

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			