

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

2016 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					Pay Day P		End PP4					Pay Day P		End PP6							End PP8		
					1	2		1	2	3	4	5	6			1	2	3	4	5						1	2	
			Pay Day P		End PP2 □ Accrued Holiday				EE MGR		DTA	H ▼ Accrued Holiday				EE MGR		DTA	H				EE MGR		DTA	H		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
		EE MGR		DTA	H			□ Holiday		Pay Day P		End PP5					Pay Day P		End PP7					Pay Day P		End PP9		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
	+ Holiday		Pay Day P		End PP3			▼ Accrued Holiday	EE MGR		DTA	H				EE MGR		DTA	H				EE MGR		DTA	H		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
		EE MGR		DTA	H												Pay Day P							Pay Day P		End PP10		
24	25	26	27	28	29	30	28	29						27	28	29	✓	30	31		24	25	26	27	28	29	30	
														1st Quarter Ends PP7 (1-7)							Safety comp time cash out (PP9 only), all requests must be submitted to Central Payroll by 4-13.							
31																												
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	
		EE MGR		DTA	H						DTA	H								H			▼ Accrued Holiday		Pay Day P		End PP17	
1	2	3	4	5	6	7				1	2	3	4							1	2		1	2	3	4	5	6
			Pay Day P		End PP11					Pay Day P		End PP13			+ Holiday		Pay Day P		End PP15				EE MGR		DTA	H		
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
		EE MGR		DTA	H				EE MGR		DTA	H				EE MGR		DTA	H					Pay Day P		End PP18		
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
			Pay Day P		End PP12					Pay Day P		End PP14					Pay Day P		End PP16				EE MGR		DTA	H		
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
	+ Holiday	EE MGR							EE MGR		DTA					EE MGR		DTA	H					Pay Day P				
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	✓	31			
							2nd Quarter Ends PP13 (8-13)																					
31														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	
					End PP19							▼ Accrued Holiday				EE MGR		DTA	H							DTA	H	
					1	2						1				1	2	3	4	5						1	2	
	+ Holiday	EE MGR		DTA	H				EE MGR		DTA	H				P	Pay Day		End PP24 + Holiday					Pay Day P		End PP26		
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
			Pay Day P		End PP20			□ Holiday		Pay Day P		End PP22				EE MGR		DTA	H					EE MGR		DTA	H	
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
		EE MGR		DTA	H				EE MGR		DTA	H				P	Pay Day	+ Holiday	End PP25 + Holiday				P	Pay Day		End PP1 + Holiday		
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
			Pay Day P		End PP21					Pay Day P		End PP23				EE MGR						+ Holiday	EE MGR	DTA	H	□ Holiday		
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	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.							
							30	31																				

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