



- ✓ **Deductions over 24 pay periods not taken**
- + **All Except Safety**
- ☐ **County general employees only**
- ▼ **Safety Management**

H = New Hire packets, JARs, step advances, leave extensions, leave of absence, employee data changes and all other HR paperwork due to EMACS HR no later than 5:00 p.m.  = Early H Deadline

P = Payroll adjustments, W-4, Direct Deposit forms and all other payroll documents due to Central Payroll no later than 12:00 p.m.  = Early P Deadline

EE = Employee eTime Deadline
MGR = Manager/Approver eTime Deadline
DTA = Dept Time Admin eTime Deadline

JANUARY							FEBRUARY							MARCH							APRIL																									
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S																			
					+Holiday							P	Pay Day			End PP4													End PP8																	
					1	2						1	2	3	4	5	6						1	2	3	4	5	6																		
3	4	P	Pay Day			End PP2	□ Accrued Holiday						EE MGR			DTA	H	▼ Accrued Holiday						7	8	EE MGR			DTA	H																
					10	11	EE MGR			DTA	H											14	15	16						21	22	EE MGR			DTA	H										
					17	+Holiday	P	Pay Day			End PP3											21	22	23						28	29	EE MGR			DTA	H										
					24	25	EE MGR			DTA	H																																			
					31																																									
MAY							JUNE							JULY							AUGUST																									
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S																			
						1						EE MGR			DTA	H											▼ Accrued Holiday			P	Pay Day			End PP17												
						2	3	EE MGR			DTA	H																8	9	EE MGR			DTA	H												
						9	10	P	Pay Day			End PP11																15	16	P	Pay Day			End PP18												
						16	17	EE MGR			DTA	H																22	23	EE MGR			DTA	H												
						23	P			Pay Day			End PP12																29			EE MGR			DTA	H										
						30	+Holiday																																							
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER																									
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S																			
				Pay Day			End PP19											End PP21	▼ Accrued Holiday																		DTA	H								
				1	2	3	4						3	4	EE MGR			DTA	H						7	8	P			Pay Day	+Holiday	End PP24														
				12	13	P	Pay Day			End PP20											10	11	□ Holiday	P	Pay Day			End PP22						14	15	EE MGR			DTA	H						
				19	20	EE MGR			DTA	H											17	18	EE MGR			DTA	H						21	22	EE MGR			DTA	H							
				26	27	P	Pay Day													24	25	P	Pay Day			End PP23																31	□ Holiday	□ Holiday		
3rd Quarter Ends PP20 (14–20)							31							1st Quarter Ends PP7 (1–7)							4th Quarter Ends PP26 (21-26)																									
																					REMINDER: Annual leave and Perfect Attendance leave not used by PP26 will be lost in PP26.																									