

**LEGEND:**

✓ Deductions over 24 pay periods not taken    + All Except Safety    □ County general employees only    ▼ Safety Management    EE = Employee eTime Deadline  
 H = New Hire JAR packets due to EMACS HR no later than 3:00 PM    = Early H Deadline    = Early P Deadline    MGR = Manager/Approver eTime Deadline  
 P = Payroll adjustments due to Central Payroll and all other JARs, step advances, leave extensions, leave of absence, employee data changes due to EMACS HR no later than 12:00 PM    DTA = Dept Time Admin eTime Deadline

# 2020 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			
			Pay Day +Holiday		End PP2 □Accrued Holiday											EE MGR		DTA	H						DTA	H				
			1	2	3	4							1	1	2	3	4	5	6	7				1	2	3	4			
5	6	EE MGR		DTA H					EE MGR		DTA H						Pay Day P		End PP7					Pay Day P		End PP9				
			Pay Day		End PP3				P	Pay Day ▼Accrued Holiday		End PP5				EE MGR		DTA	H				EE MGR		DTA	H				
12	13	P	14	15	16	17	9	10	□Holiday	EE MGR	DTA	H	▼Accrued Holiday	15	16	17	18	19	20	21	12	13	14	15	16	17	18			
	+Holiday	EE MGR		DTA	H					□Holiday	EE MGR	DTA	H	▼Accrued Holiday				Pay Day P		End PP8					Pay Day P		End PP10			
19	20		Pay Day P		End PP4		16	17			Pay Day P		End PP6		22	23	24	25	26	27	28	19	20	21	22	23	24	25		
26	27	✓	29	30	31		23	24	25	26	27	28	29	29	30	31					26	27	EE MGR		DTA					
														1st Quarter Ends PP7 (1-7)																
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			
					H					Pay Day P		End PP13					Pay Day		End PP15 +Holiday							▼Accrued Holiday				
			Pay Day P		End PP11				EE MGR		DTA	H				EE MGR		DTA	H				EE MGR		DTA	H				
3	4		5	6	7	8	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8			
		EE MGR		DTA H						Pay Day P		End PP14					Pay Day P		End PP16					Pay Day P		End PP18				
10	11		12	13	14	15	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15			
		P	Pay Day		End PP12				EE MGR		DTA H					EE MGR		DTA	H				EE MGR		DTA	H				
17	18		19	20	21	22	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22			
	+Holiday	EE MGR		DTA	H				P								Pay Day P		End PP17					Pay Day P		End PP19				
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 (8-13)																							
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			
		EE MGR		DTA	H						DTA ▼Accrued Holiday H					P	Pay Day		End PP24					Pay Day P		End PP26				
	+Holiday		Pay Day P		End PP20				P	Pay Day		End PP22				EE MGR	+Holiday	DTA H					EE MGR		DTA H					
6	7		8	9	10	11	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12			
		EE MGR		DTA	H				□Holiday	EE MGR		DTA	H			P	Pay Day		End PP25				P	Pay Day		End PP27				
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			
			Pay Day P		End PP21					Pay Day P		End PP23			EE MGR	DTA H		+Holiday	+Holiday			EE MGR	DTA H		+Holiday	+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			
		EE MGR							EE MGR		DTA H											P		Pay Day	□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 PP27 (21-27) REMINDER: Annual leave and Perfect Attendance leave not used by PP27 will be lost in PP27.									

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