



Santa Clara County Office of Education

Charles Weis, Ph.D.
County Superintendent of Schools

Informational Bulletin

For Santa Clara County Districts

District Business & Advisory Services

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

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

Bulletin: 12-018

Date: July 22, 2011

To: District Fiscal Directors
District Payroll and Human Resources Directors and Managers

From: Cathy McKim

Re: Retirement Submission Deadlines for Fiscal Year 2011-12

Fiscally Accountable Districts and Charter Schools within Santa Clara County who Submit Retirement Information via Data Files

Please find the attached Retirement Submission Schedules for Fiscal Year 2011-2012. These documents will also be available on the SCCOE website on the Documents and Forms page under the Resources for Fiscal Administrators at <http://www.sccoe.org/depts/dbas/portal/docs.asp>

It is important that all data files be submitted on time; and STRS data must be submitted error free. For additional information regarding the STRS data requirements, see Bulletin 12-015 dated 7/20/11 at <http://www.sccoe.org/docs/DBASBulletins/12-015%20DBAS-Informational%20Bulletin-STRS%20Retirement%20Submission-%20Fiscal%20Account.pdf>

Please share this information as deemed appropriate.

Fiscally Accountable District's File Submission Schedule
for the Fiscal Year 2011/2012

Report Month	Calendar Month	PERS File to TSB Due
07	July	8/22/2011
08	August	9/21/2011
09	September	10/19/2011
10	October	11/17/2011
11	November	12/19/2011
12	December	1/19/2012
01	January	2/20/2012
02	February	3/21/2012
03	March	4/19/2012
04	April	5/18/2012
05	May	6/20/2012
06	June	7/19/2012

Fiscally Accountable District's File Submission Schedule
for the Fiscal Year 2011/2012

Report Month	Calendar Month	STRS File to TSB Due
01	July	8/15/2011
02	August	9/16/2011
03	September	10/18/2011
04	October	11/17/2011
05	November	12/14/2011
06	December	1/19/2012
07	January	2/15/2012
08	February	3/15/2012
09	March	4/16/2012
10	April	5/15/2012
11	May	6/15/2012
12	June	7/17/2012