

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

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

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

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

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

December 2009			
Tuesday	December	1	Bank Prenotification Report available in Systemware Last Day to key 1st C&R's - (KEYING DATES - Nov 23 - Dec 1)
Wednesday	December	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 December Mid-Month payrolls
Thursday	December	3	
Friday	December	4	Mid-Month Control Report available in Systemware Information to Agency Payroll Office for December Monthly payrolls
Saturday	December	5	
Sunday	December	6	
Monday	December	7	Mid-Month Control Report available in Systemware Check Replacement Due Date 1st C&R's Pay Day
Tuesday	December	8	Mid-Month Control Report available in Systemware Last Day to key Mid-Month - (KEYING DATES - Nov 25 - Dec 8) Monthly Control Reports available in Systemware
Wednesday	December	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 Monthly Control Reports available in Systemware
Thursday	December	10	Bank Prenotification Report available in Systemware System Down @ 1 PM - Run Mid-Month Stop Orders - (KEYING DATES - Nov 9 - 10 @ 1 PM) - Reports available in Systemware CMCS requisitions created during nightly production run Monthly Control Reports available in Systemware Last Day to key Monthly - (KEYING DATES - Nov 25 - Dec 10)
Friday	December	11	Run Monthly Payrolls - Reports and Transmittals Other than Cycle 'A' available in Systemware CMCS requisitions created during nightly production run
Saturday	December	12	
Sunday	December	13	
Monday	December	14	System Down @ 1 PM - Run Monthly Stop Orders - (KEYING DATES - Dec 11 - 14 @ 1 PM) - Reports available in Systemware CMCS requisitions created during nightly production run
Tuesday	December	15	Mid-Month Pay Day
Wednesday	December	16	Last Day to key FINAL C&R's for 2009 - (KEYING DATES - Dec 11 - 16)
Thursday	December	17	Run FINAL C&R's for 2009 - Reports available in Systemware CMCS requisitions created during nightly production run Run Month-End and Year-End Close Out - Reports available in Systemware
Friday	December	18	Monthly Pay Day
Saturday	December	19	
Sunday	December	20	
Monday	December	21	
Tuesday	December	22	FINAL C&R's Pay Day for 2009
Wednesday	December	23	
Thursday	December	24	HOLIDAY - CHRISTMAS
Friday	December	25	HOLIDAY - CHRISTMAS DAY
Saturday	December	26	
Sunday	December	27	
Monday	December	28	Start keying for January payrolls
Tuesday	December	29	Last day to key for Bank Prenotification Report & File
Wednesday	December	30	Bank Prenotification Report available in Systemware
Thursday	December	31	