

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

2021 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		
					End PP1 +Holiday				EE MGR		DTA H					EE MGR		DTA	H				DTA	H					
					1	2			1	2	3	4	5	6		1	2	3	4	5	6					1	2	3	
		EE MGR		DTA H					P	Pay Day		End PP4 ▼Accrued Holiday					Pay Day P		End PP6			Pay Day P		End PP8					
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10		
		P	Pay Day		End PP2 □Accrued Holiday			□Holiday	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	14	15	16	17	18	19	20	11	12	13	14	15	16	17		
	+Holiday	EE MGR		DTA	H			▼Accrued Holiday		Pay Day P		End PP5					Pay Day P		End PP7			Pay Day P		End PP9					
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24		
			Pay Day P		End PP3											EE MGR						EE MGR		DTA	H				
24	25	26	27	28	29	30	28							28	29	30	31					25	26	27	28	29	30		
31														1st Quarter Ends PP6 (1-6)															
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		
						1				Pay Day P		End PP12							End PP14		▼Accrued Holiday		EE MGR		DTA	H			
			Pay Day P		End PP10				EE MGR		DTA	H			+Holiday	EE MGR		DTA	H				Pay Day P		End PP17				
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14		
		EE MGR		DTA	H					Pay Day P		End PP13					Pay Day P		End PP15				EE MGR		DTA	H			
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21		
			Pay Day P		End PP11				EE MGR		DTA H					EE MGR		DTA	H				Pay Day P		End PP18				
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28		
		EE MGR		DTA	H				P	Pay Day							Pay Day P		End PP16				EE MGR						
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30	31						
	+Holiday						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		
				DTA	H							▼Accrued Holiday				P	Pay Day		End PP23				Pay Day P		End PP25				
				1	2	3	4			P	Pay Day		End PP21				EE MGR	DTA H	+Holiday					EE MGR		DTA H			
	+Holiday		Pay Day P		End PP19				5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11		
		EE MGR		DTA	H			□Holiday	EE MGR		DTA	H				P	Pay Day		End PP24				Pay Day		End PP26				
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18		
			Pay Day P		End PP20					Pay Day P		End PP22			EE MGR	DTA H		+Holiday	+Holiday				EE MGR	DTA H	+Holiday	+Holiday			
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25		
		EE MGR		DTA H					EE MGR		DTA H											P		Pay Day	□Holiday	End PP01 +Holiday			
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31			
3rd Quarter Ends PP19 (14-19)																					4th Quarter Ends PP26 (20-26) REMINDER: Annual leave and Perfect Attendance leave not used by PP26 will be lost in PP26.								
							31																						