

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

2024 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	☐Holiday	EE MGR	DTA H							DTA	H							H				P	Pay Day		End PP8	
	1	2	3	4	5	6				P	Pay Day		End PP4			P	Pay Day		End PP6				EE MGR		DTA	H	
7	P		Pay Day		End PP2		4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	EE MGR		DTA	H	
	+Holiday	EE MGR		DTA	H			▼Accrued Holiday	EE MGR		DTA	H				EE MGR		DTA	H				P	Pay Day		End PP9	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15		Pay Day		End PP7	
		P	Pay Day		End PP3			☐Holiday	P	Pay Day	▼Accrued Holiday	End PP5				P	Pay Day		End PP7				EE MGR		DTA	H	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22			DTA	H	
		EE MGR							EE MGR		DTA					EE MGR		DTA	H				P				
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	28	29					
														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
			Pay Day		End PP10										EE	MGR	DTA	+Holiday	H						DTA	▼Accrued Holiday	H
			1	2	3	4							1		1	2	3	4	5	6					1	2	3
		EE MGR		DTA	H				EE MGR		DTA H					P	Pay Day		End PP15				P	Pay Day		End PP17	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5			6	7	8
		P	Pay Day		End PP11			P		Pay Day		End PP13				EE MGR		DTA	H				EE MGR		DTA	H	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12			13	14	15
		EE MGR		DTA	H				EE MGR	+Holiday	DTA H					P	Pay Day		End PP16				P	Pay Day		End PP18	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19			20	21	22
	+Holiday	P	Pay Day		End PP12			P		Pay Day		End PP14				EE MGR							EE MGR		DTA	H	
26	27	28	✓	29	30	31	23	24	25	26	27	28	29	28	29	30	31				25	26			27	28	29
							2nd Quarter Ends PP13 (7-13)																				
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	P	Pay Day		End PP19				▼Accrued Holiday	Pay Day		End PP21							End PP23				EE MGR		DTA	H	
	1	2	3	4	5	6	7			P	1	2	3	4	5						1	2					
		EE MGR		DTA	H				EE MGR		DTA	H				EE MGR	H	DTA					P	Pay Day		End PP26	
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9			10	11	12
		P	Pay Day		End PP20			☐Holiday	P	Pay Day		End PP22			+Holiday	P	Pay Day		End PP24				EE MGR		P	DTA H	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16			17	18	19
		EE MGR		DTA H					EE MGR		DTA H					H EE MGR		DTA					+Holiday	Pay Day		End PP01	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23			24	25	26
									P	Pay Day					P		Pay Day	+Holiday	End PP25				☐Holiday				
29	30						27	28	29	✓	30	31	24	25	26	27	28	29	30	29	30			31			
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.						

• DOCUMENTS FOR PROCESSING MUST BE RECEIVED BY THE TIME AND DATE LISTED (SEE CALENDAR LEGEND FOR DUE DATES) •