

LEGEND:

✓ Deductions over 24 pay periods not taken + All except Safety □ County general employees only ▼ Safety Management
H = JARs, employee data changes due to EMACS HR no later than 3:00
P = Payroll adjustments, Step advances, leave extension, paid leave of absence, New Hire JAR Packets due to EMACS no later than noon

EE = Employee eTime Deadline
MGR = Manager/Approver eTime Deadline
DTA = Dept Time Admin eTime Deadline

2008 Master Calendar for EMACS Processing

10/07

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	Payday P		End PP2 □Accrued Holiday							End PP4											EE MGR		DTA	H		
		1	2	3	4	5				EE MGR		DTA	H				EE MGR		DTA	H				Payday P		End PP9		
6	7	EE MGR		DTA	H					EE MGR		DTA	H				EE MGR		DTA	H								
		P	Payday		End PP3				▼Accrued Holiday P	Payday		End PP5					Payday P		End PP7				EE MGR		DTA	H		
13	14					19	10	11	□ Holiday	EE MGR		DTA	▼Accrued Holiday H	16	17		EE MGR		DTA	H	13	14		Payday P		End PP10	19	
	+ Holiday	EE MGR		DTA	H					EE MGR		DTA	▼Accrued Holiday H				EE MGR		DTA	H								
20	21					26	17	18		Payday P		End PP6		23	24		Payday P		End PP8		20	21		EE MGR			26	
			Payday P							Payday P		End PP6					Payday P		End PP8					EE MGR				
27	28		✓	30	31		24	25	26	27	28	29		30	31						27	28	29	30				
														1st Quarter Ends PP7 (1-7)							Safety comp time cash out (PP10 only), all requests must be submitted to EMACS Payroll by 4-30.							
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	
				DTA	H					Payday P		End PP13					Payday P		End PP15 + Holiday							End PP17 ▼Accrued Holiday		
			Payday P		End PP11					EE MGR		DTA	H				EE MGR		DTA	H				EE MGR		DTA	H	
4	5					10	8	9	10	11	12	13	14	6	7		EE MGR		DTA	H	3	4		EE MGR		DTA	H	
		EE MGR		DTA	H					Payday P		End PP14					Payday P		End PP16					Payday P		End PP18		
11	12					17	15	16	17	18	19	20	21	13	14		EE MGR		DTA	H	10	11		EE MGR		DTA	H	
		P	Payday		End PP12				EE MGR		DTA	H					EE MGR		DTA	H				EE MGR		DTA	H	
18	19					24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18		EE MGR		DTA	H	
	+ Holiday	EE MGR		DTA	H												Payday P							P	Payday		End PP 19	
25	26					31	29	30						27	28	29	✓	30	31		24	25	26	27	28	29	30	
							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	
	+ Holiday	EE MGR		DTA	H					▼Accrued Holiday	DTA	H												Payday P		End PP 26		
	1					6				P	Payday		End PP22				P	Payday		End PP24				EE MGR		DTA	H	
			Payday P		End PP20					EE MGR		DTA	H				EE	+ Holiday MGR		DTA	H				P	Payday		End PP 27
7	8					13		□ Holiday	EE MGR		DTA	H				EE	+ Holiday MGR		DTA	H				EE MGR		DTA	H	
		EE MGR		DTA	H					EE MGR		DTA	H				P	Payday		End PP25				EE MGR	DTA	+ Holiday	+ Holiday	
14	15					20	12	13	14	15	16	17	18	9	10		P	Payday		End PP25	14	15	16	17	18	19	20	
			Payday P		End PP21					Payday P		End PP23												EE MGR	DTA	+ Holiday	+ Holiday	
21	22					27	18	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	
		EE MGR							EE MGR		DTA	H				EE MGR	DTA	H	+ Holiday	+ Holiday				P	Payday + Holiday			
28	29						26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	✓	31			
3rd Quarter Ends PP20 (14-20)														REMINDER: Annual leave not used will be lost PP27. Administrative Leave not used by PP26 will be automatically cashed out in PP27.							4th Quarter Ends PP27 (21-27)							

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