

2023-2024 Payroll Calendar

Jul-23

- 3 Summer School Time Sheets Due for (6/16-6/30)
- 3 Electronic Time Sheets Due for Supplemental Payroll
- 4 **Holiday - 4th of July**
- 5 HR/Benefits Cutoff at 5pm to run Supplemental Payroll
- 5 **Checks/Close**
- 7 EFT Transmission & Deposit
- 10 **Payday**
- 14 Summer School Time Sheets Due for (7/1-7/14)
- 17 Electronic Time Submitted in PMA
- 17 Electronic Time Sheets Due from Sites
- 17 Electronic Time PMA Approved
- 18 **Smart Finder File due from HR**
- 19 ET530
- 0 20 HR/Benefits Cutoff at 5pm
- 1 21 CM130 Time Records
- 2 24 Docking/PR128
- 3 25 PR140 Process
- 4 26 **Checks/Close**
- 27 EFT Transmission
- 28 EFT Deposit
- 31 **Payday**

Aug-23

- 1 Summer School Time Sheets Due for (7/17-7/31)
- 1 Electronic Time Sheets Due for Supplemental Payroll
- 7 HR/Benefits Cutoff at 5pm to run Supplemental Payroll
- 7 **Checks/Close**
- 9 EFT Transmission & Deposit
- 10 **Payday**
- 15 Summer School Time Sheets Due for (8/1-8/3) Alt. Ed
- 16 Electronic Time Submitted in PMA
- 16 Electronic Time Sheets Due from Sites
- 17 Electronic Time PMA Approved
- 17 **Smart Finder File due from HR**
- 18 ET530
- 0 22 HR/Benefits Cutoff
- 1 23 CM130 Time Records
- 2 24 Docking/PR128
- 3 25 PR140 Process
- 4 28 **Checks/Close**
- 29 EFT Transmission
- 30 EFT Deposit
- 31 **Payday**

Sep-23

- 1 Electronic Time Sheets Due for Supplemental Payroll
- 4 **Holiday - Labor Day**
- 6 HR/Benefits Cutoff at 5pm
- 6 **Checks/Close**
- 7 EFT Transmission & Deposit
- 8 **Payday**
- 15 Electronic Time Submitted in PMA
- 15 Electronic Time Sheets Due from Sites
- 18 Electronic Time PMA Approved
- 18 **Smart Finder File due from HR**
- 19 ET530
- 0 20 HR/Benefits Cutoff at 5pm
- 1 21 CM130 Time Records
- 2 22 Docking/PR128
- 3 25 PR140 Process
- 4 26 **Checks/Close**
- 27 EFT Transmission
- 28 EFT Deposit
- 29 **Payday**

Oct-23

- 9 **Holiday - Columbus Day (BOW is closed)**
- 16 Electronic Time Submitted in PMA
- 16 Electronic Time Sheets Due from Sites
- 17 Electronic Time PMA Approved
- 17 **Smart Finder File due from HR**
- 19 ET530
- 0 20 HR/Benefits Cutoff at 5pm
- 1 23 CM130 Time Records
- 2 24 Docking/PR128
- 3 25 PR140 Process
- 4 26 **Checks/Close**
- 27 EFT Transmission
- 30 EFT Deposit
- 31 **Payday**

2023-2024 Payroll Calendar

Nov-23

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

Dec-23

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

Jan-24

- 1 Holiday - New Year
- 12 Electronic Time Submitted in PMA
- 12 Electronic Time Sheets Due from Sites
- 15 Holiday - M. L. King Jr.
- 16 Electronic Time PMA Approved
- 17 Smart Finder File due from HR
- 19 ET530
- 0 22 HR/Benefits Cutoff at 5pm
- 1 23 CM130 Time Records
- 2 24 Docking/PR128
- 3 25 PR140 Process
- 4 26 Checks/Close
- 29 EFT Transmission
- 30 EFT Deposit
- 31 **Payday**

Feb-24

- 12 Holiday - Lincoln's B-day
- 15 Electronic Time Submitted in PMA
- 15 Electronic Time Sheets Due from Sites
- 16 Electronic Time PMA Approved
- 16 Smart Finder File due from HR
- 16 ET530
- 19 Holiday - Presidents' Day
- 0 20 HR/Benefits Cutoff at 5pm
- 1 21 CM130 Time Records
- 2 22 Docking/PR128
- 3 23 PR140 Process
- 4 26 Checks/Close
- 27 EFT Transmission
- 28 EFT Deposit
- 29 **Payday**

2023-2024 Payroll Calendar

Mar-24

- 15 Electronic Time Submitted in PMA
- 15 Electronic Time Sheets Due from Sites
- 18 Electronic Time PMA Approved
- 18 SmartFinder File Due to PR**
- 18 ET530
- 0** 19 HR/Benefits Cutoff at 5pm
- 1** 20 CM130 Time Records
- 2** 21 Docking/PR128
- 3** 22 PR140 Process
- 4** **25 Checks/Close**
- 26 EFT Transmission
- 27 EFT Deposit
- 28 Payday**
- 29 Holiday - Good Friday**

Apr-24

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

May-24

- 16 Electronic Time Submitted in PMA
- 16 Electronic Time Sheets Due from Sites
- 17 Electronic Time PMA Approved
- 17 SmartFinder File Due to PR**
- 20 ET530
- 0** 21 HR/Benefits Cutoff at 5pm
- 1** 22 CM130 Time Records
- 2** 23 Docking/PR128
- 3** 24 PR140 Process
- 27 Holiday - Memorial Day**
- 4** **28 Checks/Close**
- 29 EFT Transmission
- 30 EFT Deposit
- 31 Payday**

Jun-24

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

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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