



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: 12-090

Date: January 19, 2012

To: District Fiscal Directors
District Payroll and Human Resources Directors

From: Cathy McKim- District Business & Advisory Services
Cindy Patterson- Technology Services Branch

Re: Change to February Payroll Calendar

The purpose of this email is to communicate important changes made to the February payroll calendar. This schedule was changed to better align the Santa Clara County Office of Education (SCCOE) with the majority of the district's February holidays.

The impact to our customers is minimal; however, we believe that the changes will better meet your needs. We have removed a previously scheduled Wednesday manual payroll and added a Friday manual payroll, during the previous week.

Monday	February 13	SCCOE Holiday Removed
Thursday	February 16 th	Added Friday Manual Payroll Close
Friday	February 17 th	SCCOE Holiday Removed
Friday	February 17 th	Added Friday Manual Payroll Warrants Available
Monday	February 20 th	Added SCCOE Holiday for Lincoln's Birthday
Tuesday	February 21 st	Added SCCOE Holiday for Presidents Day
Tuesday	February 21 st	Removed Wednesday Manual Payroll Close
Wednesday	February 22 nd	Removed Wednesday Manual Payroll Warrants Available

I have attached the revised 2011-12 payroll schedule for your convenience.

Please share this information as deemed appropriate.

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

A Champion for Children, Schools and Community

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
2011					2011				
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
2012					2012				
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
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
2011					2012				
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	16-Feb	17-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
	20-Sep	21-Sep	22-Sep	23-Sep		20-Mar	21-Mar		
October	11-Oct	12-Oct	13-Oct	14-Oct	April			12-Apr	13-Apr
	18-Oct	19-Oct	20-Oct	21-Oct		17-Apr	18-Apr	19-Apr	20-Apr
November	1-Nov	2-Nov	3-Nov	4-Nov	May	1-May	2-May		
	15-Nov	16-Nov	17-Nov	18-Nov		15-May	16-May	17-May	18-May
December	20-Dec	21-Dec	1-Dec	2-Dec	June	12-Jun	13-Jun	14-Jun	15-Jun
	27-Dec	28-Dec	DBAS Clean Up Only			19-Jun	20-Jun		

****November 4th payroll eliminated due to a special maintenance that must be performed. See Bulletin 12-058 for notice.**

Revised 01-18-12 (Removed February 13th and 17th Holidays, Added February 16/17th Friday Manual and added 20th /21st Holiday, removing Wed manual)

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	8\$	9	7	8L	9	10\$	11X	12M	13	4	5H	6L	7L	8	9\$	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	29\$	30	28	29	30	31\$				25	26L	27L	28	29	30\$	
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	3	4	5					1X	2M	3
2	3	4C	5L	6L	7	8	6	7L	8L	9	10\$	11H	12	4	5C	6L	7L	8	9\$	10
9	10	11X	12M	13X	14M	15	13	14	15X	16M	17X	18M	19	11	12C	13L	14	15	16\$	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	10\$	11	12X	13M	14	5	6C	7L	8L	9	10\$	11	4	5C	6L	7L	8	9\$	10
15	16H	17X	18M	19X	20M	21	12	13	14X	15M	16X	17M	18	11	12	13X	14	15X	16M	17
22	23	24C	25L	26L	27	28	19	20H	21H	22CM	23L	24L	25	18	19	20X	21	22	23C	24
29	30	31\$					26	27	28	29				25	26L	27L	28	29	30\$	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	10\$	11	12X	13M	14	6	7L	8L	9	10\$	11	12	3	4C	5L	6L	7	8\$	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	30\$						27	28H	29	30	31\$			24	25L	26L	27	28	29\$	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	
	\$	Payday				

****November 4th payroll eliminated due to a special maintenance that must be performed. See Bulletin 12-058 for notice.**

Revised 01-18-12 (Removed February 13th and 17th Holidays, Added February 16/17th Friday Manual and added 20th /21st Holiday, removing Wed manual)