

LEGEND:

Note: "E" preceding any legend value = EARLY SUBMISSION!

✓ Deductions over 24 pay periods not taken + All employees □ County general employees only ■ County general employees & Court employees ★ All except Safety ▲ Court employees only ▼ Safety Management

T1, T2 & T3=TLRs & Claims to EMACS Payroll no later than 11am D=Payroll adjustments, Step Advances, JARs, & all employee data changes due to EMACS HR no later than noon

2002 Master Calendar for EMACS Processing

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																						D	Payday	End PP8 T1		
		1	2	3	4	5						1	2						1	2		1	2	3	4	5	6	
		ED		Payday ET1	End PP2 Accrued Holiday ET2				ED		Payday ET1	End PP4 ET2					D	Payday	End PP6 T1			T2	T3					
6	7					12	3	4		5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13
	ET3							ET3	▲Holiday ▼Accrued Holiday						T2	T3								D	Payday	End PP9 T1		
13	14					19	10	11		12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20
	★Holiday		D	Payday	End PP3 T1			■Holiday		D	Payday	End PP5 ▼Accrued Holiday T1	22	23				D	Payday	End PP7 T1			T2	T3				
20	21	22	23	24	25	26	17	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
	T2	T3						T2	T3						T2	T3												
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30	28	29	30					
NOTE: Early document submission PP2							NOTE: Early document submission PP4							1st Quarter Ends PP6 (1-6)							Safety comp time cash out (PP9 only), all requests must be submitted to EMACS Payroll by 4-16.							
31							31							31							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	
			D	Payday	End PP10 T1										ET3			+Holiday							▼Accrued Holiday			
			1	2	3	4							1		1	2	3	4	5	6					1	2	3	
	T2	T3						T2	T3								D	Payday	End PP15 T1					D	Payday	End PP17 T1		
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
		ED		Payday ET1	End PP11 ET2					D	Payday	End PP13 T1			T2	T3						T2	T3					
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
	ET3							T2	T3								D	Payday	End PP16 T1				ED		Payday ET1	End PP18 ET2		
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
	+Holiday		D	Payday ✓	End PP12 T1				ED		Payday ET1	End PP14 ET2			T2	T3						ET3						
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31	
NOTE: Early document submission PP11							NOTE: Early document submission PP14							Please remember prior year approval is needed before 7/13 to process cash adjustments.							NOTE: Early document submission PP18							
30							30							30							30							
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	
	+Holiday		D	Payday	End PP19 T1				▼Accrued Holiday ED		Payday ET1	End PP21 ET2							End PP23 ET2				T2	T3				
															ET3										D	Payday ▲Accrued Holiday T1	End PP26 ▲Accrued Holiday T1	
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	
	T2	T3						ET3																				
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
			D	Payday	End PP20 T1			■Holiday		D	Payday	End PP22 T1			★Holiday		D	Payday	End PP24 T1			T2	T3					
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	
	T2	T3						T2	T3						T2	T3						ED	□Holiday ▼Holiday	+Holiday	Payday ET1	End PP1 ET2 ET3		
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	
									ED		Payday ET1				ED	ET1	Payday +Holiday	End PP25 +Holiday				□Holiday						
29	30						27	28	29	30	31		24	25	26	27	28	29	30	29	30	31						
3rd Quarter Ends PP19 (14-19)							NOTE: Early document submission PPs 21 & 23							REMINDER: Annual leave not used will be lost PP26. Administrative Leave not used by PP25 will be automatically cashed out in PP26.							4th Quarter Ends PP26 (20-26) NOTE: Early document submission PP1							