



## Santa Clara County Office of Education

Charles Weis, Ph.D.  
County Superintendent of Schools

# Informational Bulletin

## District Business & Advisory Services

Nimrat Johal: Director- DBAS: 408-453-6599

Cathy McKim, Manager-DBAS: 408-453-6588

Bulletin: 11-039

Date: April 29, 2011

To: District Fiscal Directors  
Payroll Managers

From: Cathy McKim

Re: 2011-12 Payroll Schedule

This bulletin is being sent to notify you of the 2011-12 payroll schedule. In addition to the calendars printed on this bulletin, I will attach the excel version for your use.

As discussed and agreed upon in the January and March Directors Roundtable meetings, we have added the additional day for legal and retirement processing.

Please share this information as deemed appropriate.

*Approved by: Nimrat Johal- Director- District Business & Advisory Services*



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10th of Month					End of Month				
Month	Payroll Close	DBAS Legals	Warrants Available	Payday	Month	Payroll Close	DBAS Legals	Warrants Available	Payday
	5:00 PM	3:00 PM	2:00 PM	9:00 AM		5:00 PM	3:00 PM	2:00 PM	9:00 AM
<b>2011</b>					<b>2011</b>				
July	5-Jul	6-Jul	7-Jul	8-Jul	July	22-Jul	25-Jul & 26-Jul	28-Jul	29-Jul
August	4-Aug	5-Aug & 8-Aug	9-Aug	10-Aug	August	24-Aug	25-Aug & 26-Aug	30-Aug	31-Aug
September	2-Sep	6-Sep & 7-Sep	8-Sep	9-Sep	September	23-Sep	26-Sep & 27-Sep	29-Sep	30-Sep
October	4-Oct	5-Oct & 6-Oct	7-Oct	10-Oct	October	24-Oct	25-Oct & 26-Oct	28-Oct	31-Oct
November	4-Nov	7-Nov & 8-Nov	9-Nov	10-Nov	November	21-Nov	22-Nov & 23-Nov	29-Nov	30-Nov
December	5-Dec	6-Dec & 7-Dec	8-Dec	9-Dec	December	12-Dec	13-Dec	15-Dec	16-Dec
<b>2012</b>					<b>2012</b>				
January	4-Jan	5-Jan & 6-Jan	9-Jan	10-Jan	January	24-Jan	25-Jan & 26-Jan	30-Jan	31-Jan
February	6-Feb	7-Feb & 8-Feb	9-Feb	10-Feb	February	22-Feb	23-Feb & 24-Feb	28-Feb	29-Feb
March	5-Mar	6-Mar & 7-Mar	8-Mar	9-Mar	March	23-Mar	26-Mar & 27-Mar	29-Mar	30-Mar
April	4-Apr	5-Apr & 6-Apr	9-Apr	10-Apr	April	23-Apr	24-Apr & 25-Apr	27-Apr	30-Apr
May	4-May	7-May & 8-May	9-May	10-May	May	23-May	24-May & 25-May	30-May	31-May
June	4-Jun	5-Jun & 6-Jun	7-Jun	8-Jun	June	22-Jun	25-Jun & 26-Jun	28-Jun	29-Jun
<b>2011</b>					<b>2012</b>				
Month	Wednesday Manuals		Friday Manuals		Month	Wednesday Manuals		Friday Manuals	
	Payroll Close	Warrants Available	Payroll Close	Warrants Available Payday		Payroll Close	Warrants Available	Payroll Close	Warrants Available Payday
	10:00 AM	10:00 AM	10:00 AM	10:00 AM		10:00 AM	10:00 AM	10:00 AM	10:00 AM
<b>2011</b>					<b>2012</b>				
July	12-Jul	13-Jul	14-Jul	15-Jul	January			12-Jan	13-Jan
	19-Jul	20-Jul	21-Jul	22-Jul		17-Jan	18-Jan	19-Jan	20-Jan
August	2-Aug	3-Aug	11-Aug	12-Aug	February	14-Feb	15-Feb	2-Feb	3-Feb
	16-Aug	17-Aug	18-Aug	19-Aug		21-Feb	22-Feb		
September			1-Sep	2-Sep	March			1-Mar	2-Mar
	13-Sep	14-Sep	15-Sep	16-Sep		13-Mar	14-Mar	15-Mar	16-Mar
October	20-Sep	21-Sep	22-Sep	23-Sep	April	20-Mar	21-Mar		
	11-Oct	12-Oct	13-Oct	14-Oct		17-Apr	18-Apr	19-Apr	20-Apr
November	18-Oct	19-Oct	20-Oct	21-Oct	May	1-May	2-May		
	1-Nov	2-Nov	3-Nov	4-Nov		15-May	16-May	17-May	18-May
December	15-Nov	16-Nov	17-Nov	18-Nov	June	12-Jun	13-Jun	14-Jun	15-Jun
	20-Dec	21-Dec	1-Dec	2-Dec		19-Jun	20-Jun		
	27-Dec	28-Dec	DBAS Clean Up Only						

