

JANUARY 2021 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 STATE OBSERVED HOLIDAY OFFICES CLOSED	2
3	4 LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS	5	6 MASS UPLOAD TEMPLATE DUE TO JAC Supplemental RDS Reports	7 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	8	9
10	11 Supplemental Payday	12	13 Supplemental Payroll due date	14	15	16
17	18 STATE OBSERVED HOLIDAY OFFICES CLOSED	19 MONTHLY PAYROLL DUE DATE CJIP CUT-OFF	20 Supplemental RDS Reports	21 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	22 PROCESS MONTHLY PAYROLL	23
24	25 Supplemental Payday Monthly RDS Reports CJIP RDS Reports Rate Reports	26 MAIL MONTHLY WARRANTS	27 CJIP EFT Cancellation Deadline 10:00 A.M 10:00 A.M. EFT CANCEL DEADLINE - MONTHLY	28 Supplemental Payroll due date	29 LAST DAY FOR FEBRUARY BENEFITS EFFECTIVE DATE Monthly Payday CJIP Payday	30
31						

FEBRUARY 2021 HUMAN RESOURCES DUE DATES

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

MARCH 2021 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	10 MASS UPLOAD TEMPLATE DUE TO JAC	11 Supplemental payroll due date LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS	12	13
14 DAYLIGHT SAVING TIME BEGINS	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 Monthly RDS Reports Rate Reports CJIP RDS Reports Supplemental payroll due date	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 Supplemental RDS Reports LAST DAY FOR APRIL BENEFITS EFFECTIVE DATE Monthly Payday CJIP Payday	Notes: Red = Payroll Deadlines Blue = Statutory or other reports due to JAC 23 WORKDAYS 184 CONTRACTED HOURS		

APRIL 2021 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	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 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 Rate Reports CJIP RDS Reports	24
25	26 MAIL MONTHLY WARRANTS	27	28 10:00A.M. EFT CANCEL DEADLINE – MONTHLY CJIP EFT Cancellation Deadline 10:00 A.M. Supplemental RDS Reports	29 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	30 LAST DAY FOR MAY BENEFITS EFFECTIVE DATE CJIP Payday Monthly Payday	

MAY 2021 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 Supplemental Payday	4	5 MASS UPLOAD TEMPLATE DUE TO JAC	6 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 MONTHLY PAYROLL DUE DATE CJIP CUT-OFF	18	19 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	20 Supplemental payroll due date PROCESS MONTHLY PAYROLL	21 Monthly RDS Reports CJIP RDS Reports Rate Reports	22
23	24 MAIL MONTHLY WARRANTS	25	26 Supplemental RDS Reports 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY CJIP EFT Cancellation Deadline 10:00 A.M.	27 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	28 LAST DAY FOR JUNE BENEFITS EFFECTIVE DATE CJIP Payday Monthly Payday	29
30	31 STATE OBSERVED HOLIDAY OFFICES CLOSED					

JUNE 2021 HUMAN RESOURCES DUE DATES

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Supplemental Payday	2	3 Supplemental payroll due date	4 FY Rate Reports	5
6	7	8 MASS UPLOAD TEMPLATE DUE TO JAC	9 Supplemental RDS Reports	10 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	11 LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS	12
13	14 Supplemental Payday	15	16	17 Supplemental payroll due date	18 CJIP CUT-OFF MONTHLY PAYROLL DUE DATE FY Rate Reports	19
20	21	22 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	23 Supplemental RDS Reports PROCESS MONTHLY PAYROLL	24 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS Monthly RDS Reports CJIP RDS Reports Rate Reports	25 MAIL MONTHLY WARRANTS FY Rate Reports	26
27	28 Supplemental Payday 10:00 A.M. 10:00AM EFT CANCEL DEADLINE – MONTHLY CJIP EFT Cancellation Deadline FY Rate Reports	29	30 LAST DAY FOR JULY BENEFITS EFF. DATE Monthly Payday CJIP Payday Supplemental payroll due date FY Rate Reports	Notes: Red = Payroll Deadlines Blue = Statutory or other reports due to JAC 22 WORKDAYS 176 CONTRACTED HOURS		

