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

2011 Master Calendar for EMACS Processing

11/10

JANUARY

S	M	T	W	Th	F	S
						1 ▼Accrued Holiday
2	3	4 EE MGR	5	6 DTA	7 H	8
9	10	11 P	12 Payday	13	14 End PP2 ☐Accrued Holiday	15
16	17 + Holiday	18 EE MGR	19	20 DTA	21 H	22
23	24	25	26 Payday P	27	28 End PP3	29
30	31					

FEBRUARY

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

MARCH

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

1st Quarter Ends PP6 (1-6)

APRIL

S	M	T	W	Th	F	S
					1 H	2
3	4	5	6 Payday P	7	8 End PP8	9
10	11	12 EE MGR	13	14 DTA	15 H	16
17	18	19	20 Payday P	21	22 End PP9	23
24	25	26 EE MGR	27	28 DTA	29 H	30

Safety comp time cash out (PP9 only), all requests must be submitted to EMACS Payroll by 4-20.

MAY

S	M	T	W	Th	F	S
1	2	3	4 Payday P	5	6 End PP10	7
8	9	10 EE MGR	11	12 DTA	13 H	14
15	16	17	18 Payday P	19	20 End PP11	21
22	23	24 EE MGR	25	26 DTA	27 H	28
29	30 + Holiday	31				

JUNE

S	M	T	W	Th	F	S
			1 Payday P	2	3 End PP12	4
5	6	7 EE MGR	8	9 DTA	10 H	11
12	13	14	15 Payday P	16	17 End PP13	18
19	20	21 EE MGR	22	23 DTA	24 H	25
26	27	28 P	29 Payday ✓	30		

2nd Quarter Ends PP13 (7-13)

JULY

S	M	T	W	Th	F	S
					1 End PP14	2
3	4 + Holiday	5 EE MGR	6	7 DTA	8 H	9
10	11	12	13 Payday P	14	15 End PP15	16
17	18	19 EE MGR	20	21 DTA	22 H	23
24	25	26	27 Payday P	28	29 End PP16	30
31						

AUGUST

S	M	T	W	Th	F	S
	1 ▼Accrued Holiday	2 EE MGR	3	4 DTA	5 H	6
7	8	9	10 Payday P	11	12 End PP17	13
14	15	16 EE MGR	17	18 DTA	19 H	20
21	22	23	24 Payday P	25	26 End PP 18	27
28	29	30 EE MGR	31			

SEPTEMBER

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

3rd Quarter Ends PP19 (14-19)

OCTOBER

S	M	T	W	Th	F	S
						1 ▼Accrued Holiday
2	3	4 P	5 Payday	6	7 End PP21	8
9	10 ☐ Holiday	11 EE MGR	12	13 DTA	14 H	15
16	17	18	19 Payday P	20	21 End PP22	22
23	24	25 EE MGR	26	27 DTA	28 H	29
30	31					

NOVEMBER

S	M	T	W	Th	F	S
		1 P	2 Payday	3	4 End PP23	5
6	7	8 EE MGR	9 DTA	10 H	11 + Holiday	12
13	14	15 P	16 Payday	17	18 End PP24	19
20	21 EE MGR	22 DTA	23 H	24 + Holiday	25 + Holiday	26
27	28	29 Payday P ✓	30			

REMINDER: Annual leave and Perfect Attendance leave not used by PP25 will be lost PP26.

DECEMBER

S	M	T	W	Th	F	S
				1	2 End PP 25	3
4	5	6 EE MGR	7	8 DTA	9 H	10
11	12	13 P	14 Payday	15	16 End PP 26	17
18	19	20 EE MGR	21 DTA	22 H	23 ☐Holiday	24 ▼Accrued Holiday
25	26 + Holiday	27 P	28 Payday	29	30 End PP 1 ☐Holiday	31

4th Quarter Ends PP26 (20-26)

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