

# JANUARY 2020 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> STATE OBSERVED HOLIDAY OFFICES CLOSED	<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> MASS UPLOAD TEMPLATE DUE TO JAC  Supplemental RDS Reports	<b>9</b> Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>  Supplemental Payday	<b>14</b>	<b>15</b>  Supplemental Payroll due date	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>  STATE OBSERVED HOLIDAY OFFICES CLOSED	<b>21</b>  MONTHLY PAYROLL DUE DATE  CJIP CUT-OFF	<b>22</b>  Supplemental RDS Reports	<b>23</b> Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS  LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	<b>24</b>  PROCESS MONTHLY PAYROLL	<b>25</b>
<b>26</b>	<b>27</b> Supplemental Payday  Monthly RDS Reports  CJIP RDS Reports Rate Reports	<b>28</b>  MAIL MONTHLY WARRANTS	<b>29</b>  CJIP EFT Cancellation Deadline 10:00 A.M  10:00 A.M. EFT CANCEL DEADLINE – MONTHLY	<b>30</b>  Supplemental Payroll due date	<b>31</b>  LAST DAY FOR FEBRUARY BENEFITS EFFECTIVE DATE  Monthly Payday CJIP Payday	

# FEBRUARY 2020 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>						1
<b>20 WORKDAYS</b> <b>160 CONTRACTED HOURS</b>						
2	3	4	5 Supplemental RDS Reports	6 <b>MASS UPLOAD TEMPLATE DUE TO JAC</b> Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	7	8
9	10 Supplemental Payday	11	12 Exempt W-4's Expire after Nightly	13 Supplemental payroll due date	14	15
16	17	18 <b>MONTHLY PAYROLL DUE DATE</b>  <b>CJIP CUT-OFF</b>	19 Supplemental RDS Reports	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 Monthly RDS Reports Rate Reports CJIP RDS Reports Supplemental Payday	25 MAIL MONTHLY WARRANTS	26 10:00 A.M. EFT CANCEL DEADLINE - MONTHLY  CJIP EFT Cancellation Deadline 10:00 A.M.	27 Supplemental payroll due date	28 LAST DAY FOR MARCH BENEFITS EFFECTIVE DATE <b>CJIP Payday</b> Monthly Payday	29

# MARCH 2020 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 DAYLIGHT SAVING TIME BEGINS	9 MASS UPLOAD TEMPLATE DUE TO JAC  Supplemental Payday	10	11	12 Supplemental payroll due date  <b>LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS</b>	13	14
15	16	17	18 Supplemental RDS Reports	19 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS MONTHLY PAYROLL DUE DATE CJIP CUT-OFF	20	21
22	23 Supplemental Payday  LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	24 PROCESS MONTHLY PAYROLL	25 Monthly RDS Reports  Rate Reports CJIP RDS Reports	26 Supplemental payroll due date  MAIL MONTHLY WARRANTS	27 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY  CJIP EFT Cancellation Deadline 10:00 A.M.	28
29	30	31  LAST DAY FOR APRIL BENEFITS EFFECTIVE DATE  Monthly Payday CJIP Payday	<b>Notes:</b>  Red = Payroll Deadlines Blue = Statutory or other reports due to JAC  <b>22 WORKDAYS</b> <b>176 CONTRACTED HOURS</b>			

# APRIL 2020 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 Supplemental RDS Reports	2 Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	3	4
5	6 Supplemental Payday	7	8 MASS UPLOAD TEMPLATE DUE TO JAC	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	18
19	20 Supplemental Payday  MONTHLY PAYROLL DUE DATE CJIP CUT-OFF	21	22  LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	23 Supplemental payroll due date  PROCESS MONTHLY PAYROLL	24 Monthly RDS Reports  Rate Reports  CJIP RDS Reports	25
26	27 MAIL MONTHLY WARRANTS	28 10:00A.M. EFT CANCEL DEADLINE – MONTHLY  CJIP EFT Cancellation Deadline 10:00 A.M.	29 Supplemental RDS Reports	30 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS  LAST DAY FOR MAY BENEFITS EFFECTIVE DATE CJIP Payday Monthly Payday		

# MAY 2020 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 Supplemental Payday	5 <b>MASS UPLOAD TEMPLATE DUE TO JAC</b>	6	7 Supplemental payroll due date	8	9
10	11	12	13 Supplemental RDS Reports	14 Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	15 MONTHLY PAYROLL DUE DATE  <b>CJIP CUT-OFF</b>	16
17	18 Supplemental Payday	19 <b>LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL</b>	20 Supplemental payroll due date  PROCESS MONTHLY PAYROLL	21 Monthly RDS Reports  CJIP RDS Reports  Rate Reports	22	23
24	25 <b>STATE OBSERVED HOLIDAY OFFICES CLOSED</b>	26 MAIL MONTHLY WARRANTS	27 Supplemental RDS Reports  10:00 A.M. EFT CANCEL DEADLINE - MONTHLY  CJIP EFT Cancellation Deadline 10:00 A.M.	28 Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	29 LAST DAY FOR JUNE BENEFITS EFFECTIVE DATE  CJIP Payday Monthly Payday	30
31						

