Jul-23 Aug-23 Summer School Time Sheets Due for (6/16-6/30) Summer School Time Sheets Due for (7/17-7/31) 1 3 Electronic Time Sheets Due for Supplemental Payroll 1 Electronic Time Sheets Due for Supplemental Payroll 7 Holiday - 4th of July HR/Benefits Cutoff at 5pm to run Supplemental Payroll 7 5 HR/Benefits Cutoff at 5pm to run Supplemental Payroll Checks/Close 9 Checks/Close EFT Transmission & Deposit 7 EFT Transmission & Deposit 10 Payday Summer School Time Sheets Due for (8/1-8/3) Alt. Ed 10 15 Payday 14 Summer School Time Sheets Due for (7/1-7/14) 16 Electronic Time Submitted in PMA Electronic Time Sheets Due from Sites 17 Electronic Time Submitted in PMA 16 17 Electronic Time Sheets Due from Sites 17 Electronic Time PMA Approved 17 Electronic Time PMA Approved 17 Smart Finder File due from HR ET530 18 Smart Finder File due from HR 18 22 19 ET530 0 HR/Benefits Cutoff 1 23 0 20 HR/Benefits Cutoff at 5pm CM130 Time Records 2 24 21 CM130 Time Records Docking/PR128 1 2 3 PR140 Process Docking/PR128 25 24 PR140 Process 4 3 25 28 Checks/Close 4 26 29 **EFT Transmission** Checks/Close **EFT Transmission EFT** Deposit 27 30 31 28 **EFT** Deposit Payday 31 Payday Oct-23 Sep-23 9 Holiday - Columbus Day (BOW is closed) Electronic Time Sheets Due for Supplemental Payroll 1 4 Holiday - Labor Day 16 Electronic Time Submitted in PMA HR/Benefits Cutoff at 5pm 16 Electronic Time Sheets Due from Sites 6 Checks/Close 17 Electronic Time PMA Approved 6 EFT Transmission & Deposit 17 Smart Finder File due from HR 7 8 19 ET530 Payday

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ET530

Electronic Time Submitted in PMA

Electronic Time PMA Approved

HR/Benefits Cutoff at 5pm

CM130 Time Records

Docking/PR128

PR140 Process

Checks/Close

**EFT** Deposit

Payday

**EFT Transmission** 

Smart Finder File due from HR

Electronic Time Sheets Due from Sites

20

23

24

25

26

27

30

31

HR/Benefits Cutoff at 5pm

CM130 Time Records

Docking/PR128

PR140 Process

Checks/Close

**EFT** Deposit

Payday

**EFT Transmission** 

		Nov-23			Dec-23
	10	Holiday - Veteran's Day		15	Electronic Time Submitted in PMA
	15	Electronic Time Submitted in PMA		15	Electronic Time Sheets Due from Sites
	15	Electronic Time Sheets Due from Sites		15	Electronic Time PMA Approved
	16	Electronic Time PMA Approved		15	Smart Finder File due from HR
	16	Smart Finder File due from HR		18	ET530
	17	ET530	0	18	HR/Benefits Cutoff at 5pm
0	17	HR/Benefits Cutoff at 5pm	1	19	CM130 Time Records
1	20	CM130 Time Records	2	20	Docking/PR128
2	21	Docking/PR128	3	21	PR140 Process
3	22	PR140 Process	4	22	Checks/Close
	23-24	Holiday -Thanksgiving		25 & 26	Holidays - Christmas Eve and Christmas Day
4	27	Checks/Close		27	EFT Transmission
	28	EFT Transmission		28	Deposit EFT
	29	EFT Deposit		29	Payday
	30	Payday			

