



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

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

Bulletin: 12-124

Date: April 11, 2012

To: District Fiscal Directors
District Human Resource and Payroll Managers

From: Cathy McKim

Re: Payroll Calendar for Fiscal Year 2012-13- Revised

This purpose of this e-mail is to communicate the revised payroll deadlines for the Fiscal Year 2012-13. Based on your feedback, there have been two changes reflected in this revised calendar.

- December 2012
 - December EOM payroll has been changed to Wednesday, December 19th.
 - A Manual payroll run has been added on for Wednesday, December 12th.
 - A Manual payroll run has been eliminated on Wednesday, December 19th.
- January 2013
 - January 10th payroll close has been changed from Friday, January 4th at 5:00pm to Monday, January 7th at Noon.

Original

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

Revised

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

DBAS Payroll Clean Up

Original

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\$		

Revised

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

Note: Jan 10th payroll closes at Noon on Monday- Jan 7th

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

Note: Jan 10th payroll closes at Noon on Monday- January 7th

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	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	21MC	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					