



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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**MEMORANDUM #032-14HR**

**TO:** Agency Administrators

**FROM:** Carolyn Horwich, J.D., Director of Human Resources

**THROUGH:** Rip Colvin, Executive Director

**SUBJECT:** 2015 Human Resources calendar

**DATE:** December 24, 2014

Attached please see the Human Resources and Payroll Calendar for 2015. In an effort to better serve you, we have added relevant non-payroll deadlines, including statutory reporting requirements.

However, please note that Risk Management related deadlines are *not* included in the 2015 calendar as that area of responsibility is being transferred to JAC's Operations section, effective January 1, 2015.

This calendar will remain posted on our public website throughout the year. If you have any questions, please contact JAC Payroll at [payrollgroup@justiceadmin.org](mailto:payrollgroup@justiceadmin.org).

Thank you.

Attachment

# JANUARY 2015 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Notes:</b> <span style="color: red;">Red = Payroll Deadlines</span> <span style="color: blue;">Blue = Statutory or other reports due to JAC</span>  <b>22 WORKDAYS</b> <b>176 CONTRACTED HOURS</b>				<b>1</b>  STATE OBSERVED HOLIDAY OFFICES CLOSED	<b>2</b> <span style="color: blue;">Classification and Pay            Plans due to OPB</span>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b> <span style="color: red;">CJIP CUT-OFF</span>  Supplemental Payday	<b>7</b>	<b>8</b> <span style="color: red;">Supplemental payroll            due date</span>	<b>9</b> <b>CJIP RDS            Reports</b>	<b>10</b>
<b>11</b>	<b>12</b> <span style="color: red;">CJIP EFT Cancellation            Deadline            10:00 A.M</span>	<b>13</b>	<b>14</b> Supplemental RDS Reports  <b>CJIP Payday</b>	<b>15</b> <span style="color: red;">Supplemental EFT            Cancellation Deadline            10:00 A.M</span>  MAIL SUPPLEMENTAL WARRANTS	<b>16</b> <span style="color: red;">Monthly payroll due date</span>	<b>17</b>
<b>18</b>	<b>19</b> STATE OBSERVED HOLIDAY OFFICES CLOSED	<b>20</b> Supplemental Payday	<b>21</b>  <span style="color: red;">LAST DAY TO PROCESS            BENEFITS FOR MONTHLY            PAYROLL</span>	<b>22</b> <span style="color: red;">Supplemental Payroll            due date</span>  PROCESS MONTHLY PAYROLL	<b>23</b> Monthly RDS Reports  Rate Reports	<b>24</b>
<b>25</b>	<b>26</b> MAIL MONTHLY WARRANTS	<b>27</b>	<b>28</b> <span style="color: red;">10:00 A.M. EFT CANCEL            DEADLINE - MONTHLY</span>  Supplemental RDS Reports	<b>29</b> <span style="color: red;">Supplemental EFT            Cancellation Deadline            10:00 A.M</span>  MAIL SUPPLEMENTAL WARRANTS	<b>30</b> <span style="color: red;">LAST DAY FOR FEBRUARY            BENEFITS EFFECTIVE            DATE</span>  Monthly Payday	<b>31</b>

# FEBRUARY 2015 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Notes:</b> <span style="color: red;">Red = Payroll Deadlines</span> <span style="color: blue;">Blue = Statutory or other reports due to JAC</span>						
<b>20 WORKDAYS</b> <b>160 CONTRACTED HOURS</b>						
1	2 Supplemental Payday	3	4	5 Supplemental payroll due date	6	7
8	9 Exempt W-4's Expire after Nightly	10 CJIP CUT-OFF	11 Supplemental RDS Reports	12 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	13 CJIP RDS Reports CJIP EFT Cancellation Deadline 10:00 A.M.	14
15	16 Monthly payroll due date	17 Supplemental Payday	18 CJIP Payday LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	19 Supplemental payroll due date PROCESS MONTHLY PAYROLL	20 Monthly RDS Reports Rate Reports	21
22	23 MAIL MONTHLY WARRANTS	24	25 Supplemental RDS Reports 10:00A.M. EFT CANCEL DEADLINE - MONTHLY	26 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	27 LAST DAY FOR MARCH BENEFITS EFFECTIVE DATE Monthly Payday	28

