



District Business & Advisory Services

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

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

Bulletin: 12-139

Date: May 16, 2012

To: District Fiscal Directors
District Payroll Managers and Staff

From: Cathy McKim

Re: Payroll Calendar Change - Fiscal Year 2012-13 - March 2013

The purpose of this email is to communicate the process changes pursuant to the discussion and subsequent agreement during the Fiscal Directors Roundtable on May 10th and the Payroll User Group meeting on May 15th.

• **March 2013 - End of Month Closing Date - Changes**

- The payroll end of month pay date has changed from March 29th to March 28th
- The payroll close date has changed from March 22nd to March 21st
- The legal processing days have changed from March 25th & 26th to March 22nd & 25th

Original						
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						

Revised						
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	21C	22L	23
24	25L	26	27	28\$	29	30
31						

Please distribute this memo within your District 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	10\$	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\$		
<p>Note: Jan 10th payroll closes at Noon on Monday- January 7th</p>						

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	21C	22L	23
24	25L	26	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				