systemware CMCS requisitions created during nightly production run Documents to be submitted with April Mid-Month & First Semi-Monthly payrolls should reach State Personnel for approval by 9:30 AM
Wednesday	March	26	Start keying for April payrolls NCAS Payroll Interface posted during nightly production run
Thursday	March	27	Run Cycle 'A' Transmittal - (KEYING DATES - Mar 27 - Apr 21) - Reports available in Systemware
Friday	March	28	Run Bank Prenotification Report & File
Saturday	March	29	
Sunday	March	30	
Monday	March	31	Monthly Pay Day Bank Prenotification Report available in Systemware

April 2008			
Tuesday	April	1	Last Day to key 1st C&R's - (KEYING DATES - Mar 26 - Apr 1) NCAS Health Benefits posted during nightly production run
Wednesday	April	2	Run 1st C&R's - Reports available in Systemware Run the Bank Reconciliation Report CMCS requisitions created during nightly production run Information to Agency Payroll Office for April Mid-Month payrolls
Thursday	April	3	NCAS Payroll Interface posted during nightly production run
Friday	April	4	Mid-Month Control Report available in Systemware
Saturday	April	5	
Sunday	April	6	
Monday	April	7	1st C&R's Pay Day Documents to be submitted with April Monthly payrolls should reach State Personnel for approval by 9:30 AM Mid-Month Control Report available in Systemware Check Replacement Due Date
Tuesday	April	8	Mid-Month Control Report available in Systemware Last Day to key Mid-Month - (KEYING DATES - Mar 26 - Apr 8)
Wednesday	April	9	Run Mid-Month Payrolls - Reports and Mid-Month Transmittals available in Systemware CMCS requisitions created during nightly production run
Thursday	April	10	System Down @ 1 PM - Run Mid-Month Stop Orders - (KEYING DATES - Apr 9 - 10 @ 1 PM) - Reports available in Systemware Run Bank Prenotification Report & File CMCS requisitions created during nightly production run
Friday	April	11	Bank Prenotification Report available in Systemware NCAS Payroll Interface posted during nightly production run
Saturday	April	12	
Sunday	April	13	
Monday	April	14	
Tuesday	April	15	Mid-Month Pay Day Information to Agency Payroll Office for April Monthly payrolls
Wednesday	April	16	Last Day to key 2nd C&R's - (KEYING DATES - Apr 10 - 16)
Thursday	April	17	Run 2nd C&R's - Reports available in Systemware Monthly Control Reports available in Systemware CMCS requisitions created during nightly production run
Friday	April	18	Monthly Control Reports available in Systemware NCAS Payroll Interface posted during nightly production run
Saturday	April	19	
Sunday	April	20	
Monday	April	21	Last Day to key Monthly - (KEYING DATES - Mar 27 - Apr 21) Monthly Control Reports available in Systemware
Tuesday	April	22	2nd C&R's Pay Day Run Monthly Payrolls - Reports and Monthly Transmittals Other than Cycle 'A' available in Systemware System open for keying 'H' cycles only - (KEYING DATES - Apr 17 - 24 @ 1PM) CMCS requisitions created during nightly production run
Wednesday	April	23	
Thursday	April	24	System Down @ 1 PM - Run Monthly Stop Orders - (KEYING DATES - Apr 22 - 24 @ 1 PM) - Reports available in Systemware Run Month-End Close Out - Reports available in Systemware CMCS requisitions created during nightly production run Documents to be submitted with May Mid-Month payrolls should reach State Personnel for approval by 9:30 AM
Friday	April	25	Start keying for May payrolls NCAS Payroll Interface posted during nightly production run
Saturday	April	26	
Sunday	April	27	
Monday	April	28	Run Cycle 'A' Transmittal - (KEYING DATES - Apr 28 - May 20) - Reports available in Systemware
Tuesday	April	29	Run Bank Prenotification Report & File
Wednesday	April	30	Monthly Pay Day Bank Prenotification Report available in Systemware

May 2008			
Thursday	May	1	Last Day to key 1st C&R's - (KEYING DATES - Apr 25 - May 1) NCAS Health Benefits posted during nightly production run
Friday	May	2	Run 1st C&R's - Reports available in Systemware Run the Bank Reconciliation Report CMCS requisitions created during nightly production run Information to Agency Payroll Office for May Mid-Month payrolls
Saturday	May	3	
Sunday	May	4	
Monday	May	5	NCAS Payroll Interface posted during nightly production run
Tuesday	May	6	Mid-Month Control Report available in Systemware Documents to be submitted with May Monthly payrolls should reach State Personnel for approval by 9:30 AM
Wednesday	May	7	1st C&R's Pay Day Mid-Month Control Report available in Systemware Check Replacement Due Date
Thursday	May	8	Mid-Month Control Report available in Systemware Last Day to key Mid-Month - (KEYING DATES - Apr 25 - May 8)
Friday	May	9	Run Mid-Month Payrolls - Reports and Mid-Month Transmittals available in Systemware Run Bank Prenotification Report & File CMCS requisitions created during nightly production run
Saturday	May	10	
Sunday	May	11	
Monday	May	12	System Down @ 1 PM - Run Mid-Month Stop Orders - (KEYING DATES - May 9 - 12 @ 1 PM) - Reports available in Systemware CMCS requisitions created during nightly production run
Tuesday	May	13	NCAS Payroll Interface posted during nightly production run
Wednesday	May	14	Information to Agency Payroll Office for May Monthly payrolls
Thursday	May	15	Mid-Month Pay Day
Friday	May	16	Last Day to key 2nd C&R's - (KEYING DATES - May 12 - 16)
Saturday	May	17	
Sunday	May	18	
Monday	May	19	Run 2nd C&R's - Reports available in Systemware Monthly Control Reports available in Systemware CMCS requisitions created during nightly production run
Tuesday	May	20	Last Day to key Monthly - (KEYING DATES - Apr 28 - May 20) Monthly Control Reports available in Systemware NCAS Payroll Interface posted during nightly production run
Wednesday	May	21	Run Monthly Payrolls - Reports and Transmittals Other than Cycle 'A' available in Systemware System open for keying 'H' cycles only - (KEYING DATES - May 19 - 23 @ 1 PM) CMCS requisitions created during nightly production run
Thursday	May	22	2nd C&R's Pay Day Documents to be submitted with June Mid-Month payrolls should reach State Personnel for approval by 9:30 AM
Friday	May	23	System Down @ 1 PM - Run Monthly Stop Orders - (KEYING DATES - May 21 - 23 @ 1 PM) - Reports available in Systemware Run Month-End Close Out - Reports available in Systemware CMCS requisitions created during nightly production run
Saturday	May	24	
Sunday	May	25	
Monday	May	26	HOLIDAY - MEMORIAL DAY
Tuesday	May	27	Start keying for June payrolls NCAS Payroll Interface posted during nightly production run
Wednesday	May	28	Run Cycle 'A' Transmittal - (KEYING DATES - May 28 - Jun 19) - Reports available in Systemware Run Bank Prenotification Report & File
Thursday	May	29	Bank Prenotification Report available in Systemware
Friday	May	30	Monthly Pay Day
Saturday	May	31	

June 2008			
Sunday	June	1	
Monday	June	2	Last Day to key 1st C&R's - (KEYING DATES - May 27 - Jun 2) Information to Agency Payroll Office for June Mid-Month payrolls NCAS Health Benefits posted during nightly production run
Tuesday	June	3	Run 1st C&R's - Reports available in Systemware Run the Bank Reconciliation Report CMCS requisitions created during nightly production run
Wednesday	June	4	NCAS Payroll Interface posted during nightly production run Mid-Month Control Report available in Systemware
Thursday	June	5	Mid-Month Control Report available in Systemware Documents to be submitted with June Monthly payrolls should reach State Personnel for approval by 9:30 AM Check Replacement Due Date
Friday	June	6	1st C&R's Pay Day Mid-Month Control Report available in Systemware Last Day to key Mid-Month - (KEYING DATES - May 27 - Jun 6)
Saturday	June	7	
Sunday	June	8	
Monday	June	9	Run Mid-Month Payrolls - Reports and Mid-Month Transmittals available in Systemware CMCS requisitions created during nightly production run
Tuesday	June	10	System Down @ 1 PM - Run Mid-Month Stop Orders - (KEYING DATES - May 9 - 10 @ 1 PM) - Reports available in Systemware Run Bank Prenotification Report & File CMCS requisitions created during nightly production run
Wednesday	June	11	NCAS Payroll Interface posted during nightly production run
Thursday	June	12	
Friday	June	13	Mid-Month Pay Day Information to Agency Payroll Office for June Monthly payrolls
Saturday	June	14	
Sunday	June	15	
Monday	June	16	Last Day to key 2nd C&R's - (KEYING DATES - Jun 10 - 16)
Tuesday	June	17	Run 2nd C&R's - Reports available in Systemware Monthly Control Reports available in Systemware CMCS requisitions created during nightly production run
Wednesday	June	18	Monthly Control Reports available in Systemware NCAS Payroll Interface posted during nightly production run
Thursday	June	19	Monthly Control Reports available in Systemware Last Day to key Monthly - (KEYING DATES - May 28 - Jun 19)
Friday	June	20	2nd C&R's Pay Day Run Monthly Payrolls - Reports and Transmittals Other than Cycle 'A' available in Systemware System open for keying 'H' cycles only - (KEYING DATES - Jun 17 - 24 @ 1 PM) CMCS requisitions created during nightly production run
Saturday	June	21	
Sunday	June	22	
Monday	June	23	Documents to be submitted with July Mid-Month payrolls should reach State Personnel for approval by 9:30 AM
Tuesday	June	24	System Down @ 1 PM - Run Monthly Stop Orders - (KEYING DATES - Jun 20 - 24 @ 1 PM) - Reports available in Systemware Run Month-End Close Out - Reports available in Systemware CMCS requisitions created during nightly production run
Wednesday	June	25	Start keying for July payrolls NCAS Payroll Interface posted during nightly production run
Thursday	June	26	Run Cycle 'A' Transmittal - (KEYING DATES - Jun 26 - Jul 22) - Reports available in Systemware Run Bank Prenotification Report & File
Friday	June	27	Bank Prenotification Report available in Systemware
Saturday	June	28	
Sunday	June	29	
Monday	June	30	Monthly Pay Day