

**LEGEND:**

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

✓ Deductions over 24 pay periods not taken    + All employees    □ County general employees only    ★ All except Safety    ▼ 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

# 2003 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  |  |                     |    |                  |            |              | 1  |  |     |          |     |                    |                      |             |  |     | 1   | 2                    | 3                  | 4                        | 5            |   |
|   |          | ED |          | Payday ET1 | End PP2<br>□Accrued Holiday |    |  |                     | ED |                  | Payday ET1 | End PP4 ET2  |    |  |     |          | D   | Payday             | End PP6 T1           |             |  | T2  | T3  |                      |                    |                          |              |   |
| 5   | 6        | 7  | 8        | 9          | ET2                         | 10 | 2  | 3                   | 4  | 5                | 6          | 7            | 8  | 2  | 3   | 4        | 5   | 6                  | 7                    | 8           | 6  | 7   | 8   | 9                    | 10                 | 11                       | 12           |   |
|   | ET3      |    |          |            |                             |    |  | ET3                 |    | ▼Accrued Holiday |            |              |    |  | T2  | T3       |     |                    |                      |             |  |     |     | D                    | Payday             | End PP9 T1               |              |   |
| 12  | 13       | 14 | 15       | 16         | 17                          | 18 | 9  | 10                  | 11 | 12               | 13         | 14           | 15 | 9  | 10  | 11       | 12  | 13                 | 14                   | 15          | 13   | 14  | 15  | 16                   | 17                 | 18                       | 19           |   |
|   | ★Holiday |    | D        | Payday     | End PP3 T1                  |    |  | □Holiday            |    | D                | Payday     | End PP5 T1   |    |  |     |          | D   | Payday             | End PP7 T1           |             |  | T2  | T3  |                      |                    |                          |              |   |
| 19  | 20       | 21 | 22       | 23         | 24                          | 25 | 16   | 17                  | 18 | 19               | 20         | 21           | 22 | 16   | 17  | 18       | 19  | 20                 | 21                   | 22          | 20   | 21  | 22  | 23                   | 24                 | 25                       | 26           |   |
|   | T2       | T3 |          |            |                             |    |  | ▼Accrued Holiday T2 | T3 |                  |            |              |    |  | T2  | T3       |     |                    |                      |             |  |     |     | D                    |                    |                          |              |   |
| 26  | 27       | 28 | 29       | 30         | 31                          |    | 23   | 24                  | 25 | 26               | 27         | 28           |    | 23   | 24  | 25       | 26  | 27                 | 28                   | 29          | 27   | 28  | 29  | 30                   |                    |                          |              |   |
| <b>NOTE: Early document submission PP2</b>  |          |    |          |            |                             |    | <b>NOTE: Early document submission PP4</b>             |                     |    |                  |            |              |    | 1st Quarter Ends PP6 (1-6)   |     |          |     |                    |                      |             | Safety comp time cash out (PP9 only), all requests must be submitted to EMACS Payroll by 4-16. |     |     |                      |                    |                          |              |   |
| 30  |          |    |          |            |                             |    | 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            |   |
|   |          |    |          | Payday     | End PP10 T1                 |    |  | T2                  | T3 |                  |            |              |    |  |     |          |     |                    | +Holiday             |             |  |     |     |                      |                    | ▼Accrued Holiday         |              |   |
|   |          |    |          | 1          | 2                           | 3  | 1  | 2                   | 3  | 4                | 5          | 6            | 7  |  |     | 1        | 2   | 3                  | 4                    | 5           |  |     |     |                      |                    |                          | 1            | 2 |
|   | T2       | T3 |          |            |                             |    |  |                     |    | D                | Payday     | End PP13 T1  |    |  |     |          |     | D                  | Payday               | End PP15 T1 |  |     |     |                      | D                  | Payday                   | End PP17 T1  |   |
| 4   | 5        | 6  | 7        | 8          | 9                           | 10 | 8  | 9                   | 10 | 11               | 12         | 13           | 14 | 6  | 7   | 8        | 9   | 10                 | 11                   | 12          | 3  | 4   | 5   | 6                    | 7                  | 8                        | 9            |   |
|   |          | ED |          | Payday ET1 | End PP11 ET2                |    |  | T2                  | T3 |                  |            |              |    |  | T2  | T3       |     |                    |                      |             |  | T2  | T3  |                      |                    |                          |              |   |
| 11  | 12       | 13 | 14       | 15         | 16                          | 17 | 15   | 16                  | 17 | 18               | 19         | 20           | 21 | 13   | 14  | 15       | 16  | 17                 | 18                   | 19          | 10   | 11  | 12  | 13                   | 14                 | 15                       | 16           |   |
|   | ET3      |    |          |            |                             |    |  |                     | ED |                  | Payday ET1 | End PP14 ET2 |    |  |     |          |     | D                  | Payday               | End PP16 T1 |  |     |     | ED                   |                    | Payday ET1               | End PP18 ET2 |   |
