

JANUARY 2022 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes:						1
<p>Red = Payroll Deadlines Blue = Statutory or other reports due to JAC 21 WORKDAYS 168 CONTRACTED HOURS</p>						
2	3 LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS	4	5 MASS UPLOAD TEMPLATE DUE TO JAC Supplemental RDS Reports	6 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	7	8
9	10 Supplemental Payday	11	12 Supplemental Payroll due date	13	14	15
16	17 STATE OBSERVED HOLIDAY OFFICES CLOSED	18 MONTHLY PAYROLL DUE DATE CJIP CUT-OFF	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 CJIP RDS Reports Rate Reports	25 MAIL MONTHLY WARRANTS	26	27 CJIP EFT Cancellation Deadline 10:00 A.M 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY Supplemental Payroll due date	28	29
30	31 LAST DAY FOR FEBRUARY BENEFITS EFFECTIVE DATE Monthly Payday CJIP Payday					

FEBRUARY 2022 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Supplemental RDS Reports MASS UPLOAD TEMPLATE DUE TO JAC	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 Exempt W-4's Expire after Nightly Processing	15 MONTHLY PAYROLL DUE DATE CJIP CUT-OFF	16 Supplemental RDS Reports	17 Supplemental EFT Cancellation Deadline 10:00 A.M. LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL MAIL SUPPLEMENTAL WARRANTS	18 PROCESS MONTHLY PAYROLL	19
20	21 Monthly RDS Reports Rate Reports CJIP RDS Reports	22 MAIL MONTHLY WARRANTS Supplemental Payday	23	24 Supplemental payroll due date 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY CJIP EFT Cancellation Deadline 10:00 A.M.	25	26
27	28 LAST DAY FOR MARCH BENEFITS EFFECTIVE DATE Monthly Payday CJIP Payday	NOTES: Red = Payroll Deadlines Blue = Statutory or other reports due to JAC 20 WORKDAYS 160 CONTRACTED HOURS				

MARCH 2022 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	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 LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS	11	12
13 DAYLIGHT SAVINGS TIME BEGINS	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 Rate Reports CJIP RDS 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 APRIL BENEFITS EFFECTIVE DATE Monthly Payday CJIP Payday Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS		

APRIL 2022 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 Supplemental Payday	5	6 MASS UPLOAD TEMPLATE DUE TO JAC	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	16
17	18 Supplemental Payday MONTHLY PAYROLL DUE DATE CJIP CUT-OFF	19	20 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	21 Supplemental payroll due date PROCESS MONTHLY PAYROLL	22 Monthly RDS Reports Rate Reports CJIP RDS Reports	23
24	25 MAIL MONTHLY WARRANTS	26	27 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY CJIP EFT Cancellation Deadline 10:00 A.M. Supplemental RDS Reports	28 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	29 LAST DAY FOR MAY BENEFITS EFFECTIVE DATE Monthly Payday CJIP Payday	30

MAY 2022 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Supplemental Payday	3	4	5 Supplemental payroll due date MASS UPLOAD TEMPLATE DUE TO JAC	6	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	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 CJIP RDS Reports Rate Reports	25 Supplemental RDS Reports MAIL MONTHLY WARRANTS	26 Supplemental 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.	27	28
29	30 STATE OBSERVED HOLIDAY OFFICES CLOSED	31 LAST DAY FOR JUNE BENEFITS EFFECTIVE DATE Monthly Payday CJIP Payday Supplemental Payday	Notes: Red = Payroll Deadlines Blue = Statutory or other reports due to JAC 22 WORKDAYS 176 CONTRACTED HOURS			

JUNE 2022 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 Supplemental payroll due date	3 FY Rate Reports	4
5	6	7	8 Supplemental RDS Reports MASS UPLOAD TEMPLATE DUE TO JAC	9 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	10 LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS	11
12	13 Supplemental Payday	14	15	16 Supplemental payroll due date	17 FY Rate Reports	18
19	20 CJIP CUT-OFF MONTHLY PAYROLL DUE DATE	21	22 Supplemental RDS Reports LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	23 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS PROCESS MONTHLY PAYROLL	24 Monthly RDS Reports CJIP RDS Reports Rate Reports	25
26	27 Supplemental Payday MAIL MONTHLY WARRANTS FY Rate Reports	28 10:00 A.M. 10:00AM EFT CANCEL DEADLINE – MONTHLY CJIP EFT Cancellation Deadline	29 Supplemental payroll due date	30 LAST DAY FOR JULY BENEFITS EFF. DATE Monthly Payday CJIP Payday FY Rate Reports		

JULY 2022 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: <div style="text-align: center;"> <p>Red = Payroll Deadlines</p> <p>Blue = Statutory or other reports due to JAC</p> <p>21 WORKDAYS</p> <p>168 CONTRACTED HOURS</p> </div>					1	2
					Financial Disclosures Due to the Commission on Ethics	
3	4 STATE OBSERVED HOLIDAY OFFICES CLOSED	5	6 Supplemental RDS Reports MASS UPLOAD TEMPLATE DUE TO JAC	7 Supp. 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	19 MONTHLY PAYROLL DUE DATE CJIP CUT-OFF	20 Supplemental RDS Reports ASA/APD Termination Reports to the Circuits	21 Supp. EFT Cancellation Deadline 10:00 A.M. MAIL SUPP. WARRANTS LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	22 PROCESS MONTHLY PAYROLL	23
24	25 Supplemental Payday Monthly 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 AUGUST BENEFITS EFFECTIVE DATE Monthly Payday CJIP Payday	30
31	CJIP RDS Reports Rate Reports					

AUGUST 2022 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 Supplemental Payday	9 MASS UPLOAD TEMPLATE DUE TO JAC	10	11 Supplemental payroll due date	12 <u>OPS Reports Due to OPB</u>	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 CJIP CUT-OFF	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 Rate Reports CJIP RDS Reports	26 MAIL MONTHLY WARRANTS	27
28	29 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY CJIP EFT Cancellation Deadline 10:00 A.M.	30	31 LAST DAY FOR SEPTEMBER BENEFITS EFFECTIVE DATE Monthly Payday CJIP Payday Supplemental RDS Reports	Notes: Red = Payroll Deadlines Blue = Statutory or other reports due to JAC 23 WORKDAYS 184 CONTRACTED HOURS		

SEPTEMBER 2022 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 EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	2 LUMP-SUM BONUS PLANS DUE TO JAC	3
4	5 STATE OBSERVED HOLIDAY OFFICES CLOSED	6 Supplemental Payday	7 MASS UPLOAD TEMPLATE DUE TO JAC	8 Supplemental payroll due date LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS	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 AFFIRMATIVE ACTION PLANS DUE LAST DAY FOR OCTOBER BENEFITS EFFECTIVE DATE Monthly Payday CJIP Payday	

OCTOBER 2022 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 Supplemental Payday	4	5	6 Supplemental payroll due date MASS UPLOAD TEMPLATE DUE TO JAC	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	19 MONTHLY PAYROLL DUE DATE CJIP CUT-OFF	20 Supplemental payroll due date	21 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	22
23	24 PROCESS MONTHLY PAYROLL	25 Monthly RDS Reports CJIP RDS Reports Rate Reports	26 Supplemental RDS Reports MAIL MONTHLY WARRANTS	27 Supplemental 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.	28	29
30	31 LAST DAY FOR NOVEMBER BENEFITS EFFECTIVE DATE Supplemental Payday Monthly Payday CJIP Payday VEHICLE FRINGE BENEFIT REPORTING PERIOD ENDS					

NOVEMBER 2022 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Supplemental payroll due date	3 MASS UPLOAD TEMPLATE DUE TO JAC	4	5
6 STANDARD DAYLIGHT TIME BEGINS	7	8 Supplemental RDS Reports	9 Supp. EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	10 TAXABLE FRINGE BENEFITS DUE	11 STATE OBSERVED HOLIDAY OFFICES CLOSED	12
13	14 Supplemental Payday	15 Supplemental payroll due date	16 MONTHLY PAYROLL DUE DATE CJIP CUT-OFF	17	18 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	19
20	21 PROCESS MONTHLY PAYROLL Supplemental RDS Reports	22 Monthly RDS Reports Rate Reports CJIP RDS Reports MAIL SUPPLEMENTAL WARRANTS	23 Supp. EFT Cancellation Deadline 10:00 A.M. MAIL MONTHLY WARRANTS	24 STATE OBSERVED HOLIDAY OFFICES CLOSED	25 STATE OBSERVED HOLIDAY OFFICES CLOSED	26
27	28 Supplemental Payday 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY CJIP EFT Cancellation Deadline 10:00 A.M.	29	30 LAST DAY FOR DECEMBER BENEFITS EFFECTIVE DATE Monthly Payday CJIP Payday	<p>Notes:</p> <p style="color: red; text-align: center;">Red = Payroll Deadlines</p> <p style="color: blue; text-align: center;">Blue = Statutory or other reports due to JAC</p> <p style="text-align: center;">22 WORKDAYS 176 CONTRACTED HOURS</p>		

DECEMBER 2022 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	2	3
4	5	6 MASS UPLOAD TEMPLATE DUE TO JAC	7 Supplemental RDS Reports	8 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	9 LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS	10
11	12 Supplemental Payday	13	14	15 Supplemental payroll due date	16	17
18	19 MONTHLY PAYROLL DUE DATE CJIP CUT-OFF	20	21 Supplemental RDS Reports LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	22 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS PROCESS MONTHLY PAYROLL	23 Monthly RDS Reports Rate Reports CJIP RDS Reports	24
25	26 STATE OBSERVED HOLIDAY OFFICES CLOSED	27 Supplemental Payday MAIL MONTHLY WARRANTS	28 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY CJIP EFT Cancellation Deadline 10:00 A.M. Supplemental payroll due date LAST 2022 ON-DEMAND	29 NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS	30 LAST DAY FOR JANUARY BENEFITS EFFECTIVE DATE Monthly Payday CJIP Payday Classification and Pay Plans due to OPB NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS	31