



District Business & Advisory Services

Kolvira Chheng, Director - DBAS: 408-453-6599

Bulletin: 15-031

Date: May 22, 2015

To: CBOs
District Fiscal Directors
Charter School Administrators

From: Kolvira Chheng
Director, District Business and Advisory Services

Re: SCCOE 2015-16 **Final** Payroll Processing Deadline Calendar

The purpose of this bulletin is to inform you of Santa Clara County Office of Education's Payroll Processing Deadlines for Fiscal Year 2015-16. The dates on this schedule are *final* as we have incorporated District feedback. If you have any questions, please call me at (408) 453-6599 or call your Advisor.

Please distribute this memo within your District as deemed appropriate.

2015-2016 Payroll Processing Deadlines

July 2015						
Su	M	Tu	W	Th	F	S
			1	2	3H	4
5	6C	7L	8L	9	10\$	11
12	13	14X	15M	16	17	18
19	20	21X	22M	23	24C	25
26	27L	28L	29	30	31\$	

August 2015						
Su	M	Tu	W	Th	F	S
						1
2	3	4C	5L	6L	7	8
9	10\$	11X	12M	13	14	15
16	17	18X	19M	20	21	22
23	24C	25L	26L	27	28	29
30	31\$					

September 2015						
Su	M	Tu	W	Th	F	S
		1X	2M	3C	4L	5
6	7H	8L	9	10\$	11	12
13	14	15X	16M	17	18	19
20	21	22	23C	24L	25L	26
27	28	29	30\$			

October 2015						
Su	M	Tu	W	Th	F	S
				1X	2M	3
4	5C	6L	7L	8	9\$	10
11	12	13X	14M	15	16	17
18	19	20	21	22	23C	24
25	26L	27L	28	29	30\$	31

November 2015						
Su	M	Tu	W	Th	F	S
1	2	3X	4MC	5L	6L	7
8	9	10\$	11H	12X	13M	14
15	16	17C	18L	19L	20	21
22	23	24\$	25	26H	27H	28
29	30					

December 2015						
Su	M	Tu	W	Th	F	S
		1X	2M	3	4C	5
6	7L	8L	9	10\$	11C	12
13	14L	15L	16	17	18\$	19
20	21	22X	23M	24H	25H	26
27	28	29	30	31H		

January 2016						
Su	M	Tu	W	Th	F	S
					1H	2
3	4C	5L	6L	7	8\$	9
10	11	12X	13M	14	15	16
17	18H	19X	20M	21	22C	23
24-31	25L	26L	27	28	29\$	30

February 2016						
Su	M	Tu	W	Th	F	S
	1	2X	3M	4C	5L	6
7	8L	9	10\$	11	12H	13
14	15H	16X	17M	18	19	20
21	22C	23L	24L	25	26	27
28	29\$					

March 2016						
Su	M	Tu	W	Th	F	S
		1X	2M	3	4C	5
6	7L	8L	9	10\$	11	12
13	14	15X	16M	17	18	19
20	21	22	23C	24L	25L	26
27	28	29	30\$	31H		

April 2016						
Su	M	Tu	W	Th	F	S
					1	2
3	4C	5L	6L	7	8\$	9
10	11	12X	13M	14	15	16
17	18	19X	20M	21	22C	23
24	25L	26L	27	28	29\$	30

May 2016						
Su	M	Tu	W	Th	F	S
1	2	3X	4MC	5L	6L	7
8	9	10\$	11	12X	13M	14
15	16	17	18	19	20	21
22	23C	24L	25L	26	27	28
29	30H	31\$				

June 2016						
Su	M	Tu	W	Th	F	S
			1	2X	3M	4
5	6C	7L	8L	9	10\$	11
12	13	14X	15M	16	17	18
19	20	21	22	23C	24L	25
26	27L	28	29	30\$		

Federal Holidays 2015/16

July 4th	Independence Day	Nov. 26th	Thanksgiving Day	Feb 12th	Lincoln's Birthday
Sept. 7th	Labor Day	Dec. 25th	Christmas Day	Feb. 15th	Presidents' