

MARCH 2018 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 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 MASS UPLOAD TEMPLATE DUE TO JAC CJIP RDS Reports	10
11 DAYLIGHT SAVING TIME BEGINS	12 Supplemental Payday CJIP EFT Cancellation Deadline 10:00 A.M.	13 SUPPLEMENTAL PAYROLL DUE DATE	14 MONTHLY PAYROLL DUE DATE CJIP Payday	15	16 LAST DAY TO PROCESS BENEFITS FOR MONTHLY PAYROLL PEOPLE FIRST GOES DOWN AT 5:00 PM	17
18	19	20	21 Supplemental RDS Reports <u>LAST DAY TO PROCESS PREVIOUS QUARTER SALARY REFUNDS</u>	22 Supplemental EFT Cancellation Deadline 10:00 A.M. MAIL SUPPLEMENTAL WARRANTS	23	24
25	26 PROCESS MONTHLY PAYROLL --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