

# JANUARY 2018 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 STATE OBSERVED HOLIDAY OFFICES CLOSED	2 Supplemental Payday	3	4 Supplemental payroll due date	5	6
7	8 MASS UPLOAD DEADLINE	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 STATE OBSERVED HOLIDAY OFFICES CLOSED	16 Supplemental Payday	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. MAIL SUPPLEMENTAL WARRANTS Monthly RDS Reports Rate Reports	26 MAIL MONTHLY WARRANTS	27
28	29 Supplemental Payday 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY	30	31 LAST DAY FOR FEBRUARY 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>		

# FEBRUARY 2018 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Supplemental payroll due date	2	3
4	5 Exempt W-4's Expire after Nightly	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 MONTHLY PAYROLL DUE DATE	17
18	19	20 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	21 Supplemental RDS Reports  PROCESS MONTHLY PAYROLL	22 Supplemental EFT Cancellation Deadline 10:00 A.M.  Monthly RDS Reports  Rate Reports  MAIL SUPPLEMENTAL WARRANTS	23 MAIL MONTHLY WARRANTS	24
25	26 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY  Supplemental Payday	27	28 LAST DAY FOR MARCH BENEFITS EFFECTIVE DATE  Monthly Payday	<b>Notes:</b> <i>Red = Payroll Deadlines</i> <i>Blue = Statutory or other reports due to JAC</i>  <b>20 WORKDAYS</b> <b>160 CONTRACTED HOURS</b>		

# MARCH 2018 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Notes:</b> <i>Red = Payroll Deadlines</i> <i>Blue = Statutory or other reports due to JAC</i> <b>22 WORKDAYS</b> <b>176 CONTRACTED HOURS</b>				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 MASS UPLOAD TEMPLATE DUE TO JAC  CJIP RDS Reports	10
11 DAYLIGHT SAVING TIME BEGINS	12 Supplemental Payday  CJIP EFT Cancellation Deadline 10:00 A.M.	13 SUPPLEMENTAL PAYROLL DUE DATE	14 MONTHLY PAYROLL DUE DATE  CJIP Payday	15	16 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL  PEOPLE FIRST GOES DOWN AT 5:00 PM	17
18	19	20	21 Supplemental RDS Reports  <u>LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS</u>	22 Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	23	24
25	26 PROCESS MONTHLY PAYROLL  --Supplemental Payday Monthly --RDS Reports --Rate Reports	27 MAIL MONTHLY WARRANTS	28 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY	29 Supplemental payroll due date	30 LAST DAY FOR APRIL BENEFITS EFFECTIVE DATE  Monthly Payday	31

# APRIL 2018 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 CJIP Payday for March	10	11	12 Supplemental payroll due date	13	14
15	16	17 MONTHLY PAYROLL DUE DATE  CJIP CUT-OFF	18 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 Monthly RDS Reports  Rate Reports  CJIP RDS Reports Supplemental Payday	24 MAIL MONTHLY WARRANTS	25	26 Supplemental payroll due date  10:00A.M. EFT CANCEL DEADLINE – MONTHLY CJIP EFT Cancellation Deadline 10:00 A.M.	27	28
29	30 LAST DAY FOR MAY BENEFITS EFFECTIVE DATE CJIP Payday  Monthly Payday	<b>Notes:</b>  <i>Red = Payroll Deadlines</i> <i>Blue = Statutory or other reports due to JAC</i>  <b>21 WORKDAYS</b> <b>168 CONTRACTED HOURS</b>				

# MAY 2018 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	5
6	7 Supplemental Payday	8	9	10 Supplemental payroll due date	11	12
13	14	15	16 Supplemental RDS Reports	17 Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	18 MONTHLY PAYROLL DUE DATE  <b>CJIP CUT-OFF</b>	19
20	21 Supplemental Payday	22 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	23 Supplemental payroll due date  PROCESS MONTHLY PAYROLL	24 Monthly RDS Reports <b>CJIP RDS Reports</b> Rate Reports	25 MAIL MONTHLY WARRANTS	26
27	28 STATE OBSERVED HOLIDAY OFFICES CLOSED	29 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY  <b>CJIP EFT Cancellation Deadline 10:00 A.M.</b>	30 Supplemental RDS Reports	31 LAST DAY FOR JUNE BENEFITS EFFECTIVE DATE <b>CJIP Payday</b> Monthly Payday Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	Notes:  <i>Red = Payroll Deadlines</i> <i>Blue = Statutory or other reports due to JAC</i> <b>23 WORKDAYS</b> <b>184 CONTRACTED HOURS</b>	