| 18  | 19       | 20 | 21       | 22         | 23                          | 24 | 22   | 23                  | 24 | 25               | 26         | 27           | 28 | 20   | 21  | 22       | 23  | 24                 | 25                   | 26          | 17   | 18  | 19  | 20                   | 21                 | 22                       | 23           |   |
|   | +Holiday |    | D        | Payday ✓   | End PP12 T1                 |    |  | ET3                 |    |                  |            |              |    |  | T2  | T3       |     |                    |                      |             |  | ET3 |     |                      |                    |                          |              |   |
| 25  | 26       | 27 | 28       | 29         | 30                          | 31 | 29   | 30                  |    |                  |            |              |    | 27   | 28  | 29       | 30  | 31                 |                      |             | 24   | 25  | 26  | 27                   | 28                 | 29                       | 30           |   |
| <b>NOTE: Early document submission PP11</b> |          |    |          |            |                             |    | <b>NOTE: Early document submission PP14</b>            |                     |    |                  |            |              |    |  |     |          |     |                    |                      |             | <b>NOTE: Early document submission PP18</b>  |     |     |                      |                    |                          |              |   |
|   |          |    |          |            |                             |    | 2nd Quarter Ends PP13 (7-13)                           |                     |    |                  |            |              |    |  |     |          |     |                    |                      |             | 31   |     |     |                      |                    |                          |              |   |
| 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 | Payday ET1 | End PP21 ET2 |    | REMINDER: Annual leave not used will be lost PP26. Administrative Leave not used by PP25 will be automatically cashed out in PP26. |     |          |     |                    |                      |             |  | T2  | T3  |                      |                    |                          |              |   |
|   | 1        | 2  | 3        | 4          | 5                           | 6  |  | ET3                 |    |                  |            |              |    |  | ET3 |          |     |                    |                      |             |  |     | 1   | 2                    | 3                  | 4                        | 5            | 6 |
|   | T2       | T3 |          |            |                             |    |  |                     |    |                  |            |              |    |  |     |          |     |                    |                      |             |  |     |     | D                    | Payday             | End PP26 T1              |              |   |
| 7   | 8        | 9  | 10       | 11         | 12                          | 13 | 5  | 6                   | 7  | 8                | 9          | 10           | 11 | 2  | 3   | 4        | 5   | 6                  | 7                    | 8           | 7  | 8   | 9   | 10                   | 11                 | 12                       | 13           |   |
|   |          |    | D        | Payday     | End PP20 T1                 |    |  | □Holiday            |    | D                | Payday     | End PP22 T1  |    |  |     | ★Holiday | D   | Payday             | End PP24 T1          |             |  | T2  | T3  |                      |                    |                          |              |   |
| 14  | 15       | 16 | 17       | 18         | 19                          | 20 | 12   | 13                  | 14 | 15               | 16         | 17           | 18 | 9  | 10  | 11       | 12  | 13                 | 14                   | 15          | 14   | 15  | 16  | 17                   | 18                 | 19                       | 20           |   |
|   | T2       | T3 |          |            |                             |    |  | T2                  | T3 |                  |            |              |    |  | T2  | T3       |     |                    |                      |             |  | ED  | ET1 | □Holiday<br>▼Holiday | Payday<br>+Holiday | End PP1/04<br>ET2<br>ET3 |              |   |
| 21  | 22       | 23 | 24       | 25         | 26                          | 27 | 19   | 20                  | 21 | 22               | 23         | 24           | 25 | 16   | 17  | 18       | 19  | 20                 | 21                   | 22          | 21   | 22  | 23  | 24                   | 25                 | 26                       | 27           |   |
|   |          | ED |          |            |                             |    |  |                     | ED |                  | Payday ET1 | End PP23 ET2 |    |  |     | ED       | ET1 | Payday<br>+Holiday | End PP25<br>+Holiday |             |  |     |     | □Holiday             |                    |                          |              |   |
| 28  | 29       | 30 |          |            |                             |    | 26   | 27                  | 28 | 29               | ✓30        | 31           |    | 23   | 24  | 25       | 26  | 27                 | 28                   | 29          | 28   | 29  | 30  | 31                   |                    |                          |              |   |
| <b>3rd Quarter Ends PP19 (14-19)</b>        |          |    |          |            |                             |    | <b>NOTE: Early document submission PPs 21 &amp; 23</b> |                     |    |                  |            |              |    | <b>NOTE: Early document submission PP25</b>  |     |          |     |                    |                      |             | <b>4th Quarter Ends PP26 (20-26)</b>   |     |     |                      |                    |                          |              |   |
|   |          |    |          |            |                             |    |  |                     |    |                  |            |              |    | 30   |     |          |     |                    |                      |             | <b>NOTE: Early document submission PP1</b>   |     |     |                      |                    |                          |              |   |