

**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

# 2013 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							H							H					Pay Day P		End PP8		
		1	2	3	4	5				Pay Day P		End PP4					Pay Day P		End PP6				1	2	3	4	5	6
6	7		Pay Day P		End PP2 □ Accrued Holiday		3	4	5	Pay Day P		End PP4		3	4	5	Pay Day P		End PP6		7	8	EE MGR		DTA	H		
		EE MGR		DTA	H				EE MGR ▼ Accrued Holiday		DTA	H				EE MGR		DTA	H					Pay Day P		End PP9		
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
	+ Holiday		Pay Day P		End PP3			□ Holiday		Pay Day P		End PP5 ▼ Accrued Holiday					Pay Day P		End PP7				EE MGR		DTA	H		
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
		EE MGR		DTA					EE MGR		DTA					EE MGR		DTA	H									
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30	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 4-17.							
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											EE MGR	DTA	+ Holiday	H							DTA ▼ Accrued Holiday	H	
			1	2	3	4							1		1	2	3	4	5	6								
5	6	EE MGR		DTA	H		2	3	EE MGR		DTA	H		7	8		Pay Day P		End PP15		4	5		Pay Day P		End PP17		
			Pay Day P		End PP11					Pay Day P		End PP13				EE MGR		DTA	H						EE MGR		DTA	H
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
		EE MGR		DTA	H				EE MGR		DTA	H					Pay Day P		End PP16					Pay Day P		End PP18		
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
	+ Holiday		Pay Day P		End PP12				P	Pay Day		End PP14				EE MGR							EE MGR		DTA	H		
26	27	28	✓	29	30	31	23	24	25	26	27	28	29	28	29	30	31				25	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	
	+ Holiday		Pay Day P		End PP19				▼ Accrued Holiday	Pay Day P		End PP21							End PP23							EE MGR	DTA	H
	1	2	3	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7
		EE MGR		DTA	H				EE MGR		DTA	H				EE MGR		DTA	H					Pay Day P		End PP26		
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
			Pay Day P		End PP20			□ Holiday		Pay Day P		End PP22			+ Holiday		Pay Day P		End PP24				EE MGR		DTA	H		
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	
		EE MGR		DTA	H				EE MGR		DTA	H				EE MGR		DTA	H			P	+ Holiday	Pay Day + Holiday		End PP 1		
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	
										Pay Day P						P	Pay Day	+ Holiday	End PP25 + Holiday			EE MGR	□ Holiday					
29	30						27	28	29	✓	30	31		24	25	26	27	28	29	30	29	30	31					
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.							

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