Jan-24 Feb-24

Electronic Time Submitted in PMA  12 Electronic Time Sheets Due from Sites  15 Holiday - M. L. King Jr.  16 Electronic Time PMA Approved  16 Electronic Time PMA Approved  17 Smart Finder File due from HR  18 ET530  19 ET530  10 Holiday - Presidents' Day  10 Universely Docking/PR128  11 Universely Docking/PR128  12 CM130 Time Records  13 Payday  15 Electronic Time Submitted in PMA  16 Electronic Time Sheets Due from Sites  16 Electronic Time PMA Approved  17 Electronic Time Sheets Due from Sites  18 Electronic Time Submitted in PMA  19 Electronic Time Submitted in PMA  10 Electronic Time Submitted in PMA  11 Electronic Time Submitted in PMA  12 Electronic Time Submitted in PMA  13 Electronic Time Submitted in PMA  14 Electronic Time Submitted in PMA  15 Electronic Time Submitted in PMA  16 Electronic Time Sheets Due from Sites  16 Electronic Time Sheets Due from Sites  16 Electronic Time PMA Approved  16 Smart Finder File due from HR  17 Smart Finder File due from HR  18 ET530  19 Holiday - Presidents' Day  10 HR/Benefits Cutoff at 5pm  20 HR/Benefits Cutoff at 5pm  21 CM130 Time Records  22 Docking/PR128  23 PR140 Process  24 Docking/PR128  25 PR140 Process  26 Checks/Close  27 EFT Transmission  27 EFT Transmission  28 EFT Deposit  29 Payday		1	Holiday - New Year		12	Holiday - Lincoln's B-day
15 Holiday - M. L. King Jr. 16 Electronic Time PMA Approved 16 Electronic Time PMA Approved 17 Smart Finder File due from HR 18 ET530 19 ET530 19 Holiday - Presidents' Day 19 ET530 10 20 HR/Benefits Cutoff at 5pm 10 20 HR/Benefits Cutoff at 5pm 11 23 CM130 Time Records 12 24 Docking/PR128 13 25 PR140 Process 14 26 Checks/Close 15 Checks/Close 27 EFT Transmission 28 EFT Deposit		12	Electronic Time Submitted in PMA		15	Electronic Time Submitted in PMA
16 Electronic Time PMA Approved 17 Smart Finder File due from HR 18 16 ET530 19 ET530 19 Holiday - Presidents' Day 10 22 HR/Benefits Cutoff at 5pm 10 23 CM130 Time Records 11 21 CM130 Time Records 12 24 Docking/PR128 13 25 PR140 Process 14 26 Checks/Close 15 EFT Transmission 16 Smart Finder File due from HR 16 ET530 19 Holiday - Presidents' Day 10 20 HR/Benefits Cutoff at 5pm 11 21 CM130 Time Records 12 CM130 Time Records 13 CM130 Time Records 14 CM130 Time Records 15 PR140 Process 16 Checks/Close 17 EFT Transmission 18 EFT Deposit		12	Electronic Time Sheets Due from Sites		15	Electronic Time Sheets Due from Sites
17 Smart Finder File due from HR 19 ET530 19 Holiday - Presidents' Day  O 22 HR/Benefits Cutoff at 5pm O 20 HR/Benefits Cutoff at 5pm 1 23 CM130 Time Records 1 21 CM130 Time Records 2 24 Docking/PR128 2 22 Docking/PR128 3 25 PR140 Process 4 26 Checks/Close 29 EFT Transmission 30 EFT Deposit 28 EFT Deposit		15	Holiday - M. L. King Jr.		16	Electronic Time PMA Approved
19 ET530  19 Holiday - Presidents' Day  10 22 HR/Benefits Cutoff at 5pm  10 20 HR/Benefits Cutoff at 5pm  11 21 CM130 Time Records  22 24 Docking/PR128  23 25 PR140 Process  24 26 Checks/Close  29 EFT Transmission  30 EFT Deposit  19 Holiday - Presidents' Day  10 20 HR/Benefits Cutoff at 5pm  11 21 CM130 Time Records  2 22 Docking/PR128  3 23 PR140 Process  4 26 Checks/Close  27 EFT Transmission  28 EFT Deposit		16	Electronic Time PMA Approved		16	Smart Finder File due from HR
O 22 HR/Benefits Cutoff at 5pm O 20 HR/Benefits Cutoff at 5pm I 23 CM130 Time Records I 21 CM130 Time Records Docking/PR128 I 22 Docking/PR128 I 23 PR140 Process I 24 Docking/PR128 I 26 Checks/Close I 26 Checks/Close I 27 EFT Transmission I 28 EFT Deposit		17	Smart Finder File due from HR		16	ET530
1       23       CM130 Time Records         2       24       Docking/PR128         3       25       PR140 Process         4       26       Checks/Close         29       EFT Transmission         30       EFT Deposit             1       21       CM130 Time Records         2       22       Docking/PR128         3       23       PR140 Process         4       26       Checks/Close         27       EFT Transmission         30       EFT Deposit		19	ET530		19	Holiday - Presidents' Day
2 24 Docking/PR128 3 25 PR140 Process 4 26 Checks/Close 29 EFT Transmission 30 EFT Deposit 2 22 Docking/PR128 3 23 PR140 Process 4 26 Checks/Close 27 EFT Transmission 28 EFT Deposit	0	22	HR/Benefits Cutoff at 5pm	0	20	HR/Benefits Cutoff at 5pm
3 25 PR140 Process 4 26 Checks/Close 29 EFT Transmission 30 EFT Deposit 3 23 PR140 Process 4 26 Checks/Close 27 EFT Transmission 28 EFT Deposit	1	23	CM130 Time Records	1	21	CM130 Time Records
4 26 Checks/Close 29 EFT Transmission 30 EFT Deposit  4 26 Checks/Close 27 EFT Transmission 28 EFT Deposit	2	24	Docking/PR128	2	22	Docking/PR128
29 EFT Transmission 27 EFT Transmission 30 EFT Deposit 28 EFT Deposit	3	25	PR140 Process	3	23	PR140 Process
30 EFT Deposit 28 EFT Deposit	4	26	Checks/Close	4	26	Checks/Close
·		29	EFT Transmission		27	EFT Transmission
31 Payday 29 Payday		30	EFT Deposit		28	EFT Deposit
		31	Payday		29	Payday

Mar-24 Apr-24

	15	Electronic Time Submitted in PMA		1	Cesar Chavez Day (County Closed & BOW opened)
	15	Electronic Time Sheets Due from Sites		15	Electronic Time Submitted in PMA
	18	Electronic Time PMA Approved		15	Electronic Time Sheets Due from Sites
	18	SmartFinder File Due to PR		16	Electronic Time PMA Approved
	18	ET530		17	SmartFinder File Due to PR
0	19	HR/Benefits Cutoff at 5pm		18	ET530
1	20	CM130 Time Records	0	19	HR/Benefits Cutoff at 5pm
2	21	Docking/PR128	1	22	CM130 Time Records
3	22	PR140 Process	2	23	Docking/PR128
4	25	Checks/Close	3	24	PR140 Process
	26	EFT Transmission	4	25	Checks/Close
	27	EFT Deposit		26	EFT Transmission
	28	Payday		29	EFT Deposit
	29	Holiday - Good Friday		30	Payday

May-24 Jun-24

	16	Electronic Time Submitted in PMA		14	Electronic Time Submitted in PMA
	16	Electronic Time Sheets Due from Sites		14	Electronic Time Sheets Due from Sites
	17	Electronic Time PMA Approved		17	Electronic Time PMA Approved
	17	SmartFinder File Due to PR		17	SmartFinder File Due to PR
	20	ET530		17	ET530
0	21	HR/Benefits Cutoff at 5pm	0	18	HR/Benefits Cutoff at 5pm
1	22	CM130 Time Records		19	Holiday - Juneteenth
2	23	Docking/PR128	1	20	CM130 Time Records
3	24	PR140 Process	2	21	Docking/PR128
	27	Holiday - Memorial Day	3	24	PR140 Process
4	28	Checks/Close	4	25	Checks/Close
	29	EFT Transmission		26	EFT Transmission. TBD: County Year end closure
	30	EFT Deposit		27	EFT Deposit
	31	Payday		28	Payday

#### **Additional Deadline Information**

## **EOM Payroll**

- → HR/BN is cutoff 4 days while payroll jobs run
- Payday is the last working day of the month from the
- + CA26102L workschedule
- July and August are maximized for HR/BN data entry due to start of new contract year

#### Fresno County Holidays - offices closed

July 4th - Independende Day September 4th - Labor Day November 10th - Veteran's Day

November 23th - Thanksgiving Day

November 24th - Day After Thanksgiving

December 25 - Christmas

Cesar Chavez day is on Sunday, March 31, 2024 Fresno County is closed on 4/1/2024 (Monday)

#### County will be closed for their year end process on:

June 30th, 2023 at 5pm - July 7th, 2023 at 7am July 24th, 2023 at 5pm - July 31st at 5pm

#### + Bank of West - offices closed

June 19th - Juneteenth
July 4th - Independende Day
September 4th - Labor Day
October 9th - Columbus Day
November 10th - Veteran's Day
November 23th - Thanksgiving Day
December 25 - Christmas

January 1st, 2024 - New Year's Day

Columbus day in October 9th - BOW is closed