



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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**MEMORANDUM 50-17HR**

TO: Agency Administrators  
FROM: Carolyn Horwich, Esq., Director of Human Resources  
THROUGH: Rip Colvin, Executive Director  
SUBJECT: Payroll Calendar  
DATE: December 20, 2017

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Attached please find the Justice Administrative Commission Payroll Calendar. Monthly deadlines for submitting a mass upload template for salary adjustments will be issued separately.

Also, please note that the Department of Financial Services – Treasury, is reminding all state agencies that warrants are not to be released to any recipients or deposited prior to the issue date. The Treasury tracks warrant activity and will identify which entities are releasing warrants prematurely.

Because of when Christmas arrives this year, JAC intends to *mail* warrants on Tuesday, December 26, 2017. If your office will not be open that day, please advise JAC Operations at [voucherroom@justiceadmin.org](mailto:voucherroom@justiceadmin.org) as soon as possible. Once the warrants are received, they are not to be released until the issue date, regardless of employee requests. Please help us comply with the Treasury's instructions.

If you have any questions, please do not hesitate to contact JAC

Thank you.

# JANUARY 2018 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 STATE OBSERVED HOLIDAY OFFICES CLOSED	2 Supplemental Payday	3	4 Supplemental payroll due date	5	6
7	8 MASS UPLOAD DEADLINE	9 CJIP CUT-OFF	10 Supplemental RDS Reports	11 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	12 CJIP RDS Reports CJIP EFT Cancellation Deadline 10:00 A.M.	13
14	15 STATE OBSERVED HOLIDAY OFFICES CLOSED	16 Supplemental Payday	17 CJIP Payday	18 Supplemental Payroll due date	19 MONTHLY PAYROLL DUE DATE	20
21	22	23 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	24 Supplemental RDS Reports PROCESS MONTHLY PAYROLL	25 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS Monthly RDS Reports Rate Reports	26 MAIL MONTHLY WARRANTS	27
28	29 Supplemental Payday 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY	30	31 LAST DAY FOR FEBRUARY BENEFITS EFFECTIVE DATE Monthly Payday	<b>Notes:</b> Red = Payroll Deadlines Blue = Statutory or other reports due to JAC  <b>23 WORKDAYS</b> <b>184 CONTRACTED HOURS</b>		

# FEBRUARY 2018 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Supplemental payroll due date	2	3
4	5 Exempt W-4's Expire after Nightly	6 CJIP CUT-OFF	7 Supplemental RDS Reports	8 Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	9 CJIP RDS Reports	10
11	12 Supplemental Payday  CJIP EFT Cancellation Deadline 10:00 A.M.	13	14 CJIP Payday	15 Supplemental payroll due date	16 MONTHLY PAYROLL DUE DATE	17
18	19	20 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	21 Supplemental RDS Reports  PROCESS MONTHLY PAYROLL	22 Supplemental EFT Cancellation Deadline 10:00 A.M.  Monthly RDS Reports  Rate Reports  MAIL SUPPLEMENTAL WARRANTS	23  MAIL MONTHLY WARRANTS	24
25	26 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY  Supplemental Payday	27	28 LAST DAY FOR MARCH BENEFITS EFFECTIVE DATE  Monthly Payday	<b>Notes:</b> <b>Red = Payroll Deadlines</b> <b>Blue = Statutory or other reports due to JAC</b>  <b>20 WORKDAYS</b> <b>160 CONTRACTED HOURS</b>		

# MARCH 2018 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	6 CJIP CUT-OFF	7 Supplemental RDS Reports	8 Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	9 CJIP RDS Reports	10
11 DAYLIGHT SAVING TIME BEGINS	12 Supplemental Payday  CJIP EFT Cancellation Deadline 10:00 A.M.	13	14 CJIP Payday	15 Supplemental payroll due date	16	17
18	19	20 MONTHLY PAYROLL DUE DATE	21 Supplemental RDS Reports  <b>LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS</b>	22 Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS  LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	23 PROCESS MONTHLY PAYROLL	24
25	26 Supplemental Payday  Monthly RDS Reports  Rate Reports	27 MAIL MONTHLY WARRANTS	28 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY	29 Supplemental payroll due date	30 LAST DAY FOR APRIL BENEFITS EFFECTIVE DATE  Monthly Payday	31

