

# JANUARY 2016 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  <b>21 WORKDAYS</b> <b>168 CONTRACTED HOURS</b>					1 STATE OBSERVED HOLIDAY OFFICES CLOSED	2
3	4 <u>Classification and Pay Plans due to OPB</u>	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
31						

# 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	<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>				

# 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 SAVING 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
<b>Notes:</b> Red = Payroll Deadlines Blue = Statutory or other reports due to JAC  <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 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	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
<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>			1 Supplemental RDS Reports	2 <span style="color: red;">Supplemental EFT Cancellation Deadline 10:00 A.M</span> MAIL SUPPLEMENTAL WARRANTS	3	4
5	6 Supplemental Payday FY Rate Reports	7 <span style="color: red;">CJIP CUT-OFF</span>	8	9 <span style="color: red;">Supplemental payroll due date</span>	10 CJIP RDS Reports	11
12	13 <span style="color: red;">CJIP EFT Cancellation Deadline 10:00 A.M</span> FY Rate Reports	14	15 Supplemental RDS Reports CJIP Payday	16 <span style="color: red;">Supplemental EFT Cancellation Deadline 10:00 A.M</span> MAIL SUPPLEMENTAL WARRANTS	17	18
19	20 Supplemental Payday <span style="color: red;">Monthly payroll due date</span> FY Rate Reports	21 <span style="color: red; border: 1px solid yellow;">LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS</span>	22 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	23 <span style="color: red;">Supplemental payroll due date</span> PROCESS MONTHLY PAYROLL FY Rate Reports	24 Monthly RDS Reports Rate Reports	25
26	27 MAIL MONTHLY WARRANTS FY Rate Reports	28 <span style="color: red;">10:00AM EFT CANCEL DEADLINE – MONTHLY</span> FY Rate Reports	29 Supplemental RDS Reports FY Rate Reports	30 <span style="color: red;">LAST DAY FOR JULY BENEFITS EFFECTIVE DATE</span> <span style="color: red;">Supplemental EFT Cancellation Deadline 10:00 A.M</span> FY Rate Reports Monthly Payday		

# JULY 2016 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>21 WORKDAYS</b> <b>168 CONTRACTED HOURS</b>					<b>1</b> <a href="#">Financial Statements Due to the Commission on Ethics</a>  FY Rate Reports	<b>2</b>
<b>3</b>	<b>4</b> STATE OBSERVED HOLIDAY OFFICES CLOSED	<b>5</b> Supplemental Payday	<b>6</b>	<b>7</b> <span style="color: red;">Supplemental payroll due date</span>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b> <span style="color: red;">CJIP CUT-OFF</span>	<b>13</b> Supplemental RDS Reports	<b>14</b> <span style="color: red;">Supplemental EFT Cancellation Deadline 10:00 A.M</span>  MAIL SUPPLEMENTAL WARRANTS	<b>15</b> CJIP RDS Reports	<b>16</b>
<b>17</b>	<b>18</b> <span style="color: red;">Monthly payroll due date</span>  <span style="color: red;">CJIP EFT Cancellation Deadline 10:00 A.M</span>  Supplemental Payday  <a href="#">ASA/APD Termination Reports</a>	<b>19</b>	<b>20</b> <span style="color: red;">LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL</span>  CJIP Payday	<b>21</b> <span style="color: red;">Supplemental payroll due date</span>  PROCESS MONTHLY PAYROLL	<b>22</b> Monthly RDS Reports  Rate Reports	<b>23</b>
<b>24</b>	<b>25</b> MAIL MONTHLY WARRANTS	<b>26</b>	<b>27</b> <span style="color: red;">10:00A.M. EFT CANCEL DEADLINE – MONTHLY</span>  Supplemental RDS Reports	<b>28</b> <span style="color: red;">Supplemental EFT Cancellation Deadline 10:00 A.M</span>  MAIL SUPPLEMENTAL WARRANTS	<b>29</b> <span style="color: red;">LAST DAY FOR AUGUST BENEFITS EFFECTIVE DATE</span>  Monthly Payday	<b>30</b>
<b>31</b>						

# AUGUST 2016 HUMAN RESOURCES DUE DATES

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

# SEPTEMBER 2016 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  <b>22 WORKDAYS</b> <b>176 CONTRACTED HOURS</b>				1	2 <u>LUMP-SUM BONUS PLANS DUE</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  <b>LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS</b>	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
<b>Notes:</b> <p style="text-align: center;"><b>Red = Payroll Deadlines</b>  <b>Blue = Statutory or other reports due to JAC</b>  <b>21 WORKDAYS</b>  <b>168 CONTRACTED HOURS</b></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 <b>STANDARD DAYLIGHT TIME BEGINS</b>	7 Supplemental Payday  <b>CJIP CUT-OFF</b>	8	9	10 Supplemental payroll due date  CJIP RDS Reports	11 STATE OBSERVED HOLIDAY OFFICES CLOSED	12
13	14 <b>CJIP EFT Cancellation Deadline 10:00 A.M</b>	15 Monthly payroll due date	16 Supplemental RDS Reports  CJIP Payday	17 Supplemental EFT Cancellation Deadline 10:00 A.M  MAIL SUPPLEMENTAL WARRANTS  <b>LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL</b>	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 <b>10:00AM EFT CANCEL DEADLINE – MONTHLY</b>	29	30 Supplemental RDS Reports  <b>LAST DAY FOR DECEMBER BENEFITS EFFECTIVE DATE</b>  Monthly Payday	<b>Notes:</b>  <div style="text-align: center; color: red;">Red = Payroll Deadlines</div> <div style="text-align: center; color: blue;">Blue = Statutory or other reports due to JAC</div>  <div style="text-align: center; color: blue;">22 WORKDAYS 176 CONTRACTED HOURS</div>		

# DECEMBER 2016 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 EFT Cancellation Deadline 10:00 A.M MAIL SUPPLEMENTAL WARRANTS	2	3
4	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  10:00A.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

