

LEGEND:

✓ Deductions over 24 pay periods not taken + All Except Safety □ County general employees only ▼ Safety Management
H = JARs, employee data changes due to EMACS HR no later than 3:00
P = Payroll adjustments due to Central Payroll and Step advances, leave extension, paid leave of absence, New Hire JAR packets due to EMACS HR no later than noon

EE = Employee eTime Deadline
MGR = Manager/Approver eTime Deadline
DTA = Dept Time Admin eTime Deadline

2019 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	Pay Day P		End PP2 □ Accrued Holiday							End PP4								End PP6								
		1	2	3	4	5						1	2							1	2							
6	7	EE MGR		DTA	H				EE MGR		DTA	H				EE MGR		DTA	H					Pay Day P		End PP9		
			Pay Day P		End PP3				▼ Accrued Holiday	Pay Day P		End PP5					Pay Day P		End PP7				EE MGR		DTA	H		
13	14					19	10	11					16	10	11						14	15					20	
	+Holiday	EE MGR		DTA	H			□ Holiday	EE MGR		DTA	H	▼ Accrued Holiday			EE MGR		DTA	H					Pay Day P		End PP10		
20	21					26	17	18					23	17	18						21	22					27	
			Pay Day P							Pay Day P							Pay Day P		End PP8				EE MGR					
27	28	29	✓ 30	31			24	25	26	27	28			24	25	26	27	28	29	30	28	29	30					
														1st Quarter Ends PP7 (1-7)							Safety comp time cash out (PP10 only), all requests must be submitted to Central Payroll by 4/24.							
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	
				DTA	H											P	Pay Day	+Holiday	End PP15						▼ Accrued Holiday	End PP17		
			1	2	3	4							1		1	2	3	4	5	6							3	
5	6		Pay Day P		End PP11					Pay Day P		End PP13				EE MGR		DTA	H				EE MGR		DTA	H		
		EE MGR		DTA	H				EE MGR		DTA	H					Pay Day P		End PP16					Pay Day P		End PP18		
12	13					18	9	10	11				15	14	15	16	17	18	19	20	11	12					17	
			Pay Day P		End PP12					Pay Day P		End PP14				EE MGR		DTA	H				EE MGR		DTA	H		
19	20	21				25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20				24	
	+Holiday	EE MGR		DTA	H				EE MGR		DTA	H					Pay Day P							Pay Day P		End PP19		
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	✓ 31				25	26	27	28	29	30	31	
							2nd Quarter Ends PP13 (8-13)																					
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	
	+Holiday	EE MGR		DTA	H				EE MGR		DTA	H							H					Pay Day P		End PP26		
1	2					7			▼ Accrued Holiday				5							1	2	1	2	3				7
			Pay Day P		End PP20					Pay Day P		End PP22				P	Pay Day		End PP24				EE MGR		DTA	H		
8	9					14	6	7					12	3	4					8	9	8	9					14
		EE MGR		DTA	H			□ Holiday	EE MGR		DTA	H			+Holiday	EE MGR		DTA	H			P		Pay Day		End PP1		
15	16	17				21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17				21	
			Pay Day P		End PP21					Pay Day P		End PP23				P	Pay Day		End PP25			EE MGR	+Holiday	+Holiday	DTA	H		
22	23	24				28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23					28	
									EE MGR		DTA				EE MGR	DTA	H	+Holiday	+Holiday				□ Holiday					
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					
3rd Quarter Ends PP20 (14-20)																					4th Quarter Ends PP26 (21-26) 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) •