

**LEGEND:**

✓ Deductions over 24 pay periods not taken + All employees □ County general employees only, except Courts ★ All except Safety Management ▲ Court employees only ▼ Safety Management  
 T1 = TLRs and Claims to Central Payroll no later than 11 am T2 = TLRs and Claims to Central Payroll no later than 11 am D = Payroll adjustments, Step Advances, JARs, and all employee data changes due no later than noon

**2000 Master Calendar for EMACS Processing**

12/99

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												
						1																																	
2	T1	T2				8																																	
9						15																																	
16						22																																	
23						29																																	
30	T1					31																																	
NOTE: Early document submission PP2							NOTE: Early document submission PP4							1st Quarter Ends PP6 (1-6)							Safety comp time cash outs (PP9 only), all requests must be submitted to Central Payroll by 4-18.																		
MAY																																							
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												
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7						13																																	
14						20																																	
21						27																																	
28						31																																	
NOTE: Early document submission PP1							NOTE: Early document submission PP14							Please remember prior year approval is needed July 17 <sup>th</sup> to process cash adjustments.							NOTE: Early document submission PP18																		
JUNE																																							
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												
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21						27																																	
28						31																																	
NOTE: Early document submission PP13 (7-13)							NOTE: Early document submission PP21							2nd Quarter Ends PP13 (7-13)																									
SEPTEMBER																																							
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												
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10						16																																	
17						23																																	
24						30																																	
NOTE: Early document submission PP19 (14-19)							NOTE: Early document submission PP21							3rd Quarter Ends PP19 (14-19)							NOTE: Early document submission PP26 (20-26)																		
OCTOBER																																							
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												
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28						31																																	
NOTE: Early document submission PP14							NOTE: Early document submission PP21							2nd Quarter Ends PP13 (7-13)							NOTE: Early document submission PP21																		
NOVEMBER																																							
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												
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NOTE: Early document submission PP14							NOTE: Early document submission PP21							2nd Quarter Ends PP13 (7-13)							NOTE: Early document submission PP21																		
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												
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NOTE: Early document submission PP14							NOTE: Early document submission PP21							2nd Quarter Ends PP13 (7-13)							NOTE: Early document submission PP21																		