

LEGEND:

✓ Deductions over 24 pay periods not taken

+ All except Safety

□ County general employees only

▼ Safety Management

T1, T2 & T3 = Paper TLRs & Claims only to EMACS Payroll no later than 11am

H = Step Advances, JARs, & all employee data changes due to EMACS HR no later than 3:00

P = Payroll adjustments, New Hire JAR Packets due to EMACS no later than noon

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

2007 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	+ Holiday	P	Payday ET1	End PP2 □Accrued Holiday						Payday ✓	End PP4 T1						Payday	End PP6 T1			T2	T3		H		
1	2	3	4	5	6		1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
7	ET3			H				T2	T3	EH					T2	T3		H						P	Payday	End PP9 T1	
8	9	10	11	12	13		4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	+ Holiday		P	Payday	End PP3 T1			▼Accrued Holiday	EP		Payday ET1	End PP5 ET2					P	Payday	End PP7 T1			T2	T3		H		
15	16	17	18	19	20		11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	T2	T3		H				□ Holiday	T3		▼Accrued Holiday H				T2	T3		H						P	Payday	End PP10 T1	
22	23	24	25	26	27		18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28			P							P							P	Payday	End PP8 T1			T2					
29	30	31					25	26	27	28				25	26	27	28	29	30	31	29	30					
NOTE: Early document submission PP2							NOTE: Early document submission PP5							1st Quarter Ends PP7 (1-7)							Safety comp time cash out (PP10 only), all requests must be submitted to EMACS Payroll by 4-25.						
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
		T3		H												EP	+ Holiday	Payday	End PP15 T1					▼Accrued Holiday P	Payday	End PP17 T1	
1	2	3	4	5			1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
6			P	Payday	End PP11 T1					P	Payday	End PP13 T1			T2	T3		H				T2	T3		H		
7	8	9	10	11	12		3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	T2	T3	EH					T2	T3	EH							P	Payday	End PP16 T1					P	Payday	End PP18 T1	
14	15	16	17	18	19		10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20		EP		Payday ET1	End PP12 ET2				EP		Payday ET1	End PP14 ET2			T2	T3		H				T2	T3	EH			
21	22	23	24	25	26		17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	+ Holiday	T3		H				ET3			H													EP	Payday ✓ ET1	End PP 19 ET2	
28	29	30	31				24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	
NOTE: Early document submission PP12							2nd Quarter Ends PP13 (8-13) NOTE: Early document submission PP14							NOTE: Early document submission PP19													
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
								▼Accrued Holiday ET3			H																
1							1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	7		
2	+ Holiday	ET3		H				□ Holiday		P	Payday	End PP22 T1				EP		Payday ET1	End PP24 ET2					P	Payday	End PP 26 T1	
3	4	5	6	7	8		7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
9			P	Payday	End PP20 T1			T2	T3		H				+ Holiday	T3	EH					T2	T3	EH			
10	11	12	13	14	15		14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
16	T2	T3	EH							P	Payday	End PP23 T1				EP		Payday + Holiday	End PP25 + Holiday			EP		ET1 ET2	Payday ET3	End PP1	
17	18	19	20	21	22		21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
23		EP		Payday ET1	End PP21 ET2			T2	T3	EH				T1 T2	T3		H				+ Holiday	+ Holiday	EH				
24	25	26	27	28	29		28	29	30	31			25	26	27	28	29	30	23	24	25	26	27	28	29		
3rd Quarter Ends PP20 (14-20) NOTE: Early document submission PP 21														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 (21-26)						
30													30						30	+ Holiday							

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