


JANUARY 2019 HUMAN RESOURCES DUE DATES

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

FEBRUARY 2019 HUMAN RESOURCES DUE DATES

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

MARCH 2019 HUMAN RESOURCES DUE DATES

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. MASS UPLOAD TEMPLATE DUE TO JAC MAIL SUPPLEMENTAL WARRANTS	8	9		
10 DAYLIGHT SAVING TIME BEGINS	11 Supplemental Payday	12 	13	14 Supplemental payroll due date	15	16		
17	18	19 MONTHLY PAYROLL DUE DATE CJIP CUT-OFF	20 Supplemental RDS Reports <u>LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS</u>	21 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	22 PROCESS MONTHLY PAYROLL	23		
24 31	25 Supplemental Payday Monthly RDS Reports Rate Reports CJIP RDS Reports	26 MAIL MONTHLY WARRANTS	27 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY CJIP EFT Cancellation Deadline 10:00 A.M.	28 Supplemental payroll due date	29 LAST DAY FOR APRIL BENEFITS EFFECTIVE DATE Monthly Payday CJIP Payday	30		

APRIL 2019 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 MASS UPLOAD TEMPLATE DUE TO JAC Supplemental Payday	9	10	11 Supplemental payroll due date	12	13
14	15	16	17 Supplemental RDS Reports	18 Supplemental EFT Cancellation Deadline 10:00 A.M. MONTHLY PAYROLL DUE DATE CJIP CUT-OFF MAIL SUPPLEMENTAL WARRANTS	19	20
21	22 Supplemental Payday LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	23 PROCESS MONTHLY PAYROLL	24 Monthly RDS Reports Rate Reports CJIP RDS Reports	25 Supplemental payroll due date MAIL MONTHLY WARRANTS	26 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	Notes: Red = Payroll Deadlines Blue = Statutory or other reports due to JAC 22 WORKDAYS 176 CONTRACTED HOURS			

MAY 2019 HUMAN RESOURCES DUE DATES

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

JUNE 2019 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: <div style="text-align: center;"> Red = Payroll Deadlines Blue = Statutory or other reports due to JAC 20 WORKDAYS 160 CONTRACTED HOURS </div>						1
2	3 Supplemental Payday FY Rate Reports	4	5	6 Supplemental payroll due date	7 FY Rate Reports	8
9	10 FY Rate Reports	11	12 Supplemental RDS Reports	13 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	14 FY Rate Reports	15
16	17 Supplemental Payday CJIP CUT-OFF MONTHLY PAYROLL DUE DATE FY Rate Reports	18	19 Supp. Payroll due date LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS	20 PROCESS MONTHLY PAYROLL FY Rate Reports	21 Monthly RDS Reports CJIP RDS Reports Rate Reports	22
23	24 MAIL MONTHLY WARRANTS FY Rate Reports	25 Supplemental RDS Reports FY Rate Reports	26 Supplemental EFT Cancellation Deadline 10:00 A.M. CJIP EFT Cancellation Deadline 10:00 A.M. 10:00AM EFT CANCEL DEADLINE – MONTHLY FY Rate Reports	27 FY Rate Reports	28 LAST DAY FOR JULY BENEFITS EFF. DATE Supplemental Payday Monthly Payday CJIP Payday FY Rate Reports	29
30						

JULY 2019 HUMAN RESOURCES DUE DATES

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

AUGUST 2019 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 payroll due date Send OPS Reports to Circuits ASA/APD Turnover Reports	2	3
4	5	6	7 Supplemental RDS Reports	8 Supplemental EFT Cancellation Deadline 10:00 A.M. MASS UPLOAD TEMPLATE DUE TO JAC MAIL SUPPLEMENTAL WARRANTS	9	10
11	12 Supplemental Payday <u>OPS Reports Due to OPB</u>	13	14	15 Supplemental payroll due date	16	17
18	19	20 MONTHLY PAYROLL DUE DATE CJIP CUT-OFF	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 CJIP RDS Reports	27 MAIL MONTHLY WARRANTS	28 Supplemental payroll due date 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY CJIP EFT Cancellation Deadline 10:00 A.M.	29	30 LAST DAY FOR SEPTEMBER BENEFITS EFFECTIVE DATE Monthly Payday CJIP Payday	31

