

2009 Payroll Calendar

December 2008

| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
|-----|---|--|--|--|--|-----|
| | 1 Time Entry COB | 2 | 3 | 4 | 5 0425 PY Corrections | 6 |
| 7 | 8 0425 PY Corrections Time Entry COB | 9 0425 PY Finalization | 10 Reqs Posted to CMCS | 11 CMCS Reqs Submitted | 12 0425 Pay Day 0426 Period End | 13 |
| 14 | 15 Time Entry COB 0112 PY Corrections | 16 0426 PY Corrections 0112 PY Corrections | 17 0426 PY Corrections 0112 PY Corrections | 18 0426 PY Finalization 0111 PY Finalization | 19 Reqs Posted to CMCS Reqs Posted to CMCS | 20 |
| 21 | 22 CMCS Reqs Submitted Time Entry COB CMCS Reqs Submitted | 23 0426 Pay Day 0112 Pay Day | 24 Christmas | 25 Christmas | 26 Christmas 0401 Period End | 27 |
| 28 | 29 Time Entry COB | 30 | 31 0112 Period End | | | |

January 2009

| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
|-----|---|--|---|--|---|-----|
| | | | | 1 New Years Day | 2 0401 PY Corrections | 3 |
| 4 | 5 0401 PY Corrections Time Entry COB | 6 0401 PY Finalization | 7 Reqs Posted to CMCS | 8 CMCS Reqs Submitted | 9 0401 Pay Day 0402 Period End | 10 |
| 11 | 12 Time Entry COB | 13 | 14 | 15 0402 PY Corrections | 16 0402 PY Corrections | 17 |
| 18 | 19 MLK Day | 20 0402 PY Finalization Time Entry COB | 21 0101 PY Initialization Reqs Posted to CMCS | 22 0101 PY Corrections CMCS Reqs Submitted | 23 0101 PY Corrections 0402 Pay Day 0403 Period End | 24 |
| 25 | 26 0101 PY Corrections Time Entry COB | 27 0101 PY Finalization | 28 CMCS Reqs Posted | 29 CMCS Reqs Submitted | 30 0101 Period End 0101 Pay Day 0403 PY Corrections | 31 |

February 2009

| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
|-----|---|-------------------------------|---|--|---|-----|
| 1 | 2 0403 PY Corrections Time Entry COB | 3 0403 PY Finalization | 4 Reqs Posted to CMCS | 5 CMCS Reqs Submitted | 6 0403 Pay Day 0404 Period End | 7 |
| 8 | 9 Time Entry COB | 10 | 11 | 12 | 13 0404 PY Corrections | 14 |
| 15 | 16 0404 PY Corrections Time Entry COB | 17 0404 PY Finalization | 18 Reqs Posted to CMCS 0102 PY Initialization | 19 CMCS Reqs Submitted 0102 PY Corrections | 20 0404 Pay Day 0405 Period End 0102 PY Corrections | 21 |
| 22 | 23 0102 PY Corrections Time Entry COB | 24 0102 PY Finalization | 25 CMCS Reqs Posted | 26 CMCS Reqs Submitted | 27 0102 Period End 0102 Pay Day 0405 PY Corrections | 28 |

March 2009

| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
|-----|---|--|------------------------------|-------------------------------|--|-----|
| 1 | 2 0405 PY Corrections Time Entry COB | 3 0405 PY Finalization | 4 Reqs Posted to CMCS | 5 CMCS Reqs Submitted | 6 0405 Pay Day 0406 Period End | 7 |
| 8 | 9 Time Entry COB | 10 | 11 | 12 | 13 0406 PY Corrections | 14 |
| 15 | 16 0406 PY Corrections Time Entry COB | 17 0406 PY Finalization | 18 Reqs Posted to CMCS | 19 CMCS Reqs Submitted | 20 0406 Pay Day 0407 Period End 0103 PY Initialization | 21 |
| 22 | 23 0103 PY Corrections Time Entry COB | 24 0103 PY Corrections | 25 0103 PY Corrections | 26 0103 PY Finalization | 27 CMCS Reqs Posted 0407 PY Corrections | 28 |
| 29 | 30 CMCS Reqs Submitted 0407 PY Corrections Time Entry COB | 31 0103 Period End 0103 Pay Day 0407 PY Finalization | | | | |

April 2009

| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
|-----|--|--|---|---|--|-----|
| | | | 1 Reqs Posted to CMCS | 2 CMCS Reqs Submitted | 3 0407 Pay Day 0408 Period End | 4 |
| 5 | 6 Time Entry COB | 7 | 8 | 9 0408 PY Corrections | 10 Good Friday | 11 |
| 12 | 13 0408 PY Corrections Time Entry COB | 14 0406 PY Finalization | 15 Reqs Posted to CMCS | 16 CMCS Reqs Submitted | 17 0408 Pay Day 0409 Period End | 18 |
| 19 | 20 Time Entry COB | 21 0104 PY Initialization | 22 0104 PY Corrections | 23 0104 PY Corrections | 24 0104 PY Corrections 0409 PY Corrections | 25 |
| 26 | 27 0104 PY Finalization 0409 PY Corrections Time Entry COB | 28 CMCS Reqs Posted 0409 PY Finalization | 29 CMCS Reqs Submitted CMCS Reqs Posted | 30 0104 Period End 0104 Pay Day CMCS Reqs Submitted | | |

May 2009

| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
|-----|---|---|---|--|---|-----|
| | | | | | 1 0409 Pay Day 0410 Period End | 2 |
| 3 | 4 Time Entry COB | 5 | 6 | 7 | 8 0410 PY Corrections | 9 |
| 10 | 11 0410 PY Corrections Time Entry COB | 12 0410 Finalization | 13 Reqs Posted to CMCS | 14 CMCS Reqs Submitted | 15 0410 Pay Day 0411 Period End | 16 |
| 17 | 18 Time Entry COB | 19 0105 PY Initialization | 20 0105 PY Corrections | 21 0105 PY Corrections 0411 PY Corrections | 22 0105 PY Corrections 0411 PY Corrections | 23 |
| 24 | 25 Memorial Day | 26 0103 Finalization 0411 Finalization Time Entry COB | 27 CMCS Reqs Posted Reqs Posted to CMCS | 28 CMCS Reqs Submitted CMCS Reqs Submitted | 29 0105 Period End 0105 Pay Day 0411 Pay Day 0412 Period Ends | 30 |
| 31 | | | | | | |

June 2009

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

- 04xx - Bi-Weekly Pay Period

- 01xx - Monthly Pay Period

- Pay Dates

- Significant Events

- Time Entry is due Close of Business on Monday for the previous week.
- PY Corrections – System unavailable
 - Midnight – 7:00 a.m.
 - Noon – 1:00 p.m.
 - 4:00 p.m. - 5:00 p.m.
- PY Finalization – System unavailable all day
 - Midnight – 7:00 p.m.
- Reqs Posted to CMCS – Requisitions to CMCS posted by 7:00 a.m.
- CMCS Reqs Submitted – by 11:00 a.m., requisitions not submitted will be automatically submitted by OSC.