

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

2012 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	EE MGR		DTA	H						DTA	H						DTA	H					Pay Day P		End PP8	
1	2	3	4	5	6	7				1	2	3	4				1	2	3	1	2	3	4	5	6	7	
		P	Pay Day		End PP2 □ Accrued Holiday					Pay Day P		End PP4					Pay Day P		End PP6				EE MGR		DTA	H	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	4	5	6	7	8	9	10	8	9	10	11	12	13	14
	+ Holiday	EE MGR		DTA	H		▼ Accrued Holiday		EE MGR		DTA	H				EE MGR		DTA	H					Pay Day P		End PP9	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	11	12	13	14	15	16	17	15	16	17	18	19	20	21
			Pay Day P		End PP3			□ Holiday		Pay Day P	▼ Accrued Holiday	End PP5					Pay Day P		End PP7				EE MGR		DTA	H	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	18	19	20	21	22	23	24	22	23	24	25	26	27	28
		EE MGR							EE MGR							EE MGR		DTA	H								
29	30	31					26	27	28	29				25	26	27	28	29	30	31	29	30					
														1st Quarter Ends PP6 (1-6)							Safety comp time cash out (PP9 only), all requests must be submitted to EMACS Payroll by 4-18.						
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
			Pay Day P		End PP10							End PP12				EE MGR	+ Holiday	DTA	H					▼ Accrued Holiday	DTA	H	
		1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4
		EE MGR		DTA	H				EE MGR		DTA	H					Pay Day P		End PP15					Pay Day P		End PP17	
6	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
			Pay Day P		End PP11					Pay Day P		End PP13				EE MGR		DTA	H				EE MGR		DTA	H	
13	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
		EE MGR		DTA	H				EE MGR		DTA	H					Pay Day P		End PP16					Pay Day P		End PP18	
20	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
	+ Holiday		Pay Day P						P	Pay Day		End PP14				EE MGR							EE MGR		DTA	H	
27	28	29	✓	30	31		24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	
							2nd Quarter Ends PP13 (7-13)																				
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
						1		▼ Accrued Holiday	P	Pay Day		End PP21							End PP23								1
	+ Holiday		Pay Day P		End PP19			□ Holiday	EE MGR		DTA	H				EE MGR		DTA	H				EE MGR		DTA	H	
2	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
		EE MGR		DTA	H					Pay Day P		End PP22			+ Holiday	P	Pay Day		End PP24					Pay Day P		End PP26	
9	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
			Pay Day P		End PP20				EE MGR		DTA	H			EE MGR	DTA	H	+ Holiday	+ Holiday				EE MGR		DTA	H	
16	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
		EE MGR		DTA	H					Pay Day P							Pay Day P		End PP25			+ Holiday	+ Holiday	Pay Day		End PP 1	
23	24	25	26	27	28	29	28	29	30	✓	31			25	26	27	28	29	30	23	24	25	26	27	28	29	
																						□ Holiday					
3rd Quarter Ends PP19 (14-19)																					4th Quarter Ends PP26 (20-26) REMINDER: Annual leave and Perfect Attendance leave not used by PP26 will be lost PP26.						
30																					30	31					

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