# MARCH 2015 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Supplemental Payday	3	4	5 Supplemental payroll due date	6	7
8 DAYLIGHT SAVING TIME BEGINS	9	10 CJIP CUT-OFF	11 Supplemental RDS Reports	12 Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	13 CJIP RDS Reports	14
15	16 Supplemental Payday  CJIP EFT Cancellation Deadline 10:00 A.M.	17	18 CJIP Payday  Monthly payroll due date	19 Supplemental payroll due date	20 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	21
22	23 PROCESS MONTHLY PAYROLL	24 Monthly RDS Reports  Rate Reports	25 Supplemental RDS Reports  MAIL MONTHLY WARRANTS	26 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	27 10:00AM EFT CANCEL DEADLINE - MONTHLY	28
29	30 Supplemental Payday	31 LAST DAY FOR APRIL BENEFITS EFFECTIVE DATE  Monthly Payday	<b>Notes:</b>  Red = Payroll Deadlines Blue = Statutory or other reports due to JAC  22 WORKDAYS 176 CONTRACTED HOURS			

# APRIL 2015 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Notes:</b> <b>Red = Payroll Deadlines</b> <b>Blue = Statutory or other reports due to JAC</b>  <b>22 WORKDAYS</b> <b>176 CONTRACTED HOURS</b>			1	2 Supplemental payroll due date	3	4
5	6	7 CJIP CUT-OFF	8 Supplemental RDS Reports	9 Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	10 CJIP RDS Reports	11
12	13 Supplemental Payday  CJIP EFT Cancellation Deadline 10:00 A.M.	14	15 CJIP Payday	16 Supplemental payroll due date	17	18
19	20 Monthly payroll due date	21 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	22 Supplemental RDS Reports  PROCESS MONTHLY PAYROLL	23 Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	24 Monthly RDS Reports  Rate Reports	25
26	27 MAIL MONTHLY WARRANTS  Supplemental Payday	28 10:00A.M. EFT CANCEL DEADLINE - MONTHLY	29	30 Supplemental payroll due date  LAST DAY FOR MAY BENEFITS EFFECTIVE DATE  Monthly Payday		

# MAY 2015 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Notes:</b> <b>Red = Payroll Deadlines</b> <b>Blue = Statutory or other reports due to JAC</b>  <b>21 WORKDAYS</b> <b>168 CONTRACTED HOURS</b>					1	2
3	4	5	6 Supplemental RDS Reports	7 Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	8	9
10	11 Supplemental Payday	12 CJIP CUT-OFF	13	14 Supplemental payroll due date	15 CJIP RDS Reports	16
17	18 Monthly payroll due date CJIP EFT Cancellation Deadline 10:00 A.M.	19	20 CJIP Payday  Supplemental RDS Reports  LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	21 Supplemental EFT Cancellation Deadline 10:00 A.M.  PROCESS MONTHLY PAYROLL  MAIL SUPPLEMENTAL WARRANTS	22 Monthly RDS Reports  Rate Reports	23
24	25 STATE OBSERVED HOLIDAY OFFICES CLOSED	26 Supplemental Payday  MAIL MONTHLY WARRANTS	27 10:00A.M. EFT CANCEL DEADLINE - MONTHLY	28 Supplemental payroll due date	29 LAST DAY FOR JUNE BENEFITS EFFECTIVE DATE  Monthly Payday	30
31						

# JUNE 2015 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 FY Rate Reports	2	3 Supplemental RDS Reports	4 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	5	6
7	8 Supplemental Payday FY Rate Reports	9 CJIP CUT-OFF	10	11 Supplemental payroll due date	12 CJIP RDS Reports	13
14	15 CJIP EFT Cancellation Deadline 10:00 A.M. FY Rate Reports	16	17 Supplemental RDS Reports CJIP Payday	18 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS Monthly payroll due date	19	20
21	22 Supplemental Payday LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL FY Rate Reports	23 PROCESS MONTHLY PAYROLL	24 Monthly RDS Reports Rate Reports	25 Supplemental payroll due date MAIL MONTHLY WARRANTS	26 10:00AM EFT CANCEL DEADLINE - MONTHLY FY Rate Reports	27
28	29 FY Rate Reports	30 LAST DAY FOR JULY BENEFITS EFFECTIVE DATE FY Rate Reports Monthly Payday	<b>Notes:</b> Red = Payroll Deadlines Blue = Statutory or other reports due to JAC <b>22 WORKDAYS</b> <b>176 CONTRACTED HOURS</b>			

