

2017 CMSD Payroll Calendar

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Jan 2017	1	2 Timekeeper Entry Complete	3 Manager Approval Complete	4 Time entry lockout 12am for previous pay period	5	6	7
	8	9 Cutoff for Employee Payment Election and Withholding Changes for Jan 13th Pay Day	10	11	12 Unlock for Adjustments	13 \$\$ Pay Day Pay Period End 12/31-1/13 Employee Time Entry Complete	14 Pay Period Start 1/14-1/27
	15	16 Timekeeper Entry Complete	17 Manager Approval Complete	18 Time entry lockout 12am for previous pay period	19	20	21
	22	23 Cutoff for Employee Payment Election and Withholding Changes for Jan 27th Pay Day	24	25	26 Unlock for Adjustments	27 \$\$ Pay Day Pay Period End 1/14-1/27 Employee Time Entry Complete	28 Pay Period Start 1/28-2/10
	29	30 Timekeeper Entry Complete	31 Manager Approval Complete	1 Time entry lockout 12am for previous pay period	2	3	4
Feb 2017	5	6 Cutoff for Employee Payment Election and Withholding Changes for Feb 10th Pay Day	7	8	9 Unlock for Adjustments	10 \$\$ Pay Day Pay Period End 1/28-2/10 Employee Time Entry Complete	11 Pay Period Start 2/11-2/24
	12	13 Timekeeper Entry Complete	Manager Approval Complete	15 Time entry lockout 12am for previous pay period	16	17	18
	19	20 Cutoff for Employee Payment Election and Withholding Changes for Feb 24th Pay Day	21	22	23 Unlock for Adjustments	24 \$\$ Pay Day Pay Period End 2/11-2/24 Employee Time Entry Complete	25 Pay Period Start 2/25-3/10

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	26	27 Timekeeper Entry Complete	28 Manager Approval Complete	1 Time entry lockout 12am for previous pay period	2	3	4
Mar 2017	5	6 Cutoff for Employee Payment Election and Withholding Changes for Mar 10 th Pay Day	7	8	9 Unlock for Adjustments	10 \$\$ Pay Day Pay Period End 2/25-3/10 Employee Time Entry Complete	11 Pay Period Start 3/11-3/24
	12	13 Timekeeper Entry Complete	14 Manager Approval Complete	15 Time entry lockout 12am for previous pay period	16	17	18
	19	20 Cutoff for Employee Payment Election and Withholding Changes for Mar 24 th Pay Day	21	22	23 Unlock for Adjustments	24 \$\$ Pay Pay Period End 3/11-3/24 Employee Time Entry Complete	25 Pay Period Start 3/25-4/7
	26	27 Timekeeper Entry Complete	28 Manager Approval Complete	29 Time entry lockout 12am for previous pay period	30	31	1
Apr 2017	2	3 Cutoff for Employee Payment Election and Withholding Changes for Apr 7 th Pay Day	4	5	6 Unlock for Adjustments	7 \$\$ Pay Day Pay Period End 3/25-4/7 Employee Time Entry Complete	8 Pay Period Start 4/8-4/21
	9	10 Timekeeper Entry Complete	11 Manager Approval Complete	12 Time entry lockout 12am for previous pay period	13	14	15
	16	17 Cutoff for Employee Payment Election and Withholding Changes for Apr 21 st Pay Day	18	19	20 Unlock for Adjustments	21 \$\$ Pay Day Pay Period End 4/8-4/21 Employee Time Entry Complete	22 Pay Period Start 4/22-5/5
	23	24 Timekeeper Entry Complete	25 Manager Approval Complete	26 Time entry lockout 12am for previous pay period	27	28	29

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	30	1 Cutoff for Employee Payment Election and Withholding Changes for May 5th Pay Day	2	3	4 Unlock for Adjustments	5 \$\$ Pay Day Pay Period End 4/22-5/5 Employee Time Entry Complete	6 Pay Period Start 5/6-5/19
May 2017	7	8 Timekeeper Entry Complete	9 Manager Approval Complete	10 Time entry lockout 12am for previous pay period	11	12	13
	14	15 Cutoff for Employee Payment Election and Withholding Changes for May 19th Pay Day	16	17	18 Unlock for Adjustments	19 \$\$ Pay Day Pay Period End 5/6-5/19 Employee Time Entry Complete	20 Pay Period Start 5/20-6/2
	21	22 Timekeeper Entry Complete	23 Manager Approval Complete	24 Time entry lockout 12am for previous pay period	25	26	27
	28	29 Cutoff for Employee Payment Election and Withholding Changes for Jun 2nd Pay Day	30	31	1 Unlock for Adjustments	2 \$\$ Pay Day Pay Period End 5/20-6/2 Employee Time Entry Complete	3 Pay Period Start 6/3-6/16
	4	5 Timekeeper Entry Complete	6 Manager Approval Complete	7 Time entry lockout 12am for previous pay period	8	9	10
Jun 2017	11	12 Cutoff for Employee Payment Election and Withholding Changes for Jun 16th Pay Day	13	14	15 Unlock for Adjustments	16 \$\$ Pay Day Pay Period End 6/3-6/16 Employee Time Entry Complete	17 Pay Period Start 6/17-6/30
	18	19 Timekeeper Entry Complete	20 Manager Approval Complete	21 Time entry lockout 12am for previous pay period	22	23	24
	25	26 Cutoff for Employee Payment Election and Withholding Changes for Jun 30th Pay Day	27	28	29 Unlock for Adjustments	30 \$\$ Pay Day Pay Period End 6/17-6/30 Employee Time Entry Complete	1 Pay Period Start 7/1-7/14

