

July 2010			
Thursday	July	1	Last Day to key 1st C&R's - <b>(KEYING DATES - Jun 25 - Jul 1)</b> <b>Information to University Payroll Office for July Mid-Month payrolls</b>
Friday	July	2	Run 1st C&R's - Reports available in Systemware CMCS requisitions created during nightly production run
Saturday	July	3	
Sunday	July	4	
Monday	July	5	<b>HOLIDAY - INDEPENDENCE DAY</b>
Tuesday	July	6	Mid-Month Control Report available in Systemware Run the Bank Reconciliation Report
Wednesday	July	7	<b>Documents to be submitted with July Monthly payrolls should reach State Personnel for approval by 9:30 AM</b> Mid-Month Control Report available in Systemware <b>Check Replacement Due Date</b>
Thursday	July	8	Mid-Month Control Report available in Systemware Last Day to key Mid-Month - <b>(KEYING DATES - Jun 25- Jul 8)</b> <b>1st C&amp;R's Pay Day</b>
Friday	July	9	Run Mid-Month Payrolls - Reports and Mid-Month transmittals available in Systemware CMCS requisitions created during nightly production run
Saturday	July	10	
Sunday	July	11	
Monday	July	12	System Down @ 1 PM - Run Mid-Month Stop Orders - <b>(KEYING DATES - Jul 9 - 12 @ 1 PM)</b> - Reports available in Systemware CMCS requisitions created during nightly production run Last day to key for Bank Prenotification Report & File
Tuesday	July	13	Bank Prenotification Report available in Systemware
Wednesday	July	14	
Thursday	July	15	<b>Information to University Payroll Office for July Monthly payrolls</b> <b>Mid-Month Pay Day</b>
Friday	July	16	Last Day to key 2nd C&R's - <b>(KEYING DATES - Jul 12 - 16)</b>
Saturday	July	17	
Sunday	July	18	
Monday	July	19	Monthly Control Reports available in Systemware Run 2nd C&R's - Reports available in Systemware CMCS requisitions created during nightly production run
Tuesday	July	20	Monthly Control Reports available in Systemware
Wednesday	July	21	Monthly Control Reports available in Systemware Last Day to key Monthly - <b>(KEYING DATES - Jun 28 -Jul 21)</b>
Thursday	July	22	Run Monthly Payrolls - Reports and Monthly transmittals Other than Cycle 'A' available in Systemware CMCS requisitions created during nightly production run <b>2nd C&amp;R's Pay Day</b>
Friday	July	23	<b>Documents to be submitted with August Mid-Month payrolls should reach State Personnel for approval by 9:30 AM</b>
Saturday	July	24	
Sunday	July	25	
Monday	July	26	System Down @ 1 PM - Run Monthly Stop Orders - <b>(KEYING DATES - Jul 22 - 26 @ 1 PM)</b> - Reports available in Systemware Run Month-End Close Out - Reports available in Systemware CMCS requisitions created during nightly production run
Tuesday	July	27	<b>Start keying for August payrolls</b>
Wednesday	July	28	Run Cycle 'A' Transmittal - <b>(KEYING DATES - Jul 28 - Aug 20)</b> - Reports available in Systemware Last day to key for Bank Prenotification Report & File
Thursday	July	29	Bank Prenotification Report available in Systemware
Friday	July	30	<b>Monthly Pay Day</b>
Saturday	July	31	

August 2010			
Sunday	August	1	
Monday	August	2	Information to University Payroll Office for August Mid-Month payrolls Last Day to key 1st C&R's - (KEYING DATES - Jul 27 - Aug 2)
Tuesday	August	3	Run 1st C&R's - Reports available in Systemware CMCS requisitions created during nightly production run
Wednesday	August	4	Run the Bank Reconciliation Report Mid-Month Control Report available in Systemware
Thursday	August	5	Mid-Month Control Report available in Systemware Check Replacement Due Date
Friday	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 Last Day to key Mid-Month - (KEYING DATES - Jul 27 - Aug 6) 1st C&R's Pay Day
Saturday	August	7	
Sunday	August	8	
Monday	August	9	Run Mid-Month Payrolls - Reports and Mid-Month transmittals available in Systemware CMCS requisitions created during nightly production run
Tuesday	August	10	System Down @ 1PM - Run Mid-Month Stop Orders - (KEYING DATES - Aug 9 - 10 @ 1 PM) - Reports available in Systemware CMCS requisitions created during nightly production run
Wednesday	August	11	Last day to key for Bank Prenotification Report and File
Thursday	August	12	Bank Prenotification Report available in Systemware
Friday	August	13	Mid-Month Pay Day
Saturday	August	14	
Sunday	August	15	
Monday	August	16	Last Day to key 2nd C&R's - (KEYING DATES - Aug 10 - 16) Information to University Payroll Office for August Monthly payrolls
Tuesday	August	17	Run 2nd C&R's - Reports available in Systemware CMCS requisitions created during nightly production run
Wednesday	August	18	Monthly Control Reports available in Systemware
Thursday	August	19	Monthly Control Reports available in Systemware
Friday	August	20	Last Day to key Monthly - (KEYING DATES - Jul 28 - Aug 20) Monthly Control Reports available in Systemware 2nd C&R's Pay Day
Saturday	August	21	
Sunday	August	22	
Monday	August	23	Run Monthly Payrolls - Reports and Monthly transmittals Other than Cycle 'A' available in Systemware CMCS requisitions created during nightly production run
Tuesday	August	24	Documents to be submitted with September Mid-Month payrolls should reach State Personnel for approval by 9:30 AM
Wednesday	August	25	System Down @ 1 PM - Run Monthly Stop Orders - (KEYING DATES - Aug 23 - 25 @ 1 PM) - Reports available in Systemware Run Month-End Close Out - Reports available in Systemware CMCS requisitions created during nightly production run
Thursday	August	26	Start keying for September payrolls
Friday	August	27	Last day to key for Bank Prenotification Report & File
Saturday	August	28	
Sunday	August	29	
Monday	August	30	Run Cycle 'A' Transmittal - (KEYING DATES - Aug 27 - Sep 21) - Reports available in Systemware Bank Prenotification Report available in Systemware
Tuesday	August	31	Monthly Pay Day

September 2010			
Wednesday	September	1	Last Day to key 1st C&R's - <b>(KEYING DATES - Aug 26 - Sep 1)</b> <b>Information to University Payroll Office for September Mid-Month payrolls</b>
Thursday	September	2	Run 1st C&R's - Reports available in Systemware CMCS requisitions created during nightly production run
Friday	September	3	Mid-Month Control Report available in Systemware Run the Bank Reconciliation Report
Saturday	September	4	
Sunday	September	5	
Monday	September	6	<b>HOLIDAY - LABOR DAY</b>
Tuesday	September	7	<b>Documents to be submitted with September Monthly payrolls should reach State Personnel for approval by 9:30 AM</b> Mid-Month Control Report available in Systemware <b>Check Replacement Due Date</b>
Wednesday	September	8	Mid-Month Control Report available in Systemware Last Day to key Mid-Month - <b>(KEYING DATES - Aug 26 - Sep 8)</b> <b>1st C&amp;R's Pay Day</b>
Thursday	September	9	Run Mid-Month Payrolls - Reports and Mid-Month Transmittals available in Systemware CMCS requisitions created during nightly production run
Friday	September	10	Last day to key for Bank Prenotification Report & File System Down @ 1 PM - Run Mid-Month Stop Orders - <b>(KEYING DATES - Sep 9 - 10 @ 1 PM)</b> - Reports available in Systemware CMCS requisitions created during nightly production run
Saturday	September	11	
Sunday	September	12	
Monday	September	13	Bank Prenotification Report available in Systemware
Tuesday	September	14	
Wednesday	September	15	<b>Information to University Payroll Office for September Monthly payrolls</b> <b>Mid-Month Pay Day</b>
Thursday	September	16	Last Day to key 2nd C&R's - <b>(KEYING DATES - Sep 10 - 16)</b>
Friday	September	17	Run 2nd C&R's - Reports available in Systemware Monthly Control Reports available in Systemware CMCS requisitions created during nightly production run
Saturday	September	18	
Sunday	September	19	
Monday	September	20	Monthly Control Reports available in Systemware
Tuesday	September	21	Monthly Control Reports available in Systemware Last Day to key Monthly - <b>(KEYING DATES - Aug 30 - Sep 21)</b>
Wednesday	September	22	Run Monthly Payrolls - Reports and Monthly Transmittals Other than Cycle 'A' available in Systemware CMCS requisitions created during nightly production run <b>2nd C&amp;R's Pay Day</b>
Thursday	September	23	
Friday	September	24	<b>Documents to be submitted with October Mid-Month payrolls should reach State Personnel for approval by 9:30 AM</b> System Down @ 1 PM - Run Monthly Stop Orders - <b>(KEYING DATES - Sep 22 - 24 @ 1 PM)</b> - Reports available in Systemware Run Month-End Close Out - Reports available in Systemware CMCS requisitions created during nightly production run
Saturday	September	25	
Sunday	September	26	
Monday	September	27	<b>Start keying for October payrolls</b>
Tuesday	September	28	Run Cycle 'A' Transmittal - <b>(KEYING DATES - Sep 28 - Oct 20)</b> - Reports available in Systemware
Wednesday	September	29	Last day to key for Bank Prenotification Report & File
