



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: 12-113

Date: March 23, 2012

To: District Fiscal Directors
District Payroll Managers

From: Cathy McKim

Re: Payroll Calendar for Fiscal Year 2012-13

The purpose of this e-mail is to provide you with the proposed Payroll Calendar for Fiscal Year 2012-13.

This calendar includes two days for DBAS processing as well as two manuals during each week (when possible); however, during the next fiscal year, we will be collecting data to support this practice and will draft our 2013-14 calendar appropriately. Be aware that before any final decisions are made, we will provide opportunity for discussion and district feedback.

Please be advised that this calendar will be published in the format attached only. If you have any questions, please let me know.

Please share this information as deemed appropriate.

2012

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

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

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

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

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

DECEMBER							
S	M	T	W	T	F	S	
						1	
2	3	4X	5MC	6L	7	8	
9	10C\$	11L	12	13	14\$	15	
16	17	18X	19M	20X	21M	22	
23	24H	25H	26	27	28	29	
30	31H	District Payroll Clean Up					

DBAS Payroll Clean Up

2013

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

FEBRUARY						
S	M	T	W	T	F	S
					1M	2
3	4C	5L	6L	7	8\$	9
10	11	12X	13M	14X	15M	16
17	18H	19H	20	21C	22L	23
24	25L	26	27	28\$		

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

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

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

JUNE						
S	M	T	W	T	F	S
						1
2	3	4C	5L	6L	7	8
9	10\$	11X	12M	13X	14M	15
16	17	18X	19M	20X	21M C	22
23	24L	25L	26	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				