County Board of Education: Leon F. Beauchman, Michael Chang, Joseph Di Salvo, Julia Hover-Smoot, Grace H. Mah, Craig Mann, Anna Song  
1290 Ridder Park Drive. San Jose, CA 95131-2304 (408) 453-6500 www.sccoe.org

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2011																											
JULY							AUGUST							SEPTEMBER													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
					1	2		1	2X	3M	4C	5L	6						1X	2CM	3						
3	4H	5C	6L	7	8S	9	7	8L	9	10S	11X	12M	13	4	5H	6L	7L	8	9S	10							
10	11	12X	13M	14X	15M	16	14	15	16X	17M	18X	19M	20	11	12	13X	14M	15X	16M	17							
17	18	19X	20M	21X	22CM	23	21	22	23	24C	25L	26L	27	18	19	20X	21M	22X	23C	24							
24	25L	26L	27	28	29S	30	28	29	30	31S				25	26L	27L	28	29	30S								
31																											
OCTOBER							NOVEMBER							DECEMBER													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
						1			1X	2M	3X	4CM	5						1X	2M	3						
2	3	4C	5L	6L	7	8	6	7L	8L	9	10S	11H	12	4	5C	6L	7L	8	9S	10							
9	10	11X	12M	13X	14M	15	13	14	15X	16M	17X	18M	19	11	12C	13L	14	15	16S	17							
16	17	18X	19M	20X	21M	22	20	21C	22L	23L	24H	25H	26	18	19	20X	21M	22	23H	24							
23	24C	25L	26L	27	28	29	27	28	29	30				25	26L	27L	28L	29L	30H	31							
30	31																										
2012																											
JANUARY							FEBRUARY							MARCH													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
1	2H	3	4C	5L	6L	7				1	2X	3M	4						1X	2M	3						
8	9	10S	11	12X	13M	14	5	6C	7L	8L	9	10S	11	4	5C	6L	7L	8	9S	10							
15	16H	17X	18M	19X	20M	21	12	13H	14X	15M	16	17H	18	11	12	13X	14	15X	16M	17							
22	23	24C	25L	26L	27	28	19	20	21X	22CM	23L	24L	25	18	19	20X	21	22	23C	24							
29	30	31S					26	27	28	29				25	26L	27L	28	29	30S	31							
APRIL							MAY							JUNE													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
1	2	3X	4C	5L	6L	7			1X	2M	3X	4CM	5							1	2						
8	9	10S	11	12X	13M	14	6	7L	8L	9	10S	11	12	3	4C	5L	6L	7	8S	9							
15	16	17X	18M	19X	20M	21	13	14	15X	16M	17X	18M	19	10	11	12X	13M	14X	15M	16							
22	23C	24L	25L	26	27	28	20	21	22X	23CM	24L	25L	26	17	18	19X	20M	21	22C	23							
29	30S						27	28H	29	30	31S			24	25L	26L	27	28	29S	30							
10th & Monthly	C	Payroll Close 5:00 PM					Wed/Fri	X	Payroll Close 10:00 AM					Holidays= H													
	L	DBAS Processing						M	Warrants 10:00 AM																		
	Warrants Avail 2PM the Day before Payroll							M	Payday																		
	S	Payday																									

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