

**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

# 2004 Master Calendar for EMACS Processing

10/03

| 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    |              |    |   |           | ED |            | Payday ET1        | End PP4 ET2       |    |   |           |    | D  | Payday           | End PP6 T1         |    |   |    |    |           | Payday ✓         | End PP8 T1       |                      |
|   |           |    |    | 1            | 2            | 3  | 1   | 2         | 3  | 4          | 5                 | 6                 | 7  | 1   | 2         | 3  | 4  | 5                | 6                  |    |   |    |    |           | 1                | 2                | 3                    |
|   |           | ED |    | Payday ET1   | End PP2      |    |   | ET3       |    |            | ▼ Accrued Holiday |                   |    |   | T2        | T3 |    |                  |                    |    |   | T2 | T3 |           |                  |                  |                      |
| 4   | 5         | 6  | 7  | 8            | 9            | 10 | 8   | 9         | 10 | 11         | 12                | 13                | 14 | 7   | 8         | 9  | 10 | 11               | 12                 | 13 | 4   | 5  | 6  | 7         | 8                | 9                | 10                   |
|   | ET3       |    |    |              |              |    |   | □ Holiday |    | D          | Payday            | End PP5 T1        |    |   |           |    | D  | Payday           | End PP7 T1         |    |   |    |    | D         | Payday           | End PP9 T1       |                      |
| 11  | 12        | 13 | 14 | 15           | 16           | 17 | 15  | 16        | 17 | 18         | 19                | 20                | 21 | 14  | 15        | 16 | 17 | 18               | 19                 | 20 | 11  | 12 | 13 | 14        | 15               | 16               | 17                   |
|   | ★ Holiday |    | D  | Payday       | End PP3 T1   |    |   | T2        | T3 |            |                   |                   |    |   | T2        | T3 |    |                  |                    |    |   | T2 | T3 |           |                  |                  |                      |
| 18  | 19        | 20 | 21 | 22           | 23           | 24 | 22  | 23        | 24 | 25         | 26                | 27                | 28 | 21  | 22        | 23 | 24 | 25               | 26                 | 27 | 18  | 19 | 20 | 21        | 22               | 23               | 24                   |
|   | T2        | T3 |    |              |              |    |   |           |    |            |                   |                   |    |   |           |    | D  |                  |                    |    |   |    |    | D         | Payday           | End PP10 T1      |                      |
| 25  | 26        | 27 | 28 | 29           | 30           | 31 | 29  |           |    |            |                   |                   |    | 28  | 29        | 30 | 31 |                  |                    |    | 25  | 26 | 27 | 28        | 29               | 30               |                      |
| <b>NOTE: Early document submission PP2</b>  |           |    |    |              |              |    | <b>NOTE: Early document submission PP4</b>  |           |    |            |                   |                   |    | <b>1st Quarter Ends PP7 (1-7)</b>   |           |    |    |                  |                    |    | <b>Safety comp time cash out (PP9 only), all requests must be submitted to EMACS Payroll by 4-14.</b> |    |    |           |                  |                  |                      |
| 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  |   |           | T3 |            |                   |                   | 5  |   |           |    |    |                  |                    |    |   |    |    |           |                  |                  |                      |
|   | T2        | T3 |    |              |              |    |   |           | D  | Payday     | End PP13 T1       |                   |    |   | + Holiday |    | D  | Payday           | End PP15 T1        |    |   |    |    |           |                  |                  |                      |
| 2   | 3         | 4  | 5  | 6            | 7            | 8  | 6   | 7         | 8  | 9          | 10                | 11                | 12 | 4   | 5         | 6  | 7  | 8                | 9                  | 10 | 8   | 9  | 10 | 11        | 12               | 13               | 14                   |
|   |           |    | D  | Payday       | End PP11 T1  |    |   | T2        | T3 |            |                   |                   |    |   | T2        | T3 |    |                  |                    |    |   |    |    | D         | Payday           | End PP18 T1      |                      |
| 9   | 10        | 11 | 12 | 13           | 14           | 15 | 13  | 14        | 15 | 16         | 17                | 18                | 19 | 11  | 12        | 13 | 14 | 15               | 16                 | 17 | 15  | 16 | 17 | 18        | 19               | 20               | 21                   |
|   | T2        | T3 |    |              |              |    |   |           | ED | Payday ET1 | End PP14 ET2      |                   |    |   |           |    | D  | Payday           | End PP16 T1        |    |   |    |    |           |                  |                  |                      |