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Jul 2017	2	3 Timekeeper Entry Complete	4 Manager Approval Complete	5 Time entry lockout 12am for previous pay period	6	7	8
	9	10 Cutoff for Employee Payment Election and Withholding Changes for Jul 14th Pay Day	11	12	13 Unlock for Adjustments	14 \$\$ Pay Day Pay Period End 7/1-7/14 Employee Time Entry Complete	15 Pay Period Start 7/15-7/28
	16	17 Timekeeper Entry Complete	18 Manager Approval Complete	19 Time entry lockout 12am for previous pay period	20	21	22
	23	24 Cutoff for Employee Payment Election and Withholding Changes for Jul 28th Pay Day	25	26	27 Unlock for Adjustments	28 \$\$ Pay Day Pay Period End 7/15-7/28 Employee Time Entry Complete	29 Pay Period Start 7/29-8/11
	30	31 Timekeeper Entry Complete	1 Manager Approval Complete	2 Time entry lockout 12am for previous pay period	3	4	5
Aug 2017	6	7 Cutoff for Employee Payment Election and Withholding Changes for Aug 11th Pay Day	8	9	10 Unlock for Adjustments	11 \$\$ Pay Day \$ Pay Period End 7/29-8/11 Employee Time Entry Complete	12 Pay Period Start 8/12-8/25
	13	14 Timekeeper Entry Complete	15 Manager Approval Complete	16 Time entry lockout 12am for previous pay period	17	18	19
	20	21 Cutoff for Employee Payment Election and Withholding Changes for Aug 25th Pay Day	22	23	24 Unlock for Adjustments	25 \$\$ Pay Day Pay Period End 8/12-8/25 Employee Time Entry Complete	26 Pay Period Start 8/26-9/8
	27	28 Timekeeper Entry Complete	29 Manager Approval Complete	30 Time entry lockout 12am for previous pay period	31	1	2

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Sep 2017	3	4 Cutoff for Employee Payment Election and Withholding Changes for Sep 8th Pay Day	5	6	7 Unlock for Adjustments	8 \$\$ Pay Day Pay Period End 8/26-9/8 Employee Time Entry Complete	9 Pay Period Start 9/9-9/22
	10	11 Timekeeper Entry Complete	12 Manager Approval Complete	13 Time entry lockout 12am for previous pay period	14	15	16
	17	18 Cutoff for Employee Payment Election and Withholding Changes for Sep 22nd Pay Day	19	20	21 Unlock for Adjustments	22 \$\$ Pay Day Pay Period End 9/9-9/22 Employee Time Entry Complete	23 Pay Period Start 9/23-10/6
	24	25 Timekeeper Entry Complete	26 Manager Approval Complete	27 Time entry lockout 12am for previous pay period	28	29	30
	1	2 Cutoff for Employee Payment Election and Withholding Changes for Oct 6th Pay Day	3	4	5 Unlock for Adjustments	6 \$\$ Pay Day Pay Period End 9/23-10/6 Employee Time Entry Complete	7 Pay Period Start 10/7-10/20
Oct 2017	8	9 Timekeeper Entry Complete	10 Manager Approval Complete	11 Time entry lockout 12am for previous pay period	12	13	14
	15	16 Cutoff for Employee Payment Election and Withholding Changes for Oct 20th Pay Day	17	18	19 Unlock for Adjustments	20 \$\$ Pay Day Pay Period End 10/7-10/20 Employee Time Entry Complete	21 Pay Period Start 10/21-11/3
	22	23 Timekeeper Entry Complete	24 Manager Approval Complete	25 Time entry lockout 12am for previous pay period	26	27	28
	29	30 Cutoff for Employee Payment Election and Withholding Changes for Nov 3rd Pay Day	31	1	2 Unlock for Adjustments	3 \$\$ Pay Day Pay Period End 10/21-11/3 Employee Time Entry Complete	4 Pay Period Start 11/4-11/17

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Nov 2017	5	6 Timekeeper Entry Complete	7 Manager Approval Complete	8 Time entry lockout 12am for previous pay period	9	10	11
	12	13 Cutoff for Employee Payment Election and Withholding Changes for Nov 17th Pay Day	14	15	16 Unlock for Adjustments	17 \$\$ Pay Day Pay Period End 11/4-11/17 Employee Time Entry Complete	18 Pay Period Start 11/18-12/1
	19	20 Timekeeper Entry Complete	21 Manager Approval Complete	22 Time entry lockout 12am for previous pay period	23	24	25
	26	27 Cutoff for Employee Payment Election and Withholding Changes for Dec 1st Pay Day	28	29	30 Unlock for Adjustments	1 \$\$ Pay Day Pay Period End 11/18-12/1 Employee Time Entry Complete	2 Pay Period Start 12/2-12/15
Dec 2017	3	4 Timekeeper Entry Complete	5 Manager Approval Complete	6 Time entry lockout 12am for previous pay period	7	8	9
	10	11 Cutoff for Employee Payment Election and Withholding Changes for Dec 15th Pay Day	12	13	14 Unlock for Adjustments	15 \$\$ Pay Day Pay Period End 12/2-12/15 Employee Time Entry Complete	16 Pay Period Start 12/16-12/29
	17	18 Timekeeper Entry Complete	19 Manager Approval Complete	20 Time entry lockout 12am for previous pay period	21	22	23
	24	25 Cutoff for Employee Payment Election and Withholding Changes for Dec 29th Pay Day	26	27	28 Unlock for Adjustments	29 \$\$ Pay Day Pay Period End 12/16-12/29 Employee Time Entry Complete	30 Pay Period Start 12/30-12/29-1/12
	31	1	2	3	4	5	6