# JULY 2015 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Notes:</b> <b>Red = Payroll Deadlines</b> <u>Blue = Statutory or other reports due to JAC</u>  <b>23 WORKDAYS</b> <b>184 CONTRACTED HOURS</b>			<b>1</b> <u>Financial Statements Due to the Commission on Ethics</u> <b>Supplemental EFT Cancellation Deadline 10:00 A.M</b> Supplemental RDS Reports FY Rate Reports	<b>2</b>	<b>3</b> STATE OBSERVED HOLIDAY OFFICES CLOSED	<b>4</b>
<b>5</b>	<b>6</b> Supplemental Payday	<b>7</b> CJIP CUT-OFF	<b>8</b>	<b>9</b> Supplemental payroll due date	<b>10</b> CJIP RDS Reports	<b>11</b>
<b>12</b>	<b>13</b> <b>CJIP EFT Cancellation Deadline 10:00 A.M</b>	<b>14</b>	<b>15</b> Supplemental RDS Reports  <b>CJIP Payday</b>	<b>16</b> <b>Supplemental EFT Cancellation Deadline 10:00 A.M</b>  MAIL SUPPLEMENTAL WARRANTS	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b> Monthly payroll due date  Supplemental Payday  <u>ASA/APD Termination Reports</u>	<b>21</b>	<b>22</b> <b>LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL</b>	<b>23</b> Supplemental payroll due date  PROCESS MONTHLY PAYROLL	<b>24</b> Monthly RDS Reports  Rate Reports	<b>25</b>
<b>26</b>	<b>27</b> MAIL MONTHLY WARRANTS	<b>28</b>	<b>29</b> <b>10:00A.M. EFT CANCEL DEADLINE - MONTHLY</b>  Supplemental RDS Reports	<b>30</b> <b>Supplemental EFT Cancellation Deadline 10:00 A.M</b>  MAIL SUPPLEMENTAL WARRANTS	<b>31</b> <b>LAST DAY FOR AUGUST BENEFITS EFFECTIVE DATE</b>  Monthly Payday	

# AUGUST 2015 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Supplemental Payday  <a href="#">Send OPS Reports to Circuits</a> <a href="#">ASA/APD Turnover Reports</a>	4	5	6 Supplemental payroll due date	7	8
9	10	11 CJIP CUT-OFF	12 Supplemental RDS Reports	13 Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	14 <a href="#">OPS Reports Due to OPB</a>  CJIP RDS Reports	15
16	17 Supplemental Payday  CJIP EFT Cancellation Deadline 10:00 A.M.	18	19 Monthly payroll due date  CJIP Payday	20 Supplemental payroll due date	21 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	22
23	24  PROCESS MONTHLY PAYROLL	25 Monthly RDS Reports  Rate Reports	26 Supplemental RDS Reports  MAIL MONTHLY WARRANTS	27 10:00A.M. EFT CANCEL DEADLINE - MONTHLY Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	28	29
30	31 Supplemental Payday LAST DAY FOR SEPTEMBER BENEFITS EFFECTIVE DATE Monthly Payday	<b>Notes:</b> Red = Payroll Deadlines Blue = Statutory or other reports due to JAC 21 WORKDAYS 168 CONTRACTED HOURS				

# SEPTEMBER 2015 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Supplemental Payday	2 Supplemental payroll due date	3	4 <u>LUMP-SUM BONUS PLANS DUE</u>	5
6	7 STATE OBSERVED HOLIDAY OFFICES CLOSED	8 <b>CJIP CUT-OFF</b>	9 Supplemental RDS Reports	10 Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	11 <b>CJIP RDS Reports</b>	12
13	14 Supplemental Payday  <b>CJIP EFT Cancellation Deadline 10:00 A.M</b>	15	16  <b>CJIP Payday</b>	17 Supplemental payroll due date	18  Monthly payroll due date	19
20	21	22 <b>LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL</b>	23 Supplemental RDS Reports  PROCESS MONTHLY PAYROLL	24 Supplemental EFT Cancellation Deadline 10:00 A.M.  Monthly RDS Reports  Rate Reports  MAIL SUPPLEMENTAL WARRANTS	25  MAIL MONTHLY WARRANTS	26
27	28 Supplemental Payday  10:00AM EFT CANCEL DEADLINE - MONTHLY	29	30 <u>AFFIRMATIVE ACTION PLANS DUE</u>  LAST DAY FOR OCTOBER BENEFITS EFFECTIVE DATE  Monthly Payday	<b>Notes:</b> <b>Red = Payroll Deadlines</b> <u>Blue = Statutory or other reports due to JAC</u>  <b>22 WORKDAYS</b> <b>176 CONTRACTED HOURS</b>		

