LEGEND:

✓ Deductions over 24 pay periods not taken
+ All except Safety
☐ County general employees only
▼ Safety Management

EE = Employee eTime Deadline
MGR = Manager/Approver eTime Deadline
DTA = Dept Time Admin eTime Deadline

H = JARs, employee data changes due to EMACS HR no later than 3:00

P = Payroll adjustments due to Central Payroll and Step advances, leave extension, paid leave of absence, New Hire JAR packets due to EMACS HR no later than noon

2017 Master Calendar for EMACS Processing

10/16

JANUARY

S	M	T	W	Th	F	S
	+ Holiday		Pay Day P		End PP2 ☐Accrued Holiday	
1	2	3	4	5	6	7
		EE MGR		DTA	H	
8	9	10	11	12	13	14
	+ Holiday		Pay Day P		End PP3	
15	16	17	18	19	20	21
		EE MGR		DTA	H	
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

S	M	T	W	Th	F	S
			Pay Day P		End PP4	
			1	2	3	4
		EE MGR		DTA	H	
5	6	7	8	9	10	11
▼Accrued Holiday			Pay Day P		End PP5	
12	13	14	15	16	17	18
	☐ Holiday	EE MGR	▼Accrued Holiday	DTA	H	
19	20	21	22	23	24	25
26	27	28				

MARCH

S	M	T	W	Th	F	S
			Pay Day P		End PP6	
			1	2	3	4
		EE MGR		DTA	H	
5	6	7	8	9	10	11
			Pay Day P		End PP7	
12	13	14	15	16	17	18
		EE MGR		DTA	H	
19	20	21	22	23	24	25
			Pay Day P		End PP8	
26	27	28	✓ 29	30	31	

1st Quarter Ends PP7 (1-7)

APRIL

S	M	T	W	Th	F	S
						1
		EE MGR		DTA	H	
2	3	4	5	6	7	8
			Pay Day P		End PP9	
9	10	11	12	13	14	15
		EE MGR		DTA	H	
16	17	18	19	20	21	22
			Pay Day P		End PP10	
23	24	25	26	27	28	29
30	Safety comp time cash out (PP10 only), all requests must be submitted to Central Payroll by 4-26.					

MAY

S	M	T	W	Th	F	S
		EE MGR		DTA	H	
	1	2	3	4	5	6
			Pay Day P		End PP11	
7	8	9	10	11	12	13
		EE MGR		DTA	H	
14	15	16	17	18	19	20
			Pay Day P		End PP12	
21	22	23	24	25	26	27
	+ Holiday	EE MGR				
28	29	30	31			

JUNE

S	M	T	W	Th	F	S
				DTA	H	
				1	2	3
			Pay Day P		End PP13	
4	5	6	7	8	9	10
		EE MGR		DTA	H	
11	12	13	14	15	16	17
			Pay Day P		End PP14	
18	19	20	21	22	23	24
		EE MGR		DTA	H	
25	26	27	28	29	30	

2nd Quarter Ends PP13 (8-13)

JULY

S	M	T	W	Th	F	S
						1
		+ Holiday	Pay Day P		End PP15	
2	3	4	5	6	7	8
		EE MGR		DTA	H	
9	10	11	12	13	14	15
			Pay Day P		End PP16	
16	17	18	19	20	21	22
		EE MGR		DTA	H	
23	24	25	26	27	28	29
30	31					

AUGUST

S	M	T	W	Th	F	S
		▼Accrued Holiday	Pay Day P		End PP17	
		1	2	3	4	5
		EE MGR		DTA	H	
6	7	8	9	10	11	12
			Pay Day P		End PP18	
13	14	15	16	17	18	19
		EE MGR		DTA	H	
20	21	22	23	24	25	26
			Pay Day P			
27	28	29	✓ 30	31		

SEPTEMBER

S	M	T	W	Th	F	S
					End PP19	
					1	2
	+ Holiday	EE MGR		DTA	H	
3	4	5	6	7	8	9
			Pay Day P		End PP20	
10	11	12	13	14	15	16
		EE MGR		DTA	H	
17	18	19	20	21	22	23
			Pay Day P		End PP21	
24	25	26	27	28	29	30

3rd Quarter Ends PP20 (14-20)

OCTOBER

S	M	T	W	Th	F	S
▼Accrued Holiday		EE MGR		DTA	H	
1	2	3	4	5	6	7
	☐ Holiday		Pay Day P		End PP22	
8	9	10	11	12	13	14
		EE MGR		DTA	H	
15	16	17	18	19	20	21
			Pay Day P		End PP23	
22	23	24	25	26	27	28
		EE MGR				
29	30	31				

NOVEMBER

S	M	T	W	Th	F	S
				DTA	H	
			1	2	3	4
		P	Pay Day		End PP24 + Holiday	
5	6	7	8	9	10	11
		EE MGR		DTA	H	
12	13	14	15	16	17	18
		P	Pay Day	+ Holiday	End PP25 + Holiday	
19	20	21	22	23	24	25
		EE MGR		DTA		
26	27	28	29	30		

DECEMBER

S	M	T	W	Th	F	S
					H	
					1	2
			Pay Day P		End PP26	
3	4	5	6	7	8	9
		EE MGR		DTA	H	
10	11	12	13	14	15	16
	P		Pay Day		End PP 1	
17	18	19	20	21	22	23
	+ Holiday	+ Holiday	EE MGR	DTA	H	
24	25	26	27	28	29	30
31	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) •