

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

2010 Master Calendar for EMACS Processing

10/09

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

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