

HUMAN RESOURCES DUE DATES

January 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 STATE OBSERVED HOLIDAY OFFICES CLOSED LAST DAY TO PROCESS PREVIOUS QUARTER Salary Refunds	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 Supplemental Payroll Due Date	11	12	13
14	15 STATE OBSERVED HOLIDAY OFFICES CLOSED	16	17 Supplemental RDS Reports	18 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	19 MONTHLY & CJIP PAYROLL DUE DATE LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	20
21	22 Supplemental Payday	23	24 PROCESS MONTHLY PAYROLL	25 Monthly & CJIP RDS Reports Rate Reports Supplemental Payroll Due Date	26 MAIL MONTHLY WARRANTS	27
28	29 EFT Cancellation Deadline 10:00 A.M. for CJIP and Monthly	30	31 LAST DAY FOR FEBRUARY BENEFITS EFFECTIVE DATE Monthly & CJIP Payday Supplemental RDS Reports			

Notes:

Red = Payroll Deadlines
 Blue = Statutory or other reports due to JAC

23 WORKDAYS
184 CONTRACTED HOURS

HUMAN RESOURCES DUE DATES February 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Supplemental EFT Cancellation Deadline 10:00 A.M.	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 Supp. EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS Exempt W-4's Expire after Nightly Processing	16	17
18	19 MONTHLY & CJIP PAYROLL DUE DATE LAST DAY TO PRCESS BENEFITS FOR MONTHLY PAYROLL	20 Supplemental Payday	21	22 Supplemental payroll due date PROCESS MONTHLY PAYROLL	23 Monthly RDS Reports Rate Reports CJIP RDS Reports	24
25	26 MAIL MONTHLY WARRANTS	27 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY & CJIP	28 Supplemental RDS Reports	29 LAST DAY FOR MARCH BENEFITS EFFECTIVE DATE Monthly & CJIP Payday Supplemental EFT Cancellation Deadline 10 A.M. MAIL SUPPLEMENTAL WARRANTS		

Notes:

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 Blue = Statutory or other reports due to JAC
21 WORKDAYS
168 CONTRACTED HOURS

HUMAN RESOURCES DUE DATES

March 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Supplemental Payday	5	6	7 MASS UPLOAD TEMPLATE DUE TO JAC Supplemental payroll due date	8	9
10 DAYLIGHT SAVINGS TIME BEGINS	11	12	13 Supplemental RDS Reports	14 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS LAST DAY TO PROCESS PRIOR QTR SALARY REFUNDS	15	16
17	18 Supplemental Payday MONTHLY PAYROLL & CJIP DUE DATE	19	20	21 Supplemental payroll due date PROCESS MONTHLY PAYROLL	22 Monthly & CJIP RDS Reports Rate Reports	23
24	25 MAIL MONTHLY WARRANTS	26	27 Supplemental RDS Reports 10:00 A.M. EFT CANCEL DEADLINE MONTHLY & CJIP	28 Supplemental EFT Cancellation Deadline 10:00 A.M.	29 Monthly & CJIP Payday LAST DAY FOR APRIL BENEFITS EFFECTI DATE MAIL SUPPLEMENTAL WARRANTS	30
31						

Notes:

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21 WORKDAYS

168 CONTRACTED HOURS

HUMAN RESOURCES DUE DATES

April 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Supplemental Payday	2	3	4 Supplemental payroll due date	5	6
7	8 MASS UPLOAD TEMPLATE DUE TO JAC	9	10 Supplemental RDS Reports	11 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	12	13
14	15 SUPPLEMENTAL PAYDAY	16	17 MONTHLY & CJIP PAYROLL DUE DATE	18 Supplemental payroll due date	19 LAST DAY TO PROCESS BENEFITS FOR MNTHLY PAYROLL	20
21	22 PPROCESS MONTHLY PAYROLL	23 Monthly & CJIP RDS Reports Rate Reports	24 Supplemental RDS Reports	25 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	26 10:00 A.M. EFT Cancel Deadline Monthly & CJIP	27
28	29 Supplemental Payday	30 Monthly & CJIP Payday LAST DAY FOR MAY BENEFITS EFF DATE				

Notes:

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22 WORKDAYS

176 CONTRACTED HOURS

HUMAN RESOURCES DUE DATES

May 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Supplemental payroll due date	3	4
5	6	7	8 MASS UPLOAD TEMPLATE DUE TO JAC Supplemental RDS Reports	9 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	10	11
12	13 Supplemental Payday	14	15	16 Supplemental payroll due date	17	18
19	20 MONTHLY & CJIP PAYROLL DUE DATE	21	22 LAST DAY TO PROCESS BENEFITS FOR MNTHLY PAYROLL Supplemental RDS Reports	23 PROCESS MONTHLY PAYROLL MAIL SUPPLEMENTAL WARRANTS Supplemental EFT Cancel Deadline 10:00 A.M.	24 Monthly & CJIP RDS Reports Rate Reports	25
26	27 STATE OBSERVED HOLIDAY OFFICES CLOSED	28 Supplemental Payday MAIL MONTHLY WARRANTS	29 10:00 A.M. EFT Cancel Deadline – Monthly & CJIP	30 Supplemental payroll due date	31 Monthly & CJIP Payday LAST DAY FOR JUNE BENEFITS EFF DATE	

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23 WORKDAYS
184 CONTRACTED HOURS

HUMAN RESOURCES DUE DATES

June 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 Supplemental RDS Reports	6 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	7 MASS UPLOAD TEMPLATE DUE TO JAC	8
9	10 Supplemental Payday	11	12 Supplemental payroll due date LAST DAY TO PROCESS PRIOR QTR SALARY REFUNDS	13	14	15
16	17	18 Supplemental RDS Reports MONTHLY PAYROLL DUE DATE	19 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL MAIL SUPPLEMENTAL WARRANTS	20 Supplemental EFT Cancel Deadline 10:00 A.M.	21 PROCESS MONTHLY PAYROLL	22
23	24 Supplemental Payday Monthly & CJIP RDS Reports Rate Reports FY Rate Reports	25 MAIL MONTHLY WARRANTS	26 Supplemental payroll due date 10:00 A.M. EFT Cancel Deadline – Monthly & CJIP	27	28 Monthly & CJIP Payday LAST DAY FOR JULY BENEFITS EFF DATE FY Rate Reports	29
30						

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20 WORKDAYS
160 CONTRACTED HOURS

HUMAN RESOURCES DUE DATES

July 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Financial Disclosures Due to the Commission on Ethics	2 Supplemental RDS Reports	3 Supp. EFT Cancel Deadline 10:00 A.M.	4 STATE OBSERVED HOLIDAY OFFICES CLOSED	5 MAIL SUPPLEMENTAL WARRANTS	6
7	8 Supplemental Payday	9	10 MASS UPLOAD TEMPLATE DUE TO JAC	11 Supplemental payroll due date	12	13
14	15	16	17 Supplemental RDS Reports	18 Supp. EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	19 MONTHLY & CJIP PAYROLL DUE DATE ASA/APD Termination Reports to the JROs	20
21	22 Supplemental Payday	23	24 PROCESS MONTHLY PAYROLL	25 Monthly & CJIP RDS Reports Supplemental payroll due date	26 MAIL MONTHLY WARRANTS	27
28	29 10:00 A.M. EFT Cancel Deadline – Monthly & CJIP	30	31 Monthly & CJIP Payday LAST DAY FOR AUGUST BENEFITS EFF DATE Supplemental RDS Report			

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20 WORKDAYS
160 CONTRACTED HOURS

HUMAN RESOURCES DUE DATES

August 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	2	3
4	5 Supplemental Payday	6	7	8 Supplemental payroll due date MASS UPLOAD TEMPLATE DUE TO JAC	9 OPS Reports Due to OPB	10
11	12	13	14 Supplemental RDS Reports	15 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	16	17
18	19 Supplemental Payday MONTHLY PAYROLL DUE DATE	20 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	21	22 PROCESS MONTHLY PAYROLL Supplemental payroll due date	23 Monthly & CJIP RDS Reports	24
25	26 MAIL MONTHLY WARRANTS	27	28 10:00 A.M. EFT Cancel Deadline – Monthly & CJIP Supplemental RDS Reports	29 Supplemental EFT Cancel Deadline 10:00 A.M.	30 Monthly & CJIP Payday LAST DAY FOR September BENEFITS EFF DATE	31

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22 WORKDAYS
176 CONTRACTED HOURS

HUMAN RESOURCES DUE DATES **September 2024**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 STATE OBSERVED HOLIDAY OFFICES CLOSED	3 Supplemental Payday	4	5 Supplemental payroll due date	6 <u>LUMP-SUM BONUS PLANS DUE TO JAC</u>	7
8	9 MASS UPLOAD TEMPLATE DUE TO JAC	10	11 Supplemental RDS Reports	12 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS	13	14
15	16 Supplemental Payday	17	18 MONTHLY PAYROLL DUE DATE	19 Supplemental payroll due date	20 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	21
22	23 PROCESS MONTHLY PAYROLL	24 Monthly & CJIP RDS Reports	25 Supplemental RDS Reports MAIL MONTHLY WARRANTS	26 10:00 A.M. EFT Cancel Deadline – Monthly, CJIP, and Supplemental	27	28
29	30 Monthly & CJIP Payday LAST DAY FOR September BENEFITS EFF DATE Supplemental Payday					

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21 WORKDAYS
168 CONTRACTED HOURS

HUMAN RESOURCES DUE DATES

October 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 Supplemental payroll due date	4	5
6	7	8	9 Supplemental RDS Reports	10 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS MASS UPLOAD TEMPLATE DUE TO JAC	11	12
13	14	15 Supplemental Payday	16	17 Supplemental payroll due date	18	19
20	21 MONTHLY PAYROLL DUE DATE	22	23 Supplemental RDS Reports	24 MAIL SUPPLEMENTAL WARRANTS Supplemental EFT Cancel Deadline 10:00 A.M.	25 Monthly & CJIP RDS Reports	26
27	28 Supplemental Payday MAIL MONTHLY WARRANTS	29 10:00 A.M. EFT Cancel Deadline – Monthly & CJIP	30	31 Monthly & CJIP Payday LAST DAY FOR NOVEMBER BENEFITS EFF DATE VEHICLE FRINGE BENEFIT REPORTING PERIOD ENDS Supplemental payroll due date		

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23 WORKDAYS
184 CONTRACTED HOURS

HUMAN RESOURCES DUE DATES **November 2024**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Supplemental payroll due date	2
3 STANDARD DAYLIGHT TIME BEGINS	4	5 MASS UPLOAD TEMPLATE DUE TO JAC	6 Supplemental RDS Reports	7 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	8 <u>TAXABLE FRINGE BENEFITS DUE</u>	9
10	11 STATE OBSERVED HOLIDAY OFFICES CLOSED	12 Supplemental Payday	13	14 Supplemental payroll due date	15 MONTHLY PAYROLL DUE DATE	16
17	18 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	19	20 Supplemental RDS Reports PROCESS MONTHLY PAYROLL	21 Monthly & CJIP RDS Reports Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	22 MAIL MONTHLY WARRANTS	23
24	25 Supplemental Payday 10:00 A.M. EFT Cancel Deadline – Monthly & CJIP	26 Supplemental payroll due date	27 Monthly & CJIP Payday Supplemental payroll due date	28 STATE OBSERVED HOLIDAY OFFICES CLOSED	29 STATE OBSERVED HOLIDAY OFFICES CLOSED	30 LAST DAY FOR DECEMBER BENEFITS EFF DATE

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21 WORKDAYS
168 CONTRACTED HOURS

HUMAN RESOURCES DUE DATES **December 2024**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Supplemental RDS Reports	5 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	6	7
8	9 MASS UPLOAD TEMPLATE DUE TO JAC Supplemental Payday	10	11 LAST DAY TO PROCESS PRIOR QR SALARY REFUNDS	12 Supplemental payroll due date	13	14
15	16	17	18 MONTHLY PAYROLL DUE DATE Supplemental RDS Reports	19 Supplemental EFT Cancel Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	20 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	21
22	23 Supplemental Payday PROCESS MONTHLY PAYROLL	24 Monthly & CJIP RDS Reports Supplemental payroll due date	25 STATE OBSERVED HOLIDAY OFFICES CLOSED	26 MAIL MONTHLY WARRANTS	27 10:00 A.M. EFT Cancel Deadline – Monthly & CJIP LAST 2024 ON-DEMAND	28
29	30 NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS	31 Monthly & CJIP Payday LAST DAY FOR JANUARY BENEFITS EFFECTIVE DATE <u>Classification and Pay Plans due to OPB</u> Supplemental RDS Reports NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS				

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