# JUNE 2018 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>					1	2
3	4 Supplemental Payday  FY Rate Reports	5	6	7 Supplemental payroll due date	8	9
10	11  FY Rate Reports	12	13 Supplemental RDS Reports	14 Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	15  FY Rate Reports	16
17	18 Supplemental Payday  <span style="background-color: green; color: red; padding: 2px;">CJIP CUT-OFF</span>  MONTHLY PAYROLL DUE DATE  FY Rate Reports	19	20 Supp. Payroll due date  LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL  <span style="background-color: yellow; border: 1px solid black; padding: 2px;">LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS</span>	21  PROCESS MONTHLY PAYROLL  FY Rate Reports	22 Monthly RDS Reports  <span style="background-color: green; color: red; padding: 2px;">CJIP RDS Reports</span>  Rate Reports	23
24	25 MAIL MONTHLY WARRANTS  FY Rate Reports	26 Supplemental RDS Reports  FY Rate Reports	27 Supplemental EFT Cancellation Deadline 10:00 A.M. <span style="background-color: green; color: red; padding: 2px;">CJIP EFT Cancellation Deadline 10:00 A.M.</span> 10:00AM EFT CANCEL DEADLINE - MONTHLY  FY Rate Reports	28  FY Rate Reports	29 LAST DAY FOR JULY BENEFITS EFF. DATE  Supplemental Payday  Monthly Payday  <span style="background-color: green; color: red; padding: 2px;">CJIP Payday</span>  FY Rate Reports	30

# JULY 2018 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 <a href="#">Financial Statements Due to the Commission on Ethics</a> FY Rate Reports	3	4 STATE OBSERVED HOLIDAY OFFICES CLOSED	5 Supplemental payroll due date	6	7
8	9	10	11 Supplemental RDS Reports	12 Supp. EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	13	14
15	16 Supplemental Payday	17 <a href="#">ASA/APD Termination Reports</a>	18 MONTHLY PAYROLL DUE DATE CJIP CUT-OFF	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 CJIP RDS Reports	26 Supp. EFT Cancellation Deadline 10:00 A.M. MAIL SUPP. WARRANTS	27 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY CJIP EFT Cancellation Deadline 10:00 A.M.	28
29	30 Supplemental Payday	31 LAST DAY FOR AUGUST BENEFITS EFFECTIVE DATE Monthly Payday CJIP Payday	<b>Notes:</b> <i>Red = Payroll Deadlines</i> <i>Blue = Statutory or other reports due to JAC</i>  <b>22 WORKDAYS</b> <b>176 CONTRACTED HOURS</b>			

# AUGUST 2018 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>23 WORKDAYS</b> <b>184 CONTRACTED HOURS</b>			<b>1</b> <u>Send OPS Reports to Circuits</u> <u>ASA/APD Turnover Reports</u>	<b>2</b> Supplemental payroll due date	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b> Supplemental RDS Reports	<b>9</b> Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	<b>10</b> <u>OPS Reports Due to OPB</u>	<b>11</b>
<b>12</b>	<b>13</b> Supplemental Payday	<b>14</b>	<b>15</b>	<b>16</b> Supplemental payroll due date	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b> MONTHLY PAYROLL DUE DATE  <b>CJIP CUT-OFF</b>	<b>22</b> Supplemental RDS Reports	<b>23</b> Supplemental EFT Cancellation Deadline 10:00 A.M.  LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL  MAIL SUPPLEMENTAL WARRANTS	<b>24</b> PROCESS MONTHLY PAYROLL	<b>25</b>
<b>26</b>	<b>27</b> Supplemental Payday  Monthly RDS Reports  Rate Reports  <b>CJIP RDS Reports</b>	<b>28</b> MAIL MONTHLY WARRANTS	<b>29</b> Supplemental payroll due date 10:00 A.M. EFT CANCEL DEADLINE - MONTHLY <b>CJIP EFT Cancellation Deadline 10:00 A.M.</b>	<b>30</b>	<b>31</b> LAST DAY FOR SEPTEMBER BENEFITS EFFECTIVE DATE  Monthly Payday  <b>CJIP Payday</b>	



