**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

# 2006 Master Calendar for EMACS Processing

10/05

## JANUARY

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | + Holiday | E D | | Payday E T1 | End PP2 ☐ Accrued Holiday | |
| 1 | 2 | 3 | 4 | 5 | E T2 6 | 7 |
| | E T3 | | | | | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| | + Holiday | | D | Payday | End PP3 T 1 | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| | T 2 | T 3 | | | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | | | | | | |
| 29 | 30 | 31 | | | | |

NOTE: Early document submission PP2

## FEBRUARY

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | D | Payday | End PP4 T 1 | |
| | | | 1 | 2 | 3 | 4 |
| | T 2 | T 3 | | | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | ▼ Accrued Holiday | E D | | Payday E T 1 | End PP5 E T 2 | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| | ☐ Holiday | T 3 | ▼ Accrued Holiday | | | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| | | | | | | |
| 26 | 27 | 28 | | | | |

NOTE: Early document submission PP5

## MARCH

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | D | Payday | End PP6 T 1 | |
| | | | 1 | 2 | 3 | 4 |
| | T 2 | T 3 | | | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | | D | Payday | End PP7 T 1 | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| | T 2 | T 3 | | | | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| | | | D | Payday ✓ | End PP8 T 1 | |
| 26 | 27 | 28 | 29 | 30 | 31 | |

1st Quarter Ends PP7 (1-7)

## APRIL

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | 1 |
| | T 2 | T 3 | | | | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | D | Payday | End PP9 T 1 | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | T 2 | T 3 | | | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| | | | D | Payday | End PP10 T 1 | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

Safety comp time cash out (PP10 only), all requests must be submitted to EMACS Payroll by 4-26.

## MAY

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | T 2 | T 3 | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| | | | D | Payday | End PP11 T 1 | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | T 2 | T 3 | | | | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| | | E D | | Payday E T 1 | End PP12 E T 2 | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| | + Holiday | T 3 | | | | |
| 28 | 29 | 30 | 31 | | | |

NOTE: Early document submission PP12

## JUNE

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | 1 | 2 | 3 |
| | | | D | Payday | End PP13 T 1 | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | T 2 | T 3 | | | | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | | | D | Payday | End PP14 T 1 | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| | T 2 | T 3 | | | | |
| 25 | 26 | 27 | 28 | 29 | 30 | |

2nd Quarter Ends PP13 (8-13)

## JULY

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | 1 |
| | | + Holiday | D | Payday | End PP15 T 1 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | T 2 | T 3 | | | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | | | D | Payday | End PP16 T 1 | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| | T 2 | T 3 | | | | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

## AUGUST

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | ▼ Accrued Holiday | D | Payday | End PP17 T 1 | |
| | | 1 | 2 | 3 | 4 | 5 |
| | T 2 | T 3 | | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | | | D | Payday | End PP18 T 1 | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | T 2 | T 3 | | | | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | | E D | | Payday ✓ E T1 | | |
| 27 | 28 | 29 | 30 | 31 | | |

NOTE: Early document submission PP19

## SEPTEMBER

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | End PP19 E T 2 | |
| | | | | | 1 | 2 |
| | + Holiday | T 3 | | | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | D | Payday | End PP20 T 1 | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | T 2 | T 3 | | | | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| | | E D | | Payday E T 1 | End PP21 E T 2 | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

NOTE: Early document submission PPs19 & 21
3rd Quarter Ends PP20 (14-20)

## OCTOBER

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | ▼ Accrued Holiday E T 3 | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | ☐ Holiday | | D | Payday | End PP22 T 1 | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| | T 2 | T 3 | | | | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| | | | D | Payday | End PP23 T 1 | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | T 2 | T 3 | | | | |
| 29 | 30 | 31 | | | | |

## NOVEMBER

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | 1 | 2 | 3 | 4 |
| | | E D | | Payday E T 1 | End PP24 + Holiday | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | T 2 | T 3 | | | | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| | | E D | E T 1 | Payday + Holiday | End PP25 + Holiday | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| | T 2 | T 3 | | | | |
| 26 | 27 | 28 | 29 | 30 | | |

NOTE: Early document submission PPs 24 & 25

REMINDER: Annual leave not used will be lost PP26. Administrative Leave not used by PP25 will be automatically cashed out in PP26.

## DECEMBER

| S | M | T | W | Th | F | S |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | 1 | 2 |
| | | | D | Payday | End PP26 T 1 | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | T 2 | T 3 | | | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | E D | | E T 1 E T 2 | Payday E T 3 | End PP1/07 | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| | + Holiday | + Holiday | | | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

4th Quarter Ends PP26 (21-26)
NOTE: Early document submission PP1

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