

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: 12-139

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

- o 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
- o The legal processing days have changed from March 25th & 26th to March 22nd &25th

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Please distribute this memo within your District as deemed appropriate.

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