# JUNE 2020 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Supplemental Payday	2	3	4 Supplemental payroll due date	5 <b>MASS UPLOAD TEMPLATE DUE TO JAC</b>  FY Rate Reports	6
7	8	9	10 Supplemental RDS Reports	11 Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	12 <b>LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS</b>  FY Rate Reports	13
14	15 Supplemental Payday	16 <b>LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL</b>	17 <b>CJIP CUT-OFF MONTHLY PAYROLL DUE DATE</b>	18 Supplemental payroll due date	19 FY Rate Reports	20
21	22 PROCESS MONTHLY PAYROLL	23 Monthly RDS Reports  CJIP RDS Reports  Rate Reports	24 Supplemental RDS Reports  <b>LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL</b>  MAIL MONTHLY WARRANTS	25 Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	26 10:00 A.M. 10:00AM EFT CANCEL DEADLINE – MONTHLY  CJIP EFT Cancellation Deadline  FY Rate Reports	27
28	29 Supplemental Payday   FY Rate Reports	30 <b>LAST DAY FOR JULY BENEFITS EFF. DATE</b>  Monthly Payday CJIP Payday  FY Rate Reports	<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>			

# JULY 2020 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>23 WORKDAYS</b> <b>184 CONTRACTED HOURS</b>			<b>1</b> <b>Supplemental payroll due date</b>  <u>Financial Statements Due to the Commission on Ethics</u>	<b>2</b>	<b>3</b> <b>STATE OBSERVED HOLIDAY OFFICES CLOSED</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b> <b>Supplemental RDS Reports</b>	<b>9</b> <b>MASS UPLOAD TEMPLATE DUE TO JAC</b> <b>Supp. EFT Cancellation Deadline 10:00 A.M.</b>  <b>MAIL SUPPLEMENTAL WARRANTS</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b> <b>Supplemental Payday</b>	<b>14</b>	<b>15</b> <u>ASA/APD Termination Reports to the Circuits</u>	<b>16</b> <b>Supplemental payroll due date</b>  <b>CJIP CUT-OFF</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b> <b>MONTHLY PAYROLL DUE DATE</b>	<b>22</b> <b>Supplemental RDS Reports</b>	<b>23</b> <b>Supp. EFT Cancellation Deadline 10:00 A.M.</b>  <b>MAIL SUPP. WARRANTS</b>  <b>LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL</b>	<b>24</b> <b>PROCESS MONTHLY PAYROLL</b>	<b>25</b>
<b>26</b>	<b>27</b> <b>Supplemental Payday</b>  <b>Monthly RDS Reports</b>  <b>CJIP RDS Reports Rate Reports</b>	<b>28</b> <b>MAIL MONTHLY WARRANTS</b>	<b>29</b> <b>10:00 A.M. EFT CANCEL DEADLINE – MONTHLY</b>  <b>CJIP EFT Cancellation Deadline 10:00 A.M.</b>	<b>30</b> <b>Supplemental payroll due date</b>	<b>31</b> <b>LAST DAY FOR AUGUST BENEFITS EFFECTIVE DATE</b>  <b>Monthly Payday</b> <b>CJIP Payday</b>	

# AUGUST 2020 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5 Supplemental RDS Reports	6 <b>MASS UPLOAD TEMPLATE DUE TO JAC</b> 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 <u>OPS Reports Due to OPB</u>	15
16	17	18 <b>MONTHLY PAYROLL DUE DATE</b>  <b>CJIP CUT-OFF</b>	19 Supplemental RDS Reports	20 Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS  LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	21 PROCESS MONTHLY PAYROLL	22
23	24 Supplemental Payday  Monthly RDS Reports  Rate Reports CJIP RDS Reports	25	26	27 Supplemental payroll due date 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY CJIP EFT Cancellation Deadline 10:00 A.M.	28	29
30	31 <b>LAST DAY FOR SEPTEMBER BENEFITS EFFECTIVE DATE</b>  Monthly Payday CJIP 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>				

# SEPTEMBER 2020 HUMAN RESOURCES DUE DATES

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

# OCTOBER 2020 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	7 MASS UPLOAD TEMPLATE DUE TO JAC	8 Supplemental payroll due date	9	10
11	12	13	14 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  CJIP CUT-OFF	20	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  MAIL MONTHLY WARRANTS	27	28 Supplemental RDS Reports  10:00 A.M. EFT CANCEL DEADLINE – MONTHLY  CJIP EFT Cancellation Deadline 10:00 A.M.	29 Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	30 LAST DAY FOR NOVEMBER BENEFITS EFFECTIVE DATE Monthly Payday CJIP Payday VEHICLE FRINGE BENEFIT REPORTING PERIOD ENDS	31

# NOVEMBER 2020 HUMAN RESOURCES DUE DATES

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

# DECEMBER 2020 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	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 <b>LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS</b>	12
13	14 Supplemental Payday	15	16 Supplemental payroll due date	17 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	18 MONTHLY PAYROLL DUE DATE <b>CJIP CUT-OFF</b>	19
20	21	22 Supplemental RDS Reports	23 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS PROCESS MONTHLY PAYROLL	24 Monthly RDS Reports Rate Reports CJIP RDS Reports	25 STATE OBSERVED HOLIDAY OFFICES CLOSED	26
27	28 Supplemental Payday  MAIL MONTHLY WARRANTS	29 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY CJIP EFT Cancellation Deadline 10:00 A.M.  <b>LAST 2020 ON-DEMAND</b>	30  NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS	31 LAST DAY FOR JANUARY BENEFITS EFFECTIVE DATE Monthly Payday CJIP Payday <a href="#">Classification and Pay Plans due to OPB</a>  NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS	<b>Notes:</b> Red = Payroll Deadlines Blue = Statutory or other reports due to JAC  <b>23 WORKDAYS</b> <b>184 CONTRACTED HOURS</b>	