

# JANUARY 2023 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 STATE OBSERVED HOLIDAY OFFICES CLOSED <b>LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS</b>	3	4 Supplemental RDS Reports	5 Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	6	7
8	9 MASS UPLOAD TEMPLATE DUE TO JAC  Supplemental Payday	10	11 Supplemental Payroll due date	12	13	14
15	16 STATE OBSERVED HOLIDAY OFFICES CLOSED	17	18 Supplemental RDS Reports	19 MONTHLY PAYROLL DUE DATE Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS CJIP CUT-OFF	20 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	21
22	23 Supplemental Payday	24 PROCESS MONTHLY PAYROLL	25 Monthly RDS Reports  CJIP RDS Reports  Rate Reports	26 MAIL MONTHLY WARRANTS  Supplemental Payroll due date	27 CJIP EFT Cancellation Deadline 10:00 A.M.  10:00 A.M. EFT CANCEL DEADLINE – MONTHLY	28
29	30	31 LAST DAY FOR FEBRUARY BENEFITS EFFECTIVE DATE  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>22 WORKDAYS</b> <b>176 CONTRACTED HOURS</b>			

# FEBRUARY 2023 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> <b>20 WORKDAYS</b> <b>160 CONTRACTED HOURS</b>			1 Supplemental RDS Reports	2 <span style="color: red;">Supplemental EFT Cancellation Deadline 10:00 A.M.</span> MAIL SUPPLEMENTAL WARRANTS	3	4
			5	6 Supplemental Payday	7 <span style="color: red;">MASS UPLOAD TEMPLATE DUE TO JAC</span>	8
12	13	14	15 Supplemental RDS Reports <span style="background-color: yellow;">Exempt W-4's Expire after Nightly Processing</span>	16 <span style="color: red;">Supp. EFT Cancellation Deadline 10:00 A.M.</span> MAIL SUPPLEMENTAL WARRANTS <span style="color: red;">MONTHLY PAYROLL DUE DATE</span> CJIP CUT-OFF	17 <span style="color: red;">LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL</span>	18
19	20	21 Supplemental Payday PROCESS MONTHLY PAYROLL	22 Monthly RDS Reports Rate Reports CJIP RDS Reports	23 <span style="color: red;">Supplemental payroll due date</span> MAIL MONTHLY WARRANTS	24 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY <span style="color: red;">CJIP EFT Cancellation Deadline 10:00 A.M.</span>	25
26	27	28 <span style="color: red;">LAST DAY FOR MARCH BENEFITS EFFECTIVE DATE</span> Monthly Payday CJIP Payday				

# MARCH 2023 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Notes:</b> Red = Payroll Deadlines Blue = Statutory or other reports due to <b>23 WORKDAYS</b> <b>184 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 LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS	9 MASS UPLOAD TEMPLATE DUE TO JAC  Supplemental payroll due date	10	11
12 DAYLIGHT SAVINGS TIME BEGINS	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	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.	31 LAST DAY FOR APRIL BENEFITS EFFECTIVE DATE  Monthly Payday  CJIP Payday MAIL SUPPLEMENTAL WARRANTS	

# APRIL 2023 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes:						1
<p style="text-align: center;">Red = Payroll Deadlines                      Blue = Statutory or other reports due to JAC                      20 WORKDAYS                      160 CONTRACTED HOURS</p>						
2	3 Supplemental Payday	4	5	6 <b>MASS UPLOAD                      TEMPLATE DUE TO                      JAC</b>  Supplemental payroll due date	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  <b>MONTHLY PAYROLL                      DUE DATE</b>  CJIP CUT-OFF	18	19  <b>LAST DAY TO PROCESS                      BENEFITS FOR MONTHLY                      PAYROLL</b>	20 Supplemental payroll due date  PROCESS MONTHLY PAYROLL	21 Monthly RDS Reports  Rate Reports  CJIP RDS Reports	22
23           30	24 MAIL MONTHLY WARRANTS	25	26 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY  <b>CJIP EFT Cancellation                      Deadline                      10:00 A.M.</b>  Supplemental RDS Reports	27 Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	28 <b>LAST DAY FOR MAY                      BENEFITS EFFECTIVE                      DATE</b>  Monthly Payday CJIP Payday	29

# MAY 2023 HUMAN RESOURCES DUE DATES

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

# JUNE 2023 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> <b>22 WORKDAYS</b> <b>176 CONTRACTED HOURS</b>				1 Supplemental payroll due date	2 FY Rate Reports	3
4	5	6	7 Supplemental RDS Reports	8 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS <b>LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS</b>	9 <b>MASS UPLOAD TEMPLATE DUE TO JAC</b>	10
11	12 Supplemental Payday	13	14	15 Supplemental payroll due date	16 FY Rate Reports	17
18	19	20 <b>CJIP CUT-OFF</b> <b>MONTHLY PAYROLL DUE DATE</b>	21 Supplemental RDS Reports  LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	22 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	23 PROCESS MONTHLY PAYROLL	24
25	26 Supplemental Payday  Monthly RDS Reports CJIP RDS Reports  Rate Reports  FY Rate Reports	27  MAIL MONTHLY WARRANTS	28  10:00AM EFT CANCEL DEADLINE – MONTHLY  CJIP EFT Cancellation Deadline 10:00AM	29  Supplemental payroll due date	30  LAST DAY FOR JULY BENEFITS EFF. DATE  Monthly Payday CJIP Payday  FY Rate Reports	

# JULY 2023 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>						<b>1</b>  <a href="#">Financial Disclosures Due to the Commission on Ethics</a>
<b>2</b>	<b>3</b>	<b>4</b>  STATE OBSERVED HOLIDAY OFFICES CLOSED	<b>5</b>	<b>6</b>  Supp. EFT Cancellation Deadline 10:00 A.M.  Supplemental RDS Reports	<b>7</b>  <b>MASS UPLOAD            TEMPLATE DUE TO            JAC</b>  MAIL SUPPLEMENTAL WARRANTS	<b>8</b>
<b>9</b>	<b>10</b>  Supplemental Payday	<b>11</b>	<b>12</b>	<b>13</b>  Supplemental payroll due date	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>  <b>MONTHLY PAYROLL            DUE DATE</b>  <b>CJIP CUT-OFF</b>	<b>19</b>  Supplemental RDS Reports  <a href="#">ASA/APD Termination            Reports to the Circuits</a>	<b>20</b>  Supp. EFT Cancellation Deadline 10:00 A.M. MAIL SUPP. WARRANTS  <b>LAST DAY TO PROCESS            BENEFITS FOR MONTHLY            PAYROLL</b>	<b>21</b>  PROCESS MONTHLY PAYROLL	<b>22</b>
<b>23</b>	<b>24</b>  Supplemental Payday  Monthly RDS Reports  CJIP RDS Reports Rate Reports	<b>25</b>  MAIL MONTHLY WARRANTS	<b>26</b>	<b>27</b>  Supplemental payroll due date 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY <b>CJIP EFT Cancellation            Deadline 10:00 A.M.</b>	<b>28</b>	<b>29</b>
<b>30</b>	<b>31</b>  <b>LAST DAY FOR            AUGUST BENEFITS            EFFECTIVE DATE</b>  Monthly Payday CJIP Payday					

# AUGUST 2023 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		10 MASS UPLOAD TEMPLATE DUE TO JAC Supplemental payroll due date	11 <u>OPS Reports Due to OPB</u>	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 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	23	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 Supplemental EFT Cancellation Deadline 10:00 A.M. LAST DAY FOR SEPTEMBER BENEFITS EFFECTIVE DATE MAIL SUPPLEMENTAL WARRANTS Monthly Payday CJIP Payday	<b>Notes:</b> Red = Payroll Deadlines Blue = Statutory or other reports due to JAC  <b>23 WORKDAYS</b> <b>184 CONTRACTED HOURS</b>	



# SEPTEMBER 2023 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 STATE OBSERVED HOLIDAY OFFICES CLOSED	5 Supplemental Payday	6 <b>LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS</b>	7 <b>MASS UPLOAD TEMPLATE DUE TO JAC</b>  Supplemental payroll due date	8 <b>LUMP-SUM BONUS PLANS DUE TO JAC</b>	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  <b>MONTHLY PAYROLL DUE DATE</b>  <b>CJIP CUT-OFF</b>	19	20  <b>LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL</b>	21  Supplemental payroll due date  PROCESS MONTHLY PAYROLL	22  Monthly RDS Reports  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 EFT Cancellation Deadline 10:00 A.M.	28  Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	29  <b>AFFIRMATIVE ACTION PLANS DUE</b> <b>LAST DAY FOR OCTOBER BENEFITS EFFECTIVE DATE</b>  Monthly Payday CJIP Payday	30

# OCTOBER 2023 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Supplemental Payday	3	4	5 Supplemental payroll due date	6	7
8	9 MASS UPLOAD TEMPLATE DUE TO JAC	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	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. MAIL MONTHLY WARRANTS	28
29	30 Supplemental Payday	31 LAST DAY FOR NOVEMBER BENEFITS EFFECTIVE DATE Monthly Payday CJIP Payday  VEHICLE FRINGE BENEFIT REPORTING PERIOD ENDS	Notes:  Red = Payroll Deadlines Blue = Statutory or other reports due to JAC 22 WORKDAYS 176 CONTRACTED HOURS			

# NOVEMBER 2023 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 payroll due date	2	3	4
5 STANDARD DAYLIGHT TIME BEGINS	6 MASS UPLOAD TEMPLATE DUE TO JAC	7 Supplemental RDS Reports	8 Supp. EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	9 TAXABLE FRINGE BENEFITS DUE	10 STATE OBSERVED HOLIDAY OFFICES CLOSED	11
12	13 Supplemental Payday	14 Supplemental payroll due date	15	16 MONTHLY PAYROLL DUE DATE CJIP CUT-OFF	17 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	18
19	20 Supplemental RDS Reports	21 PROCESS MONTHLY PAYROLL MAIL SUPPLEMENTAL WARRANTS	22 Supp. EFT Cancellation Deadline 10:00 A.M. MAIL MONTHLY WARRANTS Monthly RDS Reports Rate Reports CJIP RDS Reports	23 STATE OBSERVED HOLIDAY OFFICES CLOSED	24 STATE OBSERVED HOLIDAY OFFICES CLOSED	25
26	27 Supplemental Payday	28 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY CJIP EFT Cancellation Deadline 10:00 A.M.	29	30 MONTHLY PAYDAY CJIP PAYDAY Supplemental payroll due date		

# DECEMBER 2023 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 21 WORKDAYS 168 CONTRACTED HOURS					1 Supplemental payroll due date	2
3	4	5	6 <b>MASS UPLOAD TEMPLATE DUE TO JAC</b>  Supplemental RDS Reports	7 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS <b>LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS</b>	8	9
10	11 Supplemental Payday	12	13	14 Supplemental payroll due date	15	16
17	18 <b>MONTHLY PAYROLL DUE DATE</b>  <b>CJIP CUT-OFF</b>	19	20 Supplemental RDS Reports  <b>LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL</b>	21 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS  PROCESS MONTHLY PAYROLL	22 Monthly RDS Reports  Rate Reports  CJIP RDS Reports	23
24	25 <b>STATE OBSERVED HOLIDAY OFFICES CLOSED</b>  31	26 Supplemental Payday  MAIL MONTHLY WARRANTS	27 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY CJIP EFT Cancellation Deadline 10:00 A.M.  Supplemental payroll due date  <b>LAST 2023 ON-DEMAND</b>	28 NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS	29 <b>LAST DAY FOR JANUARY BENEFITS EFFECTIVE DATE</b> Monthly Payday CJIP Payday Classification and Pay Plans due to OPB  NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS	30