JULY 2021 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 <u>Financial Statements Due to the Commission on Ethics</u>	2	3
4	5 STATE OBSERVED HOLIDAY OFFICES CLOSED	6	7 Supplemental RDS Reports	8 MASS UPLOAD TEMPLATE DUE TO JAC Supp. EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	9	10
11	12 Supplemental Payday	13	14 <u>ASA/APD Termination Reports to the Circuits</u>	15 Supplemental payroll due date	16	17
18	19	20 MONTHLY PAYROLL DUE DATE CJIP CUT-OFF	21 Supplemental RDS Reports	22 Supp. EFT Cancellation Deadline 10:00 A.M. MAIL SUPP. WARRANTS LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	23 PROCESS MONTHLY PAYROLL	24
25	26 Supplemental Payday Monthly RDS Reports CJIP RDS Reports Rate Reports	27 MAIL MONTHLY WARRANTS	28 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY CJIP EFT Cancellation Deadline 10:00 A.M.	29 Supplemental payroll due date	30 LAST DAY FOR AUGUST BENEFITS EFFECTIVE DATE Monthly Payday CJIP Payday	31

AUGUST 2021 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 MASS UPLOAD TEMPLATE DUE TO JAC Supplemental Payday	10	11	12 Supplemental payroll due date	13 OPS Reports Due to OPB	14
15	16	17	18 Supplemental RDS Reports	19 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS MONTHLY PAYROLL DUE DATE CJIP CUT-OFF	20	21
22	23 Supplemental Payday LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL	24 PROCESS MONTHLY PAYROLL	25 Monthly RDS Reports Rate Reports CJIP RDS Reports	26 Supplemental payroll due date MAIL MONTHLY WARRANTS	27 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY CJIP EFT Cancellation Deadline 10:00 A.M.	28
29	30	31 LAST DAY FOR SEPTEMBER BENEFITS EFFECTIVE DATE Monthly Payday CJIP Payday	Notes: Red = Payroll Deadlines Blue = Statutory or other reports due to JAC 22 WORKDAYS 176 CONTRACTED HOURS			

SEPTEMBER 2021 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 <u>LUMP-SUM BONUS PLANS DUE TO JAC</u> Supplemental RDS Reports	2 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	3	4
5	6 STATE OBSERVED HOLIDAY OFFICES CLOSED	7 Supplemental Payday	8 MASS UPLOAD TEMPLATE DUE TO JAC	9 Supplemental payroll due date LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS	10	11
12	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 CJIP RDS Reports Rate Reports	25
26	27 MAIL MONTHLY WARRANTS	28 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY CJIP EFT Cancellation Deadline 10:00 A.M.	29 Supplemental RDS Reports	30 <u>AFFIRMATIVE ACTION PLANS DUE</u> LAST DAY FOR OCTOBER BENEFITS EFFECTIVE DATE CJIP Payday Monthly Payday Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS		

OCTOBER 2021 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 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 LAST DAY FOR NOVEMBER BENEFITS EFFECTIVE DATE Monthly Payday CJIP Payday <u>VEHICLE FRINGE BENEFIT REPORTING PERIOD ENDS</u>	30
31						

NOVEMBER 2021 HUMAN RESOURCES DUE DATES

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

DECEMBER 2021 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 payroll due date	3	4
5	6	7 MASS UPLOAD TEMPLATE DUE TO JAC	8 Supplemental RDS Reports	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 Supplemental payroll due date	16	17 MONTHLY PAYROLL DUE DATE CJIP CUT-OFF	18
19	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 STATE OBSERVED HOLIDAY OFFICES CLOSED	25
26	27 Supplemental Payday MAIL MONTHLY WARRANTS	28 10:00 A.M. EFT CANCEL DEADLINE – MONTHLY CJIP EFT Cancellation Deadline 10:00 A.M. LAST 2021 ON-DEMAND	29 Supplemental payroll due date 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 STATE OBSERVED HOLIDAY OFFICES CLOSED	

