

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

2015 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	H					Pay Day P		End PP4					Pay Day P		End PP6					Pay Day P		End PP8		
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	
			Pay Day P		End PP2 □ Accrued Holiday				EE MGR		DTA ▼ Accrued Holiday	H				EE MGR		DTA	H				EE MGR		DTA	H		
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
		EE MGR		DTA	H			□ Holiday		Pay Day P		End PP5					Pay Day P		End PP7					Pay Day P		End PP9		
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
	+ Holiday		Pay Day P		End PP3		▼ Accrued Holiday		EE MGR		DTA	H				EE MGR		DTA	H				EE MGR		DTA	H		
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
		EE MGR		DTA	H																			Pay Day P				
25	26	27	28	29	30	31								29	30	31					26	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 4-15.							
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					DTA	H	+ Holiday							▼ Accrued Holiday		
					1	2	1	2	3	4	5	6	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			
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
			Pay Day P		End PP11				EE MGR		DTA	H				EE MGR		DTA	H				EE MGR		DTA	H		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
		EE MGR		DTA	H				P	Pay Day		End PP14					Pay Day P		End PP16					Pay Day P		End PP18		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
	+ Holiday		Pay Day P		End PP12				EE MGR							EE MGR		DTA	H				EE MGR		DTA	H		
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29		
							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	
			Pay Day P		End PP19						▼ Accrued Holiday	End PP21				EE MGR		DTA	H				EE MGR		DTA	H		
			1	2	3	4	5			EE MGR		DTA	H		1	2	3	4	5	6	7	1	2	3	4	5	6	7
	+ Holiday	EE MGR		DTA	H				EE MGR		DTA	H				P	Pay Day + Holiday		End PP24					Pay Day P		End PP26		
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	
			Pay Day P		End PP20			□ Holiday		Pay Day P		End PP22				EE MGR		DTA	H				EE MGR		DTA	H		
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	
		EE MGR		DTA	H				EE MGR		DTA	H				P	Pay Day	+ Holiday	End PP25 + Holiday			P		Pay Day	+ Holiday	End PP 1 + Holiday		
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
			Pay Day P							Pay Day P		End PP23										EE MGR	DTA	H	□ Holiday			
27	28	29	✓ 30				25	26	27	28	29	30	31	29	30						27	28	29	30	31			
3rd Quarter Ends PP20 (14-20)																					4th Quarter Ends PP26 (21-26) REMINDER: Annual leave and Perfect Attendance leave not used by PP26 will be lost in PP26.							

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