# SEPTEMBER 2018 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Notes:</b> <i>Red = Payroll Deadlines</i> <i>Blue = Statutory or other reports due to JAC</i>  <b>20 WORKDAYS</b> <b>160 CONTRACTED HOURS</b>						1
2	3 STATE OBSERVED HOLIDAY OFFICES CLOSED	4 <u>LUMP-SUM BONUS PLANS DUE TO JAC</u>	5 Supplemental RDS Reports	6 Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	7	8
9	10 Supplemental Payday	11	12	13 Supplemental payroll due date	14	15
16	17	18 MONTHLY PAYROLL DUE DATE  <b>CJIP CUT-OFF</b>	19 Supplemental RDS Reports  <b>LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS</b>	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  <b>CJIP RDS Reports</b>  Rate Reports	25 MAIL MONTHLY WARRANTS	26 10:00 A.M. EFT CANCEL DEADLINE - MONTHLY  <b>CJIP EFT Cancellation Deadline 10:00 A.M.</b>	27 Supplemental payroll due date	28 <u>AFFIRMATIVE ACTION PLANS DUE</u>  LAST DAY FOR OCTOBER BENEFITS EFFECTIVE DATE  <b>CJIP Payday</b>  Monthly Payday	29
30						

# OCTOBER 2018 HUMAN RESOURCES DUE DATES

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

# NOVEMBER 2018 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> <span style="color: red;">Supplemental EFT Cancellation Deadline 10:00 A.M.</span>  MAIL SUPPLEMENTAL WARRANTS	<b>2</b> <span style="color: blue;">TAXABLE FRINGE BENEFITS DUE</span>	<b>3</b>
<b>4</b> <span style="color: green;">STANDARD DAYLIGHT TIME BEGINS</span>	<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: purple;">STATE OBSERVED HOLIDAY OFFICES CLOSED</span>	<b>13</b>	<b>14</b> Supplemental RDS Reports	<b>15</b> <span style="color: red;">MONTHLY PAYROLL DUE DATE</span> <span style="background-color: green; color: black;">CJIP CUT-OFF</span> <span style="color: red;">Supp. EFT Cancellation Deadline 10:00 A.M.</span>  MAIL SUPPLEMENTAL WARRANTS	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b> Supplemental Payday  <span style="color: red;">LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL</span>	<b>20</b> <span style="color: red;">Supplemental payroll due date</span>  PROCESS MONTHLY PAYROLL	<b>21</b> Monthly RDS Reports  Rate Reports  <span style="background-color: green; color: black;">CJIP RDS Reports</span>	<b>22</b> <span style="color: purple;">STATE OBSERVED HOLIDAY OFFICES CLOSED</span>	<b>23</b> <span style="color: purple;">STATE OBSERVED HOLIDAY OFFICES CLOSED</span>	<b>24</b>
<b>25</b>	<b>26</b> MAIL MONTHLY WARRANTS	<b>27</b> <span style="color: red;">10:00 A.M. EFT CANCEL DEADLINE – MONTHLY</span>	<b>28</b> Supplemental RDS Reports  <span style="color: red;">10:00 A.M. EFT CANCEL DEADLINE – MONTHLY</span>  <span style="background-color: green; color: black;">CJIP EFT Cancellation Deadline 10:00 A.M.</span>	<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 DECEMBER BENEFITS EFFECTIVE DATE</span>  Monthly Payday  <span style="background-color: green; color: black;">CJIP Payday</span>	

# DECEMBER 2018 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>						1
2	3 Supplemental Payday	4	5	6 Supplemental payroll due date	7	8
9	10	11	12 Supplemental RDS Reports	13 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	14	15
16	17 Supplemental Payday	18 MONTHLY PAYROLL DUE DATE <b>CJIP CUT-OFF</b>	19 Supplemental payroll due date <b>LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS</b>	20 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	21 PROCESS MONTHLY PAYROLL	22
23	24 Monthly RDS Reports Rate Reports <b>CJIP RDS Reports</b>	25 STATE OBSERVED HOLIDAY OFFICES CLOSED	26 MAIL MONTHLY WARRANTS Supplemental RDS Reports	27 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY <b>CJIP EFT Cancellation Deadline 10:00 A.M.</b> <b>LAST 2018 ON-DEMAND</b>	28 NO ON-DEMAND PAYROLL NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS	29
30	31 LAST DAY FOR JANUARY BENEFITS EFFECTIVE DATE Monthly Payday <b>CJIP Payday</b> Classification and Pay Plans due to OPB Supplemental Payday NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS					

