

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 = New Hire packets, JARs, step advances, leave extensions, leave of absence, employee data changes and all other HR paperwork due to EMACS HR no later than 3:00 PM

P = Payroll adjustments, W-4, Direct Deposit forms and all other payroll documents due to Central Payroll no later than 12:00 PM

☐ = Early H Deadline

■ = Early P Deadline

2022 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							
						1			EE MGR 1		DTA 2	H 3													H 1		2							
2		EE MGR 3		DTA H 4		5	6		P 7	Pay Day		End PP4 8	▼ Accrued Holiday 9											P 3	Pay Day 4		End PP8 5		6	7	8	9		
9		P 10		Pay Day		End PP2 11		EE MGR 12		DTA 13	H 14													EE MGR 10		DTA 11	H 12					16		
	+Holiday 16	EE MGR 17		DTA 18	H 19			☐ Holiday 20	▼ Accrued Holiday 21	P 22	Pay Day		End PP5 23											P 17	Pay Day 18		End PP9 19					23		
		P 23	Pay Day		End PP3 24																			EE MGR 24		DTA 25	H 26					30		
30																																		
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							
		P 1	Pay Day		End PP10 2																				▼ Accrued Holiday 1	EE MGR 2		DTA 3	H 4				6	
8		EE MGR 9		DTA 10	H 11				EE MGR 5		DTA 6	H 7														P 7	Pay Day 8		End PP17 9				13	
15		P 16	Pay Day		End PP11 17				P 12	Pay Day		End PP13 13														EE MGR 14		DTA 15	H 16				20	
		EE MGR 22		DTA 23	H 24				EE MGR 19		DTA 20	H 21													P 14	Pay Day 15		End PP18 16					27	
	+Holiday 29	P 30							P 26		Pay Day																EE MGR 28							31
2nd Quarter Ends PP13 (7-13)																																		
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							
				DTA 1	H 2																													
	+Holiday 4	P 5	Pay Day		End PP19 6				P 2		Pay Day		End PP21 3														EE MGR 4		DTA 5	H 6				10
11		EE MGR 12		DTA 13	H 14			☐ Holiday 9	EE MGR 10		DTA 11	H 12															P 11	Pay Day 12		End PP26 13				17
18		P 19	Pay Day		End PP20 20				P 16	Pay Day		End PP22 17														EE MGR 18		DTA 19	H 20					24
		EE MGR 25		DTA 26	H 27				EE MGR 23		DTA 24	H 25															P 18	Pay Day 19		End PP01 20				31
3rd Quarter Ends PP20 (14-19)																																		
									P 30																									
4th Quarter Ends PP26 (20-26) 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) •