SEPTEMBER 2019 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 STATE OBSERVED HOLIDAY OFFICES CLOSED	3 LUMP-SUM BONUS PLANS DUE TO JAC	4 Supplemental RDS Reports	5 Supplemental EFT Cancellation Deadline 10:00 A.M. MASS UPLOAD TEMPLATE DUE TO JAC MAIL SUPPLEMENTAL WARRANTS	6	7
8	9 Supplemental Payday	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 LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS	20 PROCESS MONTHLY PAYROLL	21
22	23 Supplemental Payday Monthly RDS Reports CJIP RDS Reports Rate Reports	24 MAIL MONTHLY WARRANTS	25	26 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY CJIP EFT Cancellation Deadline 10:00 A.M. Supplemental payroll due date MAIL SUPPLEMENTAL WARRANTS	27	28
29	30 AFFIRMATIVE ACTION PLANS DUE LAST DAY FOR OCTOBER BENEFITS EFFECTIVE DATE CJIP Payday Monthly Payday	Notes: <p style="text-align: center;">Red = Payroll Deadlines Blue = Statutory or other reports due to JAC</p> <p style="text-align: center;">21 WORKDAYS 168 CONTRACTED HOURS</p>				

OCTOBER 2019 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 MASS UPLOAD TEMPLATE DUE TO JAC	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	19
20	21 Supplemental Payday MONTHLY PAYROLL DUE DATE CJIP CUT-OFF	22	23 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	24 Supplemental payroll due date PROCESS MONTHLY PAYROLL	25 Monthly RDS Reports CJIP RDS Reports Rate Reports	26
27	28 MAIL MONTHLY WARRANTS	29 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY CJIP EFT Cancellation Deadline 10:00 A.M.	30 Supplemental RDS Reports	31 LAST DAY FOR NOVEMBER BENEFITS EFFECTIVE DATE Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS Monthly Payday CJIP Payday Supplemental RDS Reports VEHICLE FRINGE BENEFIT REPORTING PERIOD ENDS	Notes: Red = Payroll Deadlines Blue = Statutory or other reports due to JAC 23 WORKDAYS 184 CONTRACTED HOURS	

NOVEMBER 2019 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 STANDARD DAYLIGHT TIME BEGINS	4 Supplemental Payday	5 MASS UPLOAD TEMPLATE DUE TO JAC	6 Supplemental payroll due date	7	8	9
10	11 STATE OBSERVED HOLIDAY OFFICES CLOSED	12 <u>TAXABLE FRINGE BENEFITS DUE</u>	13 Supplemental RDS Reports	14 Supp. EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	15 MONTHLY PAYROLL DUE DATE CJIP CUT-OFF	16
17	18 Supplemental Payday	19 Supplemental payroll due date LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	20 PROCESS MONTHLY PAYROLL	21 Monthly RDS Reports Rate Reports CJIP RDS Reports	22 MAIL MONTHLY WARRANTS	23
24	25 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY CJIP EFT Cancellation Deadline 10:00 A.M. Supplemental RDS Reports	26 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	27 LAST DAY FOR DECEMBER BENEFITS EFFECTIVE DATE Monthly Payday CJIP Payday	28 STATE OBSERVED HOLIDAY OFFICES CLOSED	29 STATE OBSERVED HOLIDAY OFFICES CLOSED	30

DECEMBER 2019 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2 Supplemental Payday	3	4	5 Supplemental payroll due date	6 MASS UPLOAD TEMPLATE DUE TO JAC	7	
8	9	10	11 Supplemental RDS Reports	12 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	13	14	
15	16 Supplemental Payday	17 MONTHLY PAYROLL DUE DATE CJIP CUT-OFF	18 Supplemental payroll due date	19 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	20 PROCESS MONTHLY PAYROLL LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS	21	
22	23 Monthly RDS Reports Rate Reports CJIP RDS Reports	24 MAIL MONTHLY WARRANTS Supplemental RDS Reports	25 STATE OBSERVED HOLIDAY OFFICES CLOSED	26 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	27 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY CJIP EFT Cancellation Deadline 10:00 A.M. LAST 2019 ON-DEMAND	28	
29	30 Supplemental Payday NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS	31 LAST DAY FOR JANUARY BENEFITS EFFECTIVE DATE Monthly Payday CJIP Payday <u>Classification and Pay Plans due to OPB</u> NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS	Notes: Red = Payroll Deadlines Blue = Statutory or other reports due to JAC 22 WORKDAYS 176 CONTRACTED HOURS				