# APRIL 2018 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 Supplemental RDS Reports  CJIP Payday	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 Monthly RDS Reports  Rate Reports  Supplemental Payday	24 MAIL MONTHLY WARRANTS	25	26 Supplemental payroll due date  10:00A.M. EFT CANCEL DEADLINE – MONTHLY	27	28
29	30 LAST DAY FOR MAY BENEFITS EFFECTIVE DATE  Monthly Payday	<b>Notes:</b> Red = Payroll Deadlines Blue = Statutory or other reports due to JAC  <b>21 WORKDAYS</b> <b>168 CONTRACTED HOURS</b>				

# MAY 2018 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 CJIP CUT-OFF	9	10 Supplemental payroll due date	11 CJIP RDS Reports	12
13	14 CJIP EFT Cancellation Deadline 10:00 A.M.	15	16 CJIP Payday  Supplemental RDS Reports	17 Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	18 MONTHLY PAYROLL DUE DATE	19
20	21 Supplemental Payday	22 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	23 Supplemental payroll due date  PROCESS MONTHLY PAYROLL	24 Monthly RDS Reports  Rate Reports	25 MAIL MONTHLY WARRANTS	26
27	28 STATE OBSERVED HOLIDAY OFFICES CLOSED	29 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY	30 Supplemental RDS Reports	31 LAST DAY FOR JUNE BENEFITS EFFECTIVE DATE Monthly Payday Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	Notes:  Red = Payroll Deadlines Blue = Statutory or other reports due to JAC  23 WORKDAYS 184 CONTRACTED HOURS	

# JUNE 2018 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Notes:</b> <div style="text-align: center;"> <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> </div>					1	2
3	4 Supplemental Payday  FY Rate Reports	5	6	7 Supplemental payroll due date	8	9
10	11  FY Rate Reports	12  <span style="color: red;">CJIP CUT-OFF</span>	13 Supplemental RDS Reports	14 Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	15  CJIP RDS Reports  FY Rate Reports	16
17	18 Supplemental Payday  <span style="color: red;">CJIP EFT Cancellation Deadline 10:00 A.M.</span>  <span style="color: red;">MONTHLY PAYROLL DUE DATE</span>  FY Rate Reports	19	20 Supp. Payroll due date  CJIP Payday  <span style="color: red;">LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL</span>  <span style="background-color: yellow; border: 1px solid black; color: red;">LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS</span>	21  PROCESS MONTHLY PAYROLL  FY Rate Reports	22  Monthly RDS Reports  Rate Reports	23
24	25 MAIL MONTHLY WARRANTS   FY Rate Reports	26 Supplemental RDS Reports   FY Rate Reports	27 Supplemental EFT Cancellation Deadline 10:00 A.M.  <span style="color: red;">10:00AM EFT CANCEL DEADLINE - MONTHLY</span>  FY Rate Reports	28	29 <span style="color: red;">LAST DAY FOR JULY BENEFITS EFFECTIVE DATE</span>  Monthly Payday  FY Rate Reports	30

# JULY 2018 HUMAN RESOURCES DUE DATES

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



# AUGUST 2018 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> <u>Send OPS Reports to Circuits</u> <u>ASA/APD Turnover Reports</u>	<b>2</b> Supplemental payroll due date	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b> <b>CJIP CUT-OFF</b>	<b>8</b> Supplemental RDS Reports	<b>9</b> Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	<b>10</b> <u>OPS Reports Due to OPB</u>  CJIP RDS Reports	<b>11</b>
<b>12</b>	<b>13</b> Supplemental Payday  <b>CJIP EFT Cancellation Deadline 10:00 A.M.</b>	<b>14</b>	<b>15</b> <b>CJIP Payday</b>	<b>16</b> Supplemental payroll due date	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b> <b>MONTHLY PAYROLL DUE DATE</b>	<b>22</b> Supplemental RDS Reports	<b>23</b> Supplemental EFT Cancellation Deadline 10:00 A.M.  <b>LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL</b>  MAIL SUPPLEMENTAL WARRANTS	<b>24</b> PROCESS MONTHLY PAYROLL	<b>25</b>
<b>26</b>	<b>27</b> Supplemental Payday  Monthly RDS Reports  Rate Reports	<b>28</b> MAIL MONTHLY WARRANTS	<b>29</b> Supplemental payroll due date  <b>10:00 A.M. EFT CANCEL DEADLINE – MONTHLY</b>	<b>30</b>	<b>31</b> <b>LAST DAY FOR SEPTEMBER BENEFITS EFFECTIVE DATE</b>  Monthly Payday	