| 16  | 17        | 18 | 19 | 20           | 21           | 22 | 20  | 21        | 22 | 23         | 24                | 25                | 26 | 18  | 19        | 20 | 21 | 22               | 23                 | 24 | 22  | 23 | 24 | 25        | 26               | 27               | 28                   |
|   |           | ED |    | Payday ET1   | End PP12 ET2 |    |   | ET3       |    |            |                   |                   |    |   | T2        | T3 |    |                  |                    |    |   |    |    | ED        |                  |                  |                      |
| 23  | 24        | 25 | 26 | 27           | 28           | 29 | 27  | 28        | 29 | 30         |                   |                   |    | 25  | 26        | 27 | 28 | 29               | 30                 | 31 | 29  | 30 | 31 |           |                  |                  |                      |
|   | + Holiday |    |    |              |              |    |   |           |    |            |                   |                   |    |   |           |    |    |                  |                    |    |   |    |    |           |                  |                  |                      |
| 30  | 31        |    |    |              |              |    |   |           |    |            |                   |                   |    |   |           |    |    |                  |                    |    |   |    |    |           |                  |                  |                      |
| <b>NOTE: Early document submission PP12</b> |           |    |    |              |              |    | <b>NOTE: Early document submission PP14</b> |           |    |            |                   |                   |    | <b>2nd Quarter Ends PP13 (8-13)</b>   |           |    |    |                  |                    |    |   |    |    |           |                  |                  |                      |
| 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                    |
|   |           |    |    | Payday ET1   | End PP19 ET2 |    |   |           |    |            |                   | End PP21          |    |   | T2        | T3 |    |                  |                    |    |   |    |    |           |                  |                  |                      |
|   | + Holiday | T3 |    |              |              |    |   | ET3       |    |            |                   | ▼ Accrued Holiday |    |   |           |    | D  | Payday           | End PP24 T1        |    |   |    |    |           |                  |                  |                      |
| 5   | 6         | 7  | 8  | 9            | 10           | 11 | 3   | 4         | 5  | 6          | 7                 | 8                 | 9  | 7   | 8         | 9  | 10 | 11               | 12                 | 13 | 5   | 6  | 7  | 8         | 9                | 10               | 11                   |
|   |           |    | D  | Payday       | End PP20 T1  |    |   | □ Holiday |    | D          | Payday            | End PP22 T1       |    |   | T2        | T3 |    |                  |                    |    |   | T2 | T3 |           |                  |                  |                      |
| 12  | 13        | 14 | 15 | 16           | 17           | 18 | 10  | 11        | 12 | 13         | 14                | 15                | 16 | 14  | 15        | 16 | 17 | 18               | 19                 | 20 | 12  | 13 | 14 | 15        | 16               | 17               | 18                   |
|   | T2        | T3 |    |              |              |    |   | T2        | T3 |            |                   |                   |    |   |           | ED |    | Payday + Holiday | End PP25 + Holiday |    |   |    |    | ED        | ET3              | Payday + Holiday | End PP1/05 + Holiday |
| 19  | 20        | 21 | 22 | 23           | 24           | 25 | 17  | 18        | 19 | 20         | 21                | 22                | 23 | 21  | 22        | 23 | 24 | 25               | 26                 | 27 | 19  | 20 | 21 | 22        | 23               | 24               | 25                   |
|   |           | ED |    | Payday ✓ ET1 |              |    |   |           |    | D          | Payday            | End PP23 T1       |    |   | T1        | T2 | T3 |                  |                    |    |   |    |    | □ Holiday | Payday + Holiday |                  |                      |
| 26  | 27        | 28 | 29 | 30           |              |    | 24  | 25        | 26 | 27         | 28                | 29                | 30 | 28  | 29        | 30 |    |                  |                    |    | 26  | 27 | 28 | 29        | 30               | 31               |                      |
| <b>NOTE: Early document submission PP19</b> |           |    |    |              |              |    | <b>NOTE: Early document submission PP21</b> |           |    |            |                   |                   |    | <b>REMINDER: Annual leave not used will be lost PP26. Administrative Leave not used by PP25 will be automatically cashed out in PP26.</b> |           |    |    |                  |                    |    | <b>4th Quarter Ends PP26 (21-26)</b>  |    |    |           |                  |                  |                      |
| <b>3rd Quarter Ends PP20 (14-20)</b>        |           |    |    |              |              |    |   |           |    |            |                   |                   |    |   |           |    |    |                  |                    |    | <b>NOTE: Early document submission PP1</b>  |    |    |           |                  |                  |                      |

• DOCUMENTS FOR PROCESSING MUST BE RECEIVED BY THE TIME AND DATE LISTED (SEE CALENDAR LEGEND FOR DUE DATES) •