

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

2014 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 | DTA | H | | | | | | | | | | | | | | | | | | | Pay Day P | | End PP8 | | |
| | | | 1 | 2 | 3 | 4 | | | | | | | 1 | | | | | | | 1 | | | | 1 | 2 | 3 | 4 | 5 |
| | | | Pay Day P | | End PP2 □ Accrued Holiday | | | | | Pay Day P | | End PP4 | | | | | Pay Day P | | End PP6 | | | | | EE MGR | | DTA | H | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| | | EE MGR | | DTA | H | | | | EE MGR | ▼ Accrued Holiday | DTA | H | | | | EE MGR | | DTA | H | | | | | Pay Day P | | End PP9 | | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| | + Holiday | | Pay Day P | | End PP3 | | | □ Holiday | | Pay Day P | | End PP5 | ▼ Accrued Holiday | | | | Pay Day P | | End PP7 | | | | | EE MGR | | DTA | H | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| | | EE MGR | | DTA | H | | | | EE MGR | | DTA | H | | | | EE MGR | | DTA | H | | | | | Pay Day P | | | | |
| 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 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 4-16. | | | | | | | |
| 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 | |
| | | | | | End PP10 | | | | EE MGR | | DTA | H | | | | EE MGR | DTA | H | + Holiday | | | | | | | H | ▼ Accrued Holiday | |
| | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| | | EE MGR | | DTA | H | | | | | Pay Day P | | End PP13 | | | | | Pay Day P | | End PP15 | | | | | Pay Day P | | End PP17 | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| | | | Pay Day P | | End PP11 | | | | EE MGR | | DTA | H | | | | EE MGR | | DTA | H | | | | | EE MGR | | DTA | H | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | |
| | | EE MGR | | DTA | H | | | | P | Pay Day | | End PP14 | | | | | Pay Day P | | End PP16 | | | | | Pay Day P | | End PP18 | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | |
| | + Holiday | | Pay Day P | | End PP12 | | | | | | | | | | | EE MGR | | DTA | | | | | | EE MGR | | DTA | H | |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | | | | | | 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| | | | | | | | 2nd Quarter Ends PP13 (7-13) | | | | | | | | | | | | | | 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 | |
| | + Holiday | | Pay Day P | | End PP19 | | | | | Pay Day P | | End PP21 | | | | | | | | | | | | EE MGR | | DTA | H | |
| | 1 | 2 | 3 | 4 | 5 | 6 | | | EE MGR | ▼ Accrued Holiday | DTA | H | | | | | | | | | | | | 1 | 2 | 3 | 4 | |
| | | EE MGR | | DTA | H | | | | EE MGR | | DTA | H | | | | EE MGR | | DTA | H | | | | | Pay Day P | | End PP26 | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| | | | Pay Day P | | End PP20 | | | □ Holiday | | Pay Day P | | End PP22 | | | | + Holiday | Pay Day P | | End PP24 | | | | | EE MGR | | DTA | H | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| | | EE MGR | | DTA | H | | | | EE MGR | | DTA | H | | | | EE MGR | | DTA | H | | | P | | Pay Day + Holiday | + Holiday | End PP 1 | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| | | | | | | | | | | Pay Day P | | End PP23 | | | | P | Pay Day | + Holiday | End PP25 + Holiday | | | | EE MGR | DTA | □ Holiday | | | |
| 28 | 29 | 30 | | | | | 26 | 27 | 28 | ✓ | 29 | 30 | 31 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 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 in PP26. | | | | | | | |
| | | | | | | | | | | | | | | 30 | | | | | | | | | | | | | | |

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