



THE STATE OF FLORIDA
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MEMORANDUM #050-15HR

TO: Agency Administrators

FROM: Carolyn Horwich, Esq., Director of Human Resources

THROUGH: Rip Colvin, Executive Director

SUBJECT: Payroll Calendar

DATE: December 15, 2015

Attached please see the Human Resources and Payroll Calendar for 2016. In an effort to better serve you, we have added relevant non-payroll deadlines, including statutory reporting requirements.

Just a reminder that Risk Management related deadlines are *not* included in the 2016 calendar as that area of responsibility was 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.

Thank you.

JANUARY 2016 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: Red = Payroll Deadlines Blue = Statutory or other reports due to JAC <div style="text-align: center;"> 21 WORKDAYS 168 CONTRACTED HOURS </div>					1 STATE OBSERVED HOLIDAY OFFICES CLOSED	2
3	4 Classification and Pay Plans due to OPB	5 Supplemental Payday	6	7 Supplemental payroll due date	8	9
10	11	12 CJIP CUT-OFF	13 Supplemental RDS Reports	14 Supplemental EFT Cancellation Deadline 10:00 A.M MAIL SUPPLEMENTAL WARRANTS	15 Monthly payroll due date CJIP RDS Reports CJIP EFT Cancellation Deadline 10:00 A.M	16
17	18 STATE OBSERVED HOLIDAY OFFICES CLOSED	19 Supplemental Payday	20 CJIP Payday LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	21 Supplemental Payroll due date PROCESS MONTHLY PAYROLL	22 Monthly RDS Reports Rate Reports	23
24	25 MAIL MONTHLY WARRANTS	26	27 10:00 A.M. EFT CANCEL DEADLINE - MONTHLY Supplemental RDS Reports	28 Supplemental EFT Cancellation Deadline 10:00 A.M MAIL SUPPLEMENTAL WARRANTS	29 LAST DAY FOR FEBRUARY BENEFITS EFFECTIVE DATE Monthly Payday	30
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FEBRUARY 2016 HUMAN RESOURCES DUE DATES

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

MARCH 2016 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3 Supplemental payroll due date	4	5
6	7	8 CJIP CUT-OFF	9 Supplemental RDS Reports	10 Supplemental EFT Cancellation Deadline 10:00 A.M MAIL SUPPLEMENTAL WARRANTS	11 CJIP RDS Reports	12
13 DAYLIGHT SAVINGS TIME BEGINS	14 Supplemental Payday CJIP EFT Cancellation Deadline 10:00 A.M	15	16 CJIP Payday	17 Supplemental payroll due date	18	19
20	21 Monthly payroll due date	22 LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS	23 Supplemental RDS Reports	24 Supplemental EFT Cancellation Deadline 10:00 A.M MAIL SUPPLEMENTAL WARRANTS LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL PROCESS MONTHLY PAYROLL	25 Monthly RDS Reports Rate Reports	26
27	28 Supplemental Payday MAIL MONTHLY WARRANTS	29 10:00AM EFT CANCEL DEADLINE – MONTHLY	30	31 Supplemental payroll due date LAST DAY FOR APRIL BENEFITS EFFECTIVE DATE Monthly Payday	Notes: Red = Payroll Deadlines Blue = Statutory or other reports due to JAC 23 WORKDAYS 184 CONTRACTED HOURS	

APRIL 2016 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: Red = Payroll Deadlines Blue = Statutory or other reports due to JAC 21 WORKDAYS 168 CONTRACTED HOURS					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 CJIP EFT Cancellation Deadline 10:00 A.M.	19 Monthly payroll due date	20 Supplemental RDS Reports CJIP Payday	21 Supplemental EFT Cancellation Deadline 10:00 A.M. LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL MAIL SUPPLEMENTAL WARRANTS	22 PROCESS MONTHLY PAYROLL	23
24	25 Monthly RDS Reports Rate Reports Supplemental Payday	26 MAIL MONTHLY WARRANTS	27 10:00A.M. EFT CANCEL DEADLINE – MONTHLY	28 Supplemental payroll due date	29 LAST DAY FOR MAY BENEFITS EFFECTIVE DATE Monthly Payday	30

