

LEGEND:

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

✓ Deductions over 24 pay periods not taken + All except Safety □ County general 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

2005 Master Calendar for EMACS Processing

10/04

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
						1				D	Payday	End PP4 T1						D	Payday	End PP6 T1					1	2	
2	3	ED		Payday ET1	End PP2 ET2	7	6	T2	T3			▼Accrued Holiday				T2	T3										
9	10	ET3				15	13		ED		Payday ET1	End PP5 ET2						D	Payday	End PP7 T1				D	Payday	End PP9 T1	
16	17	+ Holiday		D	Payday	End PP3 T1			□ Holiday	▼Accrued Holiday T3						T2	T3										
23	24	T2	T3			29	20											D	Payday					D	Payday	End PP10 T1	
30	31	NOTE: Early document submission PP2						NOTE: Early document submission PP5						1st Quarter Ends PP7 (1-7)						Safety comp time cash out (PP9 only), all requests must be submitted to EMACS Payroll by 4-13.							
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	T2	T3				7							4														
8			D	Payday	End P11 T1	14	5			D	Payday	End PP13 T1															
15	T2	T3				21	12	T2	T3				18	10													
22		ED		Payday ET1	End P12 ET2	28	19		ED		Payday ET1	End PP14 ET2						D	Payday	End PP16 T1							
29	+ Holiday	T3				31	26	ET3					30	17													
														24													
NOTE: Early document submission PP12							NOTE: Early document submission PP14							2nd Quarter Ends PP13 (8-13)													
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	3							1														
4	+ Holiday	T3				10	2	▼Accrued Holiday ET3					8	6						ED	Payday ET1	End PP24 + Holiday					
11			D	Payday	End PP20 T1	17	9	□ Holiday		D	Payday	End PP22 T1															
18	T2	T3				24	16	T2	T3				22	20						ED	ET1	Payday + Holiday	End PP25 + Holiday				
25		ED		Payday ET1	End PP21 ET2	30	23			D	Payday	End PP23 T1															
NOTE: Early document submission PPs19 & 21							3rd Quarter Ends PP20 (14-20)							REMINDER: Annual leave not used will be lost PP26. Administrative Leave not used by PP25 will be automatically cashed out in PP26.							NOTE: Early document submission PP1						
							30	T2					31	27													
																					4th Quarter Ends PP26 (21-26)						

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