

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

2009 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	End PP1 □ Accrued Holiday					EE MGR		DTA	H					EE MGR		DTA	H										DTA	H
				1	2	3	1	2	3					1	2	3					1	2	3									
4	5	EE MGR		DTA	H					Payday P	▼ Accrued Holiday	End PP4					Payday P		End PP6					Payday P		End PP8						
			Payday P		End PP2				□ Holiday	EE MGR		DTA	H				EE MGR		DTA	H				EE MGR		DTA	H					
11	12		14	15	16	17	15	16		Payday P	▼ Accrued Holiday	End PP5		15	16	17	Payday P		End PP7		12	13	14	Payday P		End PP9	18					
	+ Holiday	EE MGR		DTA	H					Payday P		End PP5					Payday P		End PP7					Payday P		End PP9						
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25					
			Payday P		End PP3												EE MGR							EE MGR		DTA						
25	26	27	28	29	30	31								29	30	31					26	27	28	29	30							
														1st Quarter Ends PP6 (1-6)							Safety comp time cash out (PP9 only), all requests must be submitted to EMACS Payroll by 4-22.											
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					
					H					Payday P		End PP12					Payday		End PP14 + Holiday													
			Payday P		End PP10					EE MGR		DTA	H				EE MGR		DTA	H				▼ Accrued Holiday	EE MGR		DTA	H				
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8					
		EE MGR		DTA	H					Payday P		End PP13					Payday P		End PP15					Payday P		End PP17						
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15					
			Payday P		End PP11					EE MGR		DTA	H				EE MGR		DTA	H				EE MGR		DTA	H					
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22					
	+ Holiday	EE MGR		DTA	H					P							Payday P		End PP16					Payday P		End PP18						
24	25	26	27	28	29	30	28	29	30					26	27	28	✓	29	30	31	23	24	25	26	27	28	29					
31							2nd Quarter Ends PP12 (7-12)														30 31											
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					
					H						DTA	▼ Accrued Holiday	H				Payday P		End PP23					Payday P		End PP25						
			Payday P		End PP19					Payday P		End PP21					EE MGR		DTA	H				EE MGR		DTA	H					
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12					
		EE MGR		DTA	H				□ Holiday	EE MGR		DTA	H				P	Payday		End PP24				P	Payday		End PP26					
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19					
			Payday P		End PP20					Payday P		End PP22					EE MGR		DTA	H	+ Holiday	+ Holiday				EE MGR		DTA	H	+ Holiday	+ Holiday	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26					
		EE MGR								EE MGR		DTA	H											P	Payday		+ Holiday					
27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	✓	30	31						
3rd Quarter Ends PP19 (13-19)														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 (20-26)											