MAY 2016 HUMAN RESOURCES DUE DATES

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

JUNE 2016 HUMAN RESOURCES DUE DATES

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

JULY 2016 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: Red = Payroll Deadlines Blue = Statutory or other reports due to JAC 21 WORKDAYS 168 CONTRACTED HOURS					1 Financial Statements Due to the Commission on Ethics FY Rate Reports	2
3	4 STATE OBSERVED HOLIDAY OFFICES CLOSED	5 Supplemental Payday	6	7 Supplemental payroll due date	8	9
10	11	12 CJIP CUT-OFF	13 Supplemental RDS Reports	14 Supplemental EFT Cancellation Deadline 10:00 A.M MAIL SUPPLEMENTAL WARRANTS	15 CJIP RDS Reports	16
17	18 Monthly payroll due date CJIP EFT Cancellation Deadline 10:00 A.M Supplemental Payday ASA/APD Termination Reports	19	20 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL CJIP Payday	21 Supplemental payroll due date PROCESS MONTHLY PAYROLL	22 Monthly RDS Reports Rate Reports	23
24	25 MAIL MONTHLY WARRANTS	26	27 10:00A.M. EFT CANCEL DEADLINE – MONTHLY Supplemental RDS Reports	28 Supplemental EFT Cancellation Deadline 10:00 A.M MAIL SUPPLEMENTAL WARRANTS	29 LAST DAY FOR AUGUST BENEFITS EFFECTIVE DATE Monthly Payday	30
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AUGUST 2016 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Supplemental Payday Send OPS Reports to Circuits ASA/APD Turnover Reports	2	3	4 Supplemental payroll due date	5	6
7	8	9 CJIP CUT-OFF	10 Supplemental RDS Reports	11 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	12 OPS Reports Due to OPB CJIP RDS Reports	13
14	15 Supplemental Payday CJIP EFT Cancellation Deadline 10:00 A.M.	16	17 CJIP Payday	18 Supplemental payroll due date	19 Monthly payroll due date	20
21	22	23 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	24 Supplemental RDS Reports PROCESS MONTHLY PAYROLL	25 Supplemental EFT Cancellation Deadline 10:00 A.M. Monthly RDS Reports Rate Reports MAIL SUPPLEMENTAL WARRANTS	26 MAIL MONTHLY WARRANTS	27
28	29 Supplemental Payday 10:00A.M. EFT CANCEL DEADLINE – MONTHLY	30	31 Supplemental payroll due date LAST DAY FOR SEPTEMBER BENEFITS EFFECTIVE DATE Monthly Payday	Notes: Red = Payroll Deadlines Blue = Statutory or other reports due to JAC 23 WORKDAYS 184 CONTRACTED HOURS		

SEPTEMBER 2016 HUMAN RESOURCES DUE DATES

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

OCTOBER 2016 HUMAN RESOURCES DUE DATES

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

NOVEMBER 2016 HUMAN RESOURCES DUE DATES

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

DECEMBER 2016 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: Red = Payroll Deadlines Blue = Statutory or other reports due to JAC 22 WORKDAYS 176 CONTRACTED HOURS				1	2	3
	5 Supplemental Payday	6 CJIP CUT-OFF	7	8 Supplemental payroll due date	9 CJIP RDS Reports	10
11	12 CJIP EFT Cancellation Deadline 10:00 A.M.	13	14 CJIP Payday Supplemental RDS Reports	15 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	16	17
18	19 Supplemental Payday Monthly payroll due date	20 LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS	21 Supplemental payroll due date LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	22 PROCESS MONTHLY PAYROLL	23 Monthly RDS Reports Rate Reports	24
25	26 STATE OBSERVED HOLIDAY OFFICES CLOSED	27 LAST 2016 ON-DEMAND MAIL MONTHLY WARRANTS	28 NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS Supplemental RDS Reports 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY	29 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS	30 LAST DAY FOR JANUARY BENEFITS EFFECTIVE DATE Monthly Payday NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS	31