# SEPTEMBER 2018 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>20 WORKDAYS</b> <b>160 CONTRACTED HOURS</b>						1
2	3 STATE OBSERVED HOLIDAY OFFICES CLOSED	4 <u>LUMP-SUM BONUS PLANS DUE TO JAC</u>	5 Supplemental RDS Reports	6 Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	7	8
9	10 Supplemental Payday	11 CJIP CUT-OFF	12	13 Supplemental payroll due date	14 CJIP RDS Reports	15
16	17 CJIP EFT Cancellation Deadline 10:00 A.M.	18 MONTHLY PAYROLL DUE DATE	19 Supplemental RDS Reports  CJIP Payday  <u>LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS</u>	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 Supplemental Payday  Monthly RDS Reports  Rate Reports	25 MAIL MONTHLY WARRANTS	26 10:00 A.M. EFT CANCEL DEADLINE - MONTHLY	27 Supplemental payroll due date	28 <u>AFFIRMATIVE ACTION PLANS DUE</u>  LAST DAY FOR OCTOBER BENEFITS EFFECTIVE DATE  Monthly Payday	29
30						

# OCTOBER 2018 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	9 Supplemental Payday  <b>CJIP CUT-OFF</b>	10	11 Supplemental payroll due date	12 CJIP RDS Reports	13
14	15 CJIP EFT Cancellation Deadline 10:00 A.M.	16	17 Supplemental RDS Reports  CJIP Payday	18 Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	19 MONTHLY PAYROLL DUE DATE	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	26 MAIL MONTHLY WARRANTS	27
28	29 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY	30	31 LAST DAY FOR NOVEMBER BENEFITS EFFECTIVE DATE  Monthly Payday  Supplemental RDS Reports  <u>VEHICLE FRINGE BENEFIT REPORTING PERIOD ENDS</u>	Notes:  Red = Payroll Deadlines Blue = Statutory or other reports due to JAC  23 WORKDAYS 184 CONTRACTED HOURS		

# NOVEMBER 2018 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 <u>TAXABLE FRINGE BENEFITS DUE</u>	3
4 STANDARD DAYLIGHT TIME BEGINS	5 Supplemental Payday  CJIP CUT-OFF	6	7 Supplemental payroll due date	8 CJIP RDS Reports	9 CJIP EFT Cancellation Deadline 10:00 A.M.	10
11	12 STATE OBSERVED HOLIDAY OFFICES CLOSED	13	14 Supplemental RDS Reports  CJIP Payday	15 MONTHLY PAYROLL DUE DATE  Supp. EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	16	17
18	19 Supplemental Payday  LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	20 Supplemental payroll due date  PROCESS MONTHLY PAYROLL	21 Monthly RDS Reports  Rate Reports	22 STATE OBSERVED HOLIDAY OFFICES CLOSED	23 STATE OBSERVED HOLIDAY OFFICES CLOSED	24
25	26 MAIL MONTHLY WARRANTS	27 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY	28 Supplemental RDS Reports  10:00 A.M. EFT CANCEL DEADLINE – MONTHLY	29 Supplemental EFT Cancellation Deadline 10:00 A.M.  MAIL SUPPLEMENTAL WARRANTS	30 LAST DAY FOR DECEMBER BENEFITS EFFECTIVE DATE  Monthly Payday	

# DECEMBER 2018 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>21 WORKDAYS</b> <b>168 CONTRACTED HOURS</b>						1
2	3 Supplemental Payday	4	5	6 Supplemental payroll due date	7	8
9	10	11 CJIP CUT-OFF	12 Supplemental RDS Reports	13 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	14 CJIP RDS Reports	15
16	17 CJIP EFT Cancellation Deadline 10:00 A.M. Supplemental Payday	18 MONTHLY PAYROLL DUE DATE	19 CJIP Payday Supplemental payroll due date <b>LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS</b>	20 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	21 PROCESS MONTHLY PAYROLL	22
23	24 Monthly RDS Reports Rate Reports	25 STATE OBSERVED HOLIDAY OFFICES CLOSED	26 MAIL MONTHLY WARRANTS Supplemental RDS Reports	27 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY <b>LAST 2018 ON-DEMAND</b>	28 NO ON-DEMAND PAYROLL NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS	29
30	31 LAST DAY FOR JANUARY BENEFITS EFFECTIVE DATE Monthly Payday <a href="#">Classification and Pay Plans due to OPB</a> Supplemental Payday NO ON-DEMAND PAYROLL NO DAILY ADJUSTMENTS					