# OCTOBER 2015 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Notes:</b> Red = Payroll Deadlines Blue = Statutory or other reports due to JAC  22 WORKDAYS 176 CONTRACTED HOURS				1 Supplemental payroll due date	2	3
4	5	6 CJIP CUT-OFF	7 Supplemental RDS Reports	8 Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	9 CJIP RDS Reports  CJIP EFT Cancellation Deadline 10:00 A.M.	10
11	12	13 Supplemental Payday	14 CJIP Payday	15 Supplemental payroll due date	16	17
18	19	20 Monthly payroll due date	21 Supplemental RDS Reports	22 Supplemental EFT Cancellation Deadline 10:00 A.M.  LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL  MAIL SUPPLEMENTAL WARRANTS	23 PROCESS MONTHLY PAYROLL	24
25	26 Supplemental Payday  Monthly RDS Reports  Rate Reports	27 MAIL MONTHLY WARRANTS	28 10:00A.M. EFT CANCEL DEADLINE - MONTHLY	29 Supplemental payroll due date	30 LAST DAY FOR NOVEMBER BENEFITS EFFECTIVE DATE  Monthly Payday  VEHICLE FRINGE BENEFIT REPORTING PERIOD ENDS	31

# NOVEMBER 2015 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 STANDARD DAYLIGHT TIME BEGINS	2	3	4 Supplemental RDS Reports	5 Supplemental EFT Cancellation Deadline 10:00 A.M  MAIL SUPPLEMENTAL WARRANTS	6 <u>TAXABLE FRINGE BENEFITS DUE</u>	7
8	9 Supplemental Payday  <b>CJIP CUT-OFF</b>	10	11 STATE OBSERVED HOLIDAY OFFICES CLOSED	12 Supplemental payroll due date	13 CJIP RDS Reports  Monthly payroll due date	14
15	16 <b>CJIP EFT Cancellation Deadline 10:00 A.M</b>	17 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	18 Supplemental RDS Reports  PROCESS MONTHLY PAYROLL  CJIP Payday	19 Supplemental EFT Cancellation Deadline 10:00 A.M  MAIL SUPPLEMENTAL WARRANTS  Monthly RDS Reports  Rate Reports	20 MAIL MONTHLY WARRANTS	21
22	23 Supplemental Payday	24 Supplemental payroll due date  10:00AM EFT CANCEL DEADLINE - MONTHLY	25	26 STATE OBSERVED HOLIDAY OFFICES CLOSED	27 STATE OBSERVED HOLIDAY OFFICES CLOSED	28
29	30 LAST DAY FOR DECEMBER BENEFITS EFFECTIVE DATE  Monthly Payday	<b>Notes:</b>  <span style="color: red;">Red = Payroll Deadlines</span> <span style="color: blue;">Blue = Statutory or other reports due to JAC</span>  <b>21 WORKDAYS</b> <b>168 CONTRACTED HOURS</b>				

# DECEMBER 2015 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Notes:</b> <span style="color: red;">Red = Payroll Deadlines</span> <span style="color: blue;">Blue = Statutory or other reports due to JAC</span>  <b>23 WORKDAYS</b> <b>184 CONTRACTED HOURS</b>		1	2 Supplemental RDS Reports	3 <span style="color: red;">Supplemental EFT Cancellation Deadline 10:00 A.M</span>  MAIL SUPPLEMENTAL WARRANTS	4	5
6	7 Supplemental Payday	8 <span style="color: red;">CJIP CUT-OFF</span>	9	10 <span style="color: red;">Supplemental payroll due date</span>	11 CJIP RDS Reports	12
13	14 <span style="color: red;">CJIP EFT Cancellation Deadline 10:00 A.M</span>	15	16 CJIP Payday  Supplemental RDS Reports	17 <span style="color: red;">Supplemental EFT Cancellation Deadline 10:00 A.M</span>  MAIL SUPPLEMENTAL WARRANTS	18 <span style="color: red;">Monthly payroll due date</span>	19
20	21 Supplemental Payday	22 <span style="color: red;">LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL</span>	23 <span style="color: red;">Supplemental payroll due date</span>  PROCESS MONTHLY PAYROLL	24  Monthly RDS Reports  Rate Reports	25 <span style="color: purple;">STATE OBSERVED HOLIDAY OFFICES CLOSED</span>	26
27	28  LAST 2015 ON-DEMAND  MAIL MONTHLY WARRANTS	29  NO ON-DEMAND PAYROLL  NO DAILY ADJUSTMENTS  <span style="color: red;">10:00A.M. EFT CANCEL DEADLINE - MONTHLY</span>	30  NO ON-DEMAND PAYROLL  NO DAILY ADJUSTMENTS Supplemental RDS Reports	31 <span style="color: red;">LAST DAY FOR JANUARY BENEFITS EFFECTIVE DATE</span> Monthly Payday <span style="color: red;">Supplemental EFT Cancellation Deadline 10:00 A.M</span> MAIL SUPPLEMENTAL WARRANTS NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS		