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

2025 Master Calendar for EMACS Processing

JANUARY

S	M	T	W	Th	F	S
			+Holiday 1	DTA 2	H 3	4
5	6	P 7	Pay Day 8	9	End PP2 ☐Accrued Holiday 10	11
12	13	EE MGR 14	15	DTA 16	H 17	18
19	+Holiday 20	P 21	Pay Day 22	23	End PP3 24	25
26	27	EE MGR 28	29	DTA 30	H 31	

FEBRUARY

S	M	T	W	Th	F	S
						1
2	3	P 4	Pay Day 5	6	End PP4 7	8
9	10	EE MGR 11	▼Accrued Holiday 12	DTA 13	H 14	15
16	☐Holiday 17	P 18	Pay Day 19	20	End PP5 21	▼Accrued Holiday 22
23	24	EE MGR 25	26	DTA 27	H 28	

MARCH

S	M	T	W	Th	F	S
						1
2	3	P 4	Pay Day 5	6	End PP6 7	8
9	10	EE MGR 11	12	DTA 13	H 14	15
16	17	P 18	Pay Day 19	20	End PP7 21	22
23	24	EE MGR 25	26	DTA 27	H 28	29
30	31					

1st Quarter Ends PP6 (1–6)

APRIL

S	M	T	W	Th	F	S
		P 1	Pay Day 2	3	End PP8 4	5
6	7	EE MGR 8	9	DTA 10	H 11	12
13	14	P 15	Pay Day 16	17	End PP9 18	19
20	21	EE MGR 22	23	DTA 24	H 25	26
27	28	P 29	Pay Day ✓ 30			

MAY

S	M	T	W	Th	F	S
				1	End PP10 2	3
4	5	EE MGR 6	7	DTA 8	H 9	10
11	12	P 13	Pay Day 14	15	End PP11 16	17
18	19	EE MGR 20	21	DTA 22	H 23	24
25	+Holiday 26	P 27	Pay Day 28	29	End PP12 30	31

JUNE

S	M	T	W	Th	F	S
1	2	EE MGR 3	4	DTA 5	H 6	7
8	P 9	10	Pay Day 11	12	End PP13 13	14
15	EE 16	MGR 17	DTA 18	+Holiday 19	H 20	21
22	P 23	24	Pay Day 25	26	End PP14 27	28
29	EE 30					

2nd Quarter Ends PP13 (7–13)

JULY

S	M	T	W	Th	F	S
		MGR 1	DTA 2	H 3	+Holiday 4	5
6	7	P 8	Pay Day 9	10	End PP15 11	12
13	14	EE MGR 15	16	DTA 17	H 18	19
20	21	P 22	Pay Day 23	24	End PP16 25	26
27	28	EE MGR 29	30	DTA 31		

AUGUST

S	M	T	W	Th	F	S
					H ▼Accrued Holiday 1	2
3	4	P 5	Pay Day 6	7	End PP17 8	9
10	11	EE MGR 12	13	DTA 14	H 15	16
17	18	P 19	Pay Day 20	21	End PP18 22	23
24	25	EE MGR 26	27	DTA 28	H 29	30
31						

SEPTEMBER

S	M	T	W	Th	F	S
	+Holiday 1	P 2	Pay Day 3	4	End PP19 5	6
7	8	EE MGR 9	10	DTA 11	H 12	13
14	15	P 16	Pay Day 17	18	End PP20 19	20
21	22	EE MGR 23	24	DTA 25	H 26	27
28	29	P 30				

3rd Quarter Ends PP20 (14–19)

OCTOBER

S	M	T	W	Th	F	S
			Pay Day ▼Accrued Holiday 1	2	End PP21 3	4
5	6	EE MGR 7	8	DTA 9	H 10	11
12	☐Holiday 13	P 14	Pay Day 15	16	End PP22 17	18
19	20	EE MGR 21	22	DTA 23	H 24	25
26	27	P 28	Pay Day ✓ 29	30	End PP23 31	

NOVEMBER

S	M	T	W	Th	F	S
						1
2	3	EE MGR 4	5	DTA 6	H 7	8
9	P 10	+Holiday 11	Pay Day 12	13	End PP24 14	15
16	17	EE MGR 18	19	DTA 20	H 21	22
23	P 24	25	Pay Day 26	+Holiday 27	End PP25 +Holiday 28	29
30						

DECEMBER

S	M	T	W	Th	F	S
	1	EE MGR 2	3	DTA 4	H 5	6
7	P 8	9	Pay Day 10	11	End PP26 12	13
14	15	EE MGR 16	P 17	DTA 18	H 19	20
21	22	23	Pay Day +Holiday 24	+Holiday 25	End PP01 26	27
28	EE MGR 29	DTA 30	☐Holiday 31			

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) •