

LEGEND:

✓ Deductions over 24 pay periods not taken

+ All Except Safety

☐ County general employees only

▼ Safety Management

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

EE = Employee eTime Deadline

MGR = Manager/Approver eTime Deadline

DTA = Dept Time Admin eTime Deadline

2026 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	H				P	Pay Day		End PP4				P	Pay Day		End PP6						Pay Day		End PP8								
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4								
		P	Pay Day		End PP2				EE MGR		DTA	H				EE MGR		DTA	H				EE MGR		DTA	H									
4	5			8	☐ Accrued Holiday	9	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11								
		EE MGR		DTA	H			☐ Holiday	P	Pay Day		End PP5				P	Pay Day		End PP7				P	Pay Day		End PP9									
11	12			15		17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18								
	+Holiday	P	Pay Day		End PP3		▼ Accrued Holiday		EE MGR		DTA	H				EE MGR		DTA	H				EE MGR		DTA	H									
18	19			22		24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25								
		EE MGR		DTA	H											P							P	Pay Day											
25	26			29		31								29	30	31	1st Quarter Ends PP6 (1-6)				26	27	28	✓ 29	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								
					End PP10				EE MGR		DTA	H						DTA	H	+Holiday						▼ Accrued Holiday									
					1	2		1	2	3	4	5	6				1	2	3	4							1								
		EE MGR		DTA	H			P		Pay Day		End PP13				P	Pay Day		End PP15				P	Pay Day		End PP17									
3	4			7		9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8								
		P	Pay Day		End PP11			EE	MGR	DTA	H	+Holiday				EE MGR		DTA	H				EE MGR		DTA	H									
10	11			14		16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15								
		EE MGR		DTA	H			P		Pay Day		End PP14				P	Pay Day		End PP16				P	Pay Day		End PP18									
17	18			21		23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22								
	+Holiday	P	Pay Day		End PP12			EE	MGR							EE MGR		DTA	H				EE MGR		DTA	H									
24	25			28		30	28	29	30	2nd Quarter Ends PP13 (7-13)				26	27	28	29	30	31		23	24	25	26	27	28	29								
							3rd Quarter Ends PP20 (14-20)														30	P													
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								
			Pay Day		End PP19						▼ Accrued Holiday	End PP21				EE MGR		DTA	H				EE MGR		DTA	H									
			1	2	3	4					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5								
	+Holiday	EE MGR		DTA	H				EE MGR		DTA	H				P	Pay Day	+Holiday	End PP24				P		Pay Day		End PP26								
6	7			10		12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12								
		P	Pay Day		End PP20			☐ Holiday	P	Pay Day		End PP22				EE MGR		DTA	H				EE MGR	P	DTA	H									
13	14			17		19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19								
		EE MGR		DTA	H				EE MGR		DTA	H				P	Pay Day	+Holiday	End PP25 +Holiday					Pay Day	+Holiday	End PP01 +Holiday									
20	21			24		26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26								
		P	Pay Day						P	Pay Day		End PP23											EE MGR	DTA	H	☐ Holiday									
27	28			✓ 30	3rd Quarter Ends PP20 (14-20)		25	26	27	28	29	30	31	29	30						27	28	29	30	31	4th Quarter Ends PP26 (21-26) REMINDER: Annual leave and Perfect Attendance leave not used by PP26 will be lost in PP26.									