

January 2009		
Thursday	January	1 HOLIDAY - NEW YEAR'S DAY
Friday	January	2 Information to Agency Payroll Office for January Mid-Month Payrolls Run Cycle 'A' Transmittal - (KEYING DATES - Jan 2 - Jan 21) - Reports available in Systemware
Saturday	January	3
Sunday	January	4
Monday	January	5 Run the Bank Reconciliation Report
Tuesday	January	6 Mid-Month Control Report available in Systemware Documents to be submitted with January Monthly Payrolls should reach State Personnel for approval by 9:30 AM
Wednesday	January	7 Mid-Month Control Report available in Systemware Check Replacement Due Date
Thursday	January	8 Mid-Month Control Report available in Systemware Last Day to key Mid-Month - (KEYING DATES - Dec 23 - 8)
Friday	January	9 Run Mid-Month Payrolls - Reports and Mid-Month Transmittals available in Systemware CMCS requisitions created during nightly production run Last day to key for Bank Prenotification Report & File
Saturday	January	10
Sunday	January	11
Monday	January	12 Bank Prenotification Report available in Systemware System Down @ 1 PM - Run Mid-Month Stop Orders - (KEYING DATES - Jan 9 - 12 @ 1 PM) - Reports available in Systemware CMCS requisitions created during nightly production run
Tuesday	January	13
Wednesday	January	14 Information to Agency Payroll Office for January Monthly Payrolls
Thursday	January	15 Mid-Month Pay Day
Friday	January	16 Monthly Control Reports available in Systemware Last Day to key 2nd C&R's - (KEYING DATES - Jan 12 - 16)
Saturday	January	17
Sunday	January	18
Monday	January	19 HOLIDAY - MARTIN LUTHER KING JR'S BIRTHDAY
Tuesday	January	20 Run 2nd C&R's - Reports available in Systemware CMCS requisitions created during nightly production run Monthly Control Reports available in Systemware
Wednesday	January	21 Monthly Control Reports available in Systemware Last Day to key Monthly - (KEYING DATES - Jan 2 - 21)
Thursday	January	22 Run Monthly Payrolls - Reports and Monthly Transmittals Other than Cycle 'A' available in Systemware System open for keying 'H' cycles only - (KEYING DATES - Jan 22 - 26 @ 1 PM) CMCS requisitions created during nightly production run
Friday	January	23 Documents to be submitted with February Mid-Month payrolls should reach State Personnel for approval by 9:30 AM 2nd C&R's Pay Day
Saturday	January	24
Sunday	January	25
Monday	January	26 System Down @ 1 PM - Run Monthly Stop Orders - (KEYING DATES - Jan 22 - 26 @ 1 PM) - Reports available in Systemware Run Month-End Close Out - Reports available in Systemware CMCS requisitions created during nightly production run
Tuesday	January	27 Start keying for February payrolls
Wednesday	January	28 Run Cycle 'A' Transmittal - (KEYING DATES - Jan 28 - Feb 18) - Reports available in Systemware Last day to key for Bank Prenotification Report & File
Thursday	January	29 Bank Prenotification Report available in Systemware
Friday	January	30 Monthly Pay Day
Saturday	January	31

February 2009			
Sunday	February	1	
Monday	February	2	Last Day to key 1st C&R's - (KEYING DATES - Jan 27 - Feb 2) Information to Agency Payroll Office for February Mid-Month Payrolls
Tuesday	February	3	Run 1st C&R's - Reports available in Systemware CMCS requisitions created during nightly production run Run the Bank Reconciliation Report
Wednesday	February	4	Documents to be submitted with February Monthly payrolls should reach State Personnel for approval by 9:30 AM Mid-Month Control Report available in Systemware
Thursday	February	5	Check Replacement Due Date Mid-Month Control Report available in Systemware
Friday	February	6	Mid-Month Control Report available in Systemware Last day to key for Bank Prenotification Report and File Last Day to key Mid-Month - (KEYING DATES - Jan 29 - Feb 6) 1st C&R's Pay Day
Saturday	February	7	
Sunday	February	8	
Monday	February	9	Bank Prenotification Report available in Systemware Run Mid-Month Payrolls - Reports and Mid-Month Transmittals available in Systemware CMCS requisitions created during nightly production run
Tuesday	February	10	System Down @ 1PM - Run Mid-Month Stop Orders - (KEYING DATES - Feb 9 - 10 @ 1 PM) - Reports available in Systemware CMCS requisitions created during nightly production run
Wednesday	February	11	
Thursday	February	12	Information to Agency Payroll Office for February Monthly Payrolls
Friday	February	13	Mid-Month Pay Day
Saturday	February	14	
Sunday	February	15	
Monday	February	16	Last Day to key 2nd C&R's - (KEYING DATES - Feb 10 - 16) Monthly Control Reports available in Systemware
Tuesday	February	17	Run 2nd C&R's - Reports available in Systemware Monthly Control Reports available in Systemware CMCS requisitions created during nightly production run
Wednesday	February	18	Last Day to key Monthly - (KEYING DATES - Jan 29 - Feb 18) Monthly Control Reports available in Systemware
Thursday	February	19	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 - 23 @ 1 PM) CMCS requisitions created during nightly production run
Friday	February	20	Documents to be submitted with March Mid-Month payrolls should reach State Personnel for approval by 9:30 AM 2nd C&R's Pay Day
Saturday	February	21	
Sunday	February	22	
Monday	February	23	System Down @ 1 PM - Run Monthly Stop Orders - (KEYING DATES - Feb 19 - 23 @ 1 PM) - Reports available in Systemware Run Month-End Close Out - Reports available in Systemware CMCS requisitions created during nightly production run
Tuesday	February	24	Start keying for March payrolls
Wednesday	February	25	Run Cycle 'A' Transmittal - (KEYING DATES - Feb 24 - Mar 20) - Reports available in Systemware Last day to key for Bank Prenotification Report & File
Thursday	February	26	Bank Prenotification Report available in Systemware
Friday	February	27	Monthly Pay Day
Saturday	February	28	

March 2009			
Sunday	March	1	
Monday	March	2	Last Day to key 1st C&R's - (KEYING DATES - Feb 24 - Mar 2) Information to Agency Payroll Office for March Mid-Month Payrolls
Tuesday	March	3	Run 1st C&R's - Reports available in Systemware Run the Bank Reconciliation Report CMCS requisitions created during nightly production run
Wednesday	March	4	Mid-Month Control Report available in Systemware
Thursday	March	5	Mid-Month Control Report available in Systemware Check Replacement Due Date
Friday	March	6	Documents to be submitted with March Monthly Payrolls should reach State Personnel for approval by 9:30 AM Mid-Month Control Report available in Systemware Last Day to key Mid-Month - (KEYING DATES - Feb 26 - Mar 6) 1st C&R's Pay Day
Saturday	March	7	
Sunday	March	8	
Monday	March	9	Run Mid-Month Payrolls - Reports and Mid-Month Transmittals available in Systemware CMCS requisitions created during nightly production run
Tuesday	March	10	System Down @ 1 PM - Run Mid-Month Stop Orders - (KEYING DATES - Mar 9 - 10 @ 1 PM) - Reports available in Systemware CMCS requisitions created during nightly production run
Wednesday	March	11	Last day to key for Bank Prenotification Report & File
Thursday	March	12	Bank Prenotification Report available in Systemware
Friday	March	13	Mid-Month Pay Day
Saturday	March	14	
Sunday	March	15	
Monday	March	16	Last Day to key 2nd C&R's - (KEYING DATES - Mar 10 - 16) Monthly Control Reports available in Systemware Information to Agency Payroll Office for March Monthly Payrolls
Tuesday	March	17	Run 2nd C&R's - Reports available in Systemware CMCS requisitions created during nightly production run
Wednesday	March	18	Monthly Control Reports available in Systemware
Thursday	March	19	Monthly Control Reports available in Systemware
Friday	March	20	Last Day to key Monthly - (KEYING DATES - Feb 26 - Mar 20) Monthly Control Reports available in Systemware 2nd C&R's Pay Day
Saturday	March	21	
Sunday	March	22	
Monday	March	23	Run Monthly Payrolls - Reports and Monthly Transmittals Other than Cycle 'A' available in Systemware System open for keying 'H' cycles only - (KEYING DATES - Mar 17 - 25 @ 1 PM) CMCS requisitions created during nightly production run
Tuesday	March	24	Documents to be submitted with April Mid-Month payrolls should reach State Personnel for approval by 9:30 AM
Wednesday	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
Thursday	March	26	Start keying for April payrolls
Friday	March	27	Run Cycle 'A' Transmittal - (KEYING DATES - Mar 27 - Apr 21) - Reports available in Systemware Last day to key for Bank Prenotification Report & File
Saturday	March	28	
Sunday	March	29	
Monday	March	30	Bank Prenotification Report available in Systemware
Tuesday	March	31	Monthly Pay Day

April 2009			
Wednesday	April	1	Last Day to key 1st C&R's - (KEYING DATES - Mar 26 - Apr 1) Information to Agency Payroll Office for April Mid-Month payrolls
Thursday	April	2	Run 1st C&R's - Reports available in Systemware Run the Bank Reconciliation Report CMCS requisitions created during nightly production run
Friday	April	3	Mid-Month Control Report available in Systemware
Saturday	April	4	
Sunday	April	5	
Monday	April	6	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	7	Mid-Month Control Report available in Systemware Last Day to key Mid-Month - (KEYING DATES - Mar 30 - Apr 7) 1st C&R's Pay Day
Wednesday	April	8	Run Mid-Month Payrolls - Reports and Mid-Month Transmittals available in Systemware CMCS requisitions created during nightly production run
Thursday	April	9	System Down @ 1 PM - Run Mid-Month Stop Orders - (KEYING DATES - Apr 8 - 9 @ 1 PM) - Reports available in Systemware Last day to key for Bank Prenotification Report & File CMCS requisitions created during nightly production run
Friday	April	10	HOLIDAY - GOOD FRIDAY
Saturday	April	11	
Sunday	April	12	
Monday	April	13	Bank Prenotification Report available in Systemware
Tuesday	April	14	
Wednesday	April	15	Information to Agency Payroll Office for April Monthly payrolls Mid-Month Pay Day
Thursday	April	16	Last Day to key 2nd C&R's - (KEYING DATES - Apr 9 - 16)
Friday	April	17	Run 2nd C&R's - Reports available in Systemware Monthly Control Reports available in Systemware CMCS requisitions created during nightly production run
Saturday	April	18	
Sunday	April	19	
Monday	April	20	Monthly Control Reports available in Systemware
Tuesday	April	21	Last Day to key Monthly - (KEYING DATES - Mar 30 - Apr 21) Monthly Control Reports available in Systemware
Wednesday	April	22	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 2nd C&R's Pay Day
Thursday	April	23	
Friday	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
Saturday	April	25	
Sunday	April	26	
Monday	April	27	Start keying for May payrolls
Tuesday	April	28	Run Cycle 'A' Transmittal - (KEYING DATES - Apr 28 - May 19) - Reports available in Systemware
Wednesday	April	29	Last day to key for Bank Prenotification Report & File Bank Prenotification Report available in Systemware
Thursday	April	30	Monthly Pay Day

May 2009			
Friday	May	1	Last Day to key 1st C&R's - (KEYING DATES - Apr 27 - May 1)
Saturday	May	2	
Sunday	May	3	
Monday	May	4	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
Tuesday	May	5	Documents to be submitted with May Monthly payrolls should reach State Personnel for approval by 9:30 AM
Wednesday	May	6	Mid-Month Control Report available in Systemware
Thursday	May	7	Mid-Month Control Report available in Systemware Check Replacement Due Date 1st C&R's Pay Day
Friday	May	8	Mid-Month Control Report available in Systemware Last day to key for Bank Prenotification Report & File Last Day to key Mid-Month - (KEYING DATES - Apr 29 - May 8)
Saturday	May	9	
Sunday	May	10	
Monday	May	11	Bank Prenotification Report available in Systemware Run Mid-Month Payrolls - Reports and Mid-Month Transmittals available in Systemware CMCS requisitions created during nightly production run
Tuesday	May	12	System Down @ 1 PM - Run Mid-Month Stop Orders - (KEYING DATES - May 11 - 12 @ 1 PM) - Reports available in Systemware CMCS requisitions created during nightly production run
Wednesday	May	13	Information to Agency Payroll Office for May Monthly payrolls
Thursday	May	14	
Friday	May	15	Monthly Control Reports available in Systemware Mid-Month Pay Day
Saturday	May	16	
Sunday	May	17	
Monday	May	18	Monthly Control Reports available in Systemware Last Day to key 2nd C&R's - (KEYING DATES - May 12 - 18)
Tuesday	May	19	Run 2nd C&R's - Reports available in Systemware CMCS requisitions created during nightly production run Last Day to key Monthly - (KEYING DATES - Apr 29 - May 19) Monthly Control Reports available in Systemware
Wednesday	May	20	Run Monthly Payrolls - Reports and Transmittals Other than Cycle 'A' available in Systemware System open for keying 'H' cycles only - (KEYING DATES - May 20 - 22 @ 1 PM) CMCS requisitions created during nightly production run
Thursday	May	21	
Friday	May	22	System Down @ 1 PM - Run Monthly Stop Orders - (KEYING DATES - May 19 - 22 @ 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 June Mid-Month payrolls should reach State Personnel for approval by 9:30 AM 2nd C&R's Pay Day
Saturday	May	23	
Sunday	May	24	
Monday	May	25	HOLIDAY - MEMORIAL DAY
Tuesday	May	26	Start keying for June payrolls NCAS Payroll Interface posted during nightly production run
Wednesday	May	27	Run Cycle 'A' Transmittal - (KEYING DATES - May 27 - Jun 19) - Reports available in Systemware
Thursday	May	28	Last day to key for Bank Prenotification Report & File
Friday	May	29	Bank Prenotification Report available in Systemware Monthly Pay Day
Saturday	May	30	
Sunday	May	31	

June 2009			
Monday	June	1	Last Day to key 1st C&R's - (KEYING DATES - May 26 - Jun 1)
Tuesday	June	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 June Mid-Month payrolls
Wednesday	June	3	Mid-Month Control Report available in Systemware
Thursday	June	4	Mid-Month Control Report available in Systemware
Friday	June	5	Documents to be submitted with June Monthly payrolls should reach State Personnel for approval by 9:30 AM Mid-Month Control Report available in Systemware Last Day to key Mid-Month - (KEYING DATES - May 27 - Jun 5) Check Replacement Due Date 1st C&R's Pay Day
Saturday	June	6	
Sunday	June	7	
Monday	June	8	Agency reports on 444 deductions available in Systemware Any corrections must be submitted to Central Payroll staff by 5 PM 2nd C&R's Pay Day
Tuesday	June	9	Central Payroll staff will complete the entry of 444 corrections Run Mid-Month Payrolls - Reports and Mid-Month Transmittals available in Systemware CMCS requisitions created during nightly production run
Wednesday	June	10	System Down @ 1 PM - Run Mid-Month Stop Orders - (KEYING DATES - May 9 - 10 @ 1 PM) - Reports available in Systemware CMCS requisitions created during nightly production run Last day to key for Bank Prenotification Report & File
Thursday	June	11	Bank Prenotification Report available in Systemware
Friday	June	12	
Saturday	June	13	
Sunday	June	14	
Monday	June	15	Information to Agency Payroll Office for June Monthly payrolls Mid-Month Pay Day
Tuesday	June	16	Last Day to key 2nd C&R's - (KEYING DATES - Jun 10 - 16) Monthly Control Reports available in Systemware
Wednesday	June	17	Run 2nd C&R's - Reports available in Systemware Monthly Control Reports available in Systemware CMCS requisitions created during nightly production run
Thursday	June	18	Monthly Control Reports available in Systemware Last Day to key Monthly - (KEYING DATES - May 28 - Jun 18)
Friday	June	19	
Saturday	June	20	
Sunday	June	21	
Monday	June	22	Agency reports on 444 deductions available in Systemware Any corrections must be submitted to Central Payroll staff by 5 PM 2nd C&R's Pay Day
Tuesday	June	23	Central Payroll staff will complete the entry of 444 corrections 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 Documents to be submitted with July Mid-Month payrolls should reach State Personnel for approval by 9:30 AM
Wednesday	June	24	System Down @ 1 PM - Run Monthly Stop Orders - (KEYING DATES - Jun 23 - 24 @ 1 PM) - Reports available in Systemware Run Month-End Close Out - Reports available in Systemware CMCS requisitions created during nightly production run
Thursday	June	25	Start keying for July payrolls
Friday	June	26	Last day to key for Bank Prenotification Report & File
Saturday	June	27	
Sunday	June	28	
Monday	June	29	Run Cycle 'A' Transmittal - (KEYING DATES - Jun 29 - Jul 22) - Reports available in Systemware Bank Prenotification Report available in Systemware
Tuesday	June	30	Monthly Pay Day