

**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

EE = Employee eTime Deadline

MGR = Manager/Approver eTime Deadline

DTA = Dept Time Admin eTime Deadline

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

# 2018 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	□ Holiday	Pay Day P		End PP2 □ Accrued Holiday							End PP4							End PP6				EE MGR		DTA	H						
1	2	3	4	5	6	1	2	3	1	2	3	1	2	3	1	2	3	4	5	6	7											
7	8	EE MGR		DTA	H		4	5	EE MGR		DTA	H		4	5	EE MGR		DTA	H					Pay Day P		End PP9						
14	+ Holiday		Pay Day P		End PP3		11	▼ Accrued Holiday		Pay Day P		End PP5		11			Pay Day P		End PP7				EE MGR		DTA	H						
21		EE MGR		DTA	H		18	□ Holiday	EE MGR		DTA	▼ Accrued Holiday	H		18	19	EE MGR		DTA	H					Pay Day P		End PP10					
28			Pay Day P	✓	31		25			Pay Day P				25	26		Pay Day P		End PP8													
														1st Quarter Ends PP7 (1-7)							Safety comp time cash out (PP10 only), all requests must be submitted to Central Payroll by 4/25.											
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							H				Pay Day P	+ Holiday		End PP15					Pay Day P	▼ Accrued Holiday		End PP17					
1	2	3	4	5	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7							
6	7		Pay Day P		End PP11		3	4		Pay Day P		End PP13		8	9	EE MGR		DTA	H		5	6		EE MGR		DTA	H					
13		EE MGR		DTA	H		10		EE MGR		DTA	H		15			Pay Day P		End PP16		12	13		Pay Day P		End PP18						
20			Pay Day P		End PP12		17			Pay Day P		End PP14		22	23	EE MGR		DTA	H		19	20		EE MGR		DTA	H					
27	+ Holiday	EE MGR		DTA			24		EE MGR		DTA	H		29	30						26	27		Pay Day P	✓	29	30	31				
							2nd Quarter Ends PP13 (8-13)																									
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					
						1	▼ Accrued Holiday	EE MGR		DTA	H					DTA	H															
2	+ Holiday	EE MGR		DTA	H		□ Holiday		Pay Day P		End PP22		4		P	Pay Day		End PP24		2	3		Pay Day P		End PP26							
9			Pay Day P		End PP20		14		EE MGR		DTA	H		11	+ Holiday	EE MGR		DTA	H		9	10		EE MGR		DTA	H					
16		EE MGR		DTA	H		21			Pay Day P		End PP23		18		P	Pay Day	+ Holiday	End PP25 + Holiday		16	17		P		Pay Day		End PP1				
23			Pay Day P		End PP21		28		EE MGR					25		EE MGR		DTA	H		23	+ Holiday	+ Holiday	EE MGR	DTA	H						
30	3rd Quarter Ends PP20 (14-20)																				30	□ Holiday	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) •