

**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 5:00 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

# 2023 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	EE MGR		DTA H							DTA	H						DTA	H								
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4							1
	P		Pay Day		End PP2 ☐ Accrued Holiday				P	Pay Day		End PP4				P	Pay Day		End PP6				P	Pay Day		End PP8	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
	+Holiday	EE MGR		DTA	H		▼ Accrued Holiday		EE MGR		DTA	H				EE MGR		DTA	H				EE MGR		DTA	H	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
		P	Pay Day		End PP3			☐ Holiday	P	Pay Day	▼ Accrued Holiday	End PP5				P	Pay Day		End PP7				P	Pay Day		End PP9	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
		EE MGR							EE MGR							EE MGR		DTA	H				EE MGR		DTA	H	
29	30	31					26	27	28					26	27	28	29	30	31	23	24	25	26	27	28	29	
														1st Quarter Ends PP6 (1-6)													
																					30						
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	Pay Day		End PP10							End PP12											▼ Accrued Holiday EE MGR		DTA	H	
	1	2	3	4	5	6					1	2	3										1	2	3	4	5
		EE MGR		DTA	H				EE MGR		DTA	H			EE	+Holiday	MGR	DTA	H				P	Pay Day		End PP17	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
		P	Pay Day		End PP11			P		Pay Day		End PP13				P	Pay Day		End PP15				EE MGR		DTA	H	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
		EE MGR		DTA	H			+Holiday	EE MGR		DTA	H				EE MGR		DTA	H				P	Pay Day		End PP18	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
	+Holiday	P	Pay Day					P		Pay Day		End PP14				P	Pay Day		End PP16				EE MGR		DTA		
28	29	30	✓	31			25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	31			
							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
					H		▼ Accrued Holiday	P		Pay Day		End PP21					Pay Day		End PP23							End PP25	
				1	2		1	2	3	4	5	6	7				1	2	3	4						1	2
	+Holiday	P	Pay Day		End PP19			☐ Holiday	EE MGR		DTA	H			EE	MGR	DTA	H	+Holiday				EE MGR		DTA	H	
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
		EE MGR		DTA	H			P	Pay Day		End PP22			P	Pay Day		End PP24				P	Pay Day		End PP26			
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
		P	Pay Day		End PP20				EE MGR		DTA	H			EE MGR	DTA	H	+Holiday	+Holiday				EE MGR	P	DTA	H	
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
		EE MGR		DTA	H			P								P	Pay Day					+Holiday	+Holiday	Pay Day		End PP01	
24	25	26	27	28	29	30	29	30	31					26	27	28	✓	29	30	24	25	26	27	28	29	30	
3rd Quarter Ends PP20 (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						