Thursday	September	30	Bank Prenotification Report available in Systemware <b>Monthly Pay Day</b>

October 2010			
Friday	October	1	Last Day to key 1st C&R's - <b>(KEYING DATES - Sep 27 - Oct 1)</b>
Saturday	October	2	
Sunday	October	3	
Monday	October	4	Run 1st C&R's - Reports available in Systemware CMCS requisitions created during nightly production run <b>Information to University Payroll Office for October Mid-Month payrolls</b>
Tuesday	October	5	Run the Bank Reconciliation Report
Wednesday	October	6	<b>Documents to be submitted with October Monthly payrolls should reach State Personnel for approval by 9:30 AM</b> Mid-Month Control Report available in Systemware
Thursday	October	7	Mid-Month Control Report available in Systemware <b>Check Replacement Due Date</b> <b>1st C&amp;R's Pay Day</b>
Friday	October	8	Mid-Month Control Report available in Systemware Last Day to key Mid-Month - <b>(KEYING DATES - Sep 27 - Oct 8)</b>
Saturday	October	9	
Sunday	October	10	
Monday	October	11	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
Tuesday	October	12	System Down @ 1 PM - Run Mid-Month Stop Orders - <b>(KEYING DATES - Oct 11 - 12 @ 1 PM)</b> - Reports available in Systemware CMCS requisitions created during nightly production run Bank Prenotification Report available in Systemware
Wednesday	October	13	
Thursday	October	14	<b>Information to University Payroll Office for October Monthly payrolls</b>
Friday	October	15	<b>Mid-Month Pay Day</b>
Saturday	October	16	
Sunday	October	17	
Monday	October	18	Last Day to key 2nd C&R's - <b>(KEYING DATES - Oct 12 - 18)</b> Monthly Control Reports available in Systemware
Tuesday	October	19	Run 2nd C&R's - Reports available in Systemware CMCS requisitions created during nightly production run Monthly Control Reports available in Systemware
Wednesday	October	20	Monthly Control Reports available in Systemware Last Day to key Monthly - <b>(KEYING DATES - Sep 28 - Oct 20)</b>
Thursday	October	21	Run Monthly Payrolls - Reports and Monthly Transmittals Other than Cycle 'A' available in Systemware CMCS requisitions created during nightly production run
Friday	October	22	<b>Documents to be submitted with November Mid-Month payrolls should reach State Personnel for approval by 9:30 AM</b> <b>2nd C&amp;R's Pay Day</b>
Saturday	October	23	
Sunday	October	24	
Monday	October	25	System Down @ 1 PM - Run Monthly Stop Orders - <b>(KEYING DATES - Oct 21 - 25 @ 1 PM)</b> - Reports available in Systemware Run Month-End Close Out - Reports available in Systemware CMCS requisitions created during nightly production run
Tuesday	October	26	<b>Start keying for November payrolls</b>
Wednesday	October	27	Run Cycle 'A' Transmittal - <b>(KEYING DATES - Oct 27 - Nov 17)</b> - Reports available in Systemware Last day to key for Bank Prenotification Report & File
Thursday	October	28	Bank Prenotification Report available in Systemware
Friday	October	29	<b>Monthly Pay Day</b>
Saturday	October	30	
Sunday	October	31	

November 2010			
Monday	November	1	<b>Information to University Payroll Office for November Mid-Month payrolls</b> Last Day to key 1st C&R's - <b>(KEYING DATES - Oct 26 - Nov 1)</b>
Tuesday	November	2	Run 1st C&R's - Reports available in Systemware CMCS requisitions created during nightly production run <b>Documents to be submitted with November Monthly payrolls should reach State Personnel for approval by 9:30 AM</b>
Wednesday	November	3	Run the Bank Reconciliation Report Mid-Month Control Report available in Systemware
Thursday	November	4	Mid-Month Control Report available in Systemware <b>Check Replacement Due Date</b>
Friday	November	5	Mid-Month Control Report available in Systemware Last day to key for Bank Prenotification Report & File Last Day to key Mid-Month - <b>(KEYING DATES - Oct 26 - Nov 5)</b> <b>1st C&amp;R's Pay Day</b>
Saturday	November	6	
Sunday	November	7	
Monday	November	8	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
Tuesday	November	9	System Down @ 1 PM - Run Mid-Month Stop Orders - <b>(KEYING DATES - Nov 8 - 9 @ 1 PM)</b> - Reports available in Systemware CMCS requisitions created during nightly production run
Wednesday	November	10	<b>Information to University Payroll Office for November Monthly payrolls</b>
Thursday	November	11	<b>HOLIDAY - VETERANS DAY</b>
Friday	November	12	
Saturday	November	13	
Sunday	November	14	
Monday	November	15	Monthly Control Reports available in Systemware <b>Mid-Month Pay Day</b>
Tuesday	November	16	Monthly Control Reports available in Systemware Last Day to key 2nd C&R's - <b>(KEYING DATES - Nov 9 - Nov 16)</b>
Wednesday	November	17	Run 2nd C&R's - Reports available in Systemware CMCS requisitions created during nightly production run Monthly Control Reports available in Systemware Last Day to key Monthly - <b>(KEYING DATES - Oct 27 - Nov 17)</b>
Thursday	November	18	Run Monthly Payrolls - Reports and Transmittals Other than Cycle 'A' available in Systemware CMCS requisitions created during nightly production run
Friday	November	19	
Saturday	November	20	
Sunday	November	21	
Monday	November	22	<b>Documents to be submitted with December Mid-Month payrolls should reach State Personnel for approval by 9:30 AM</b> System Down @ 1 PM - Run Monthly Stop Orders - <b>(KEYING DATES - Nov 18 - 22 @ 1 PM)</b> - Reports available in Systemware Run Month-End Close Out - Reports available in Systemware CMCS requisitions created during nightly production run <b>2nd C&amp;R's Pay Day</b>
Tuesday	November	23	<b>Start keying for December payrolls</b>
Wednesday	November	24	Run Cycle 'A' Transmittal - <b>(KEYING DATES - Nov 24 - Dec 10)</b> - Reports available in Systemware <b>Documents to be submitted with December Monthly payrolls should reach State Personnel for approval by 9:30 AM</b>
Thursday	November	25	<b>HOLIDAY - THANKSGIVING DAY</b>
Friday	November	26	<b>HOLIDAY - THANKSGIVING</b>
Saturday	November	27	
Sunday	November	28	
Monday	November	29	Last day to key for Bank Prenotification Report & File
Tuesday	November	30	Bank Prenotification Report available in Systemware <b>Monthly Pay Day</b>

December 2010			
Wednesday	December	1	Last day to key for Bank Prenotification Report & File Last Day to key 1st C&R's - <b>(KEYING DATES - Nov 23 - Dec 1)</b>
Thursday	December	2	Run 1st C&R's - Reports available in Systemware CMCS requisitions created during nightly production run <b>Information to University Payroll Office for December Mid-Month payrolls</b>
Friday	December	3	Run the Bank Reconciliation Report <b>Information to University Payroll Office for December Monthly payrolls</b>
Saturday	December	4	
Sunday	December	5	
Monday	December	6	Mid-Month Control Report available in Systemware
Tuesday	December	7	Mid-Month Control Report available in Systemware <b>Check Replacement Due Date</b> <b>1st C&amp;R's Pay Day</b>
Wednesday	December	8	Mid-Month Control Report available in Systemware Monthly Control Reports available in Systemware Last Day to key Mid-Month - <b>(KEYING DATES - Nov 23 - Dec 8)</b>
Thursday	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
Friday	December	10	Bank Prenotification Report available in Systemware System Down @ 1 PM - Run Mid-Month Stop Orders - <b>(KEYING DATES - Nov 9 - 10 @ 1 PM)</b> - Reports available in Systemware CMCS requisitions created during nightly production run Monthly Control Reports available in Systemware Last Day to key Monthly - <b>(KEYING DATES - Nov 24 - Dec 10)</b>
Saturday	December	11	
Sunday	December	12	
Monday	December	13	Run Monthly Payrolls - Reports and Transmittals Other than Cycle 'A' available in Systemware CMCS requisitions created during nightly production run
Tuesday	December	14	System Down @ 1 PM - Run Monthly Stop Orders - <b>(KEYING DATES - Dec 13 - 14 @ 1 PM)</b> - Reports available in Systemware CMCS requisitions created during nightly production run
Wednesday	December	15	<b>Mid-Month Pay Day</b>
Thursday	December	16	Last Day to key <b>FINAL C&amp;R's for 2009</b> - <b>(KEYING DATES - Dec 14 - 16)</b>
Friday	December	17	Run <b>FINAL C&amp;R's for 2009</b> - Reports available in Systemware CMCS requisitions created during nightly production run Run Month-End and Year-End Close Out - Reports available in Systemware
Saturday	December	18	
Sunday	December	19	
Monday	December	20	<b>Monthly Pay Day</b>
Tuesday	December	21	
Wednesday	December	22	<b>FINAL C&amp;R's Pay Day for 2009</b>
Thursday	December	23	
Friday	December	24	<b>HOLIDAY - CHRISTMAS</b>
Saturday	December	25	
Sunday	December	26	
Monday	December	27	<b>HOLIDAY - CHRISTMAS</b>
Tuesday	December	28	Last day to key for Bank Prenotification Report & File
Wednesday	December	29	Bank Prenotification Report available in Systemware
Thursday	December	30	
Friday	December	31	<b>HOLIDAY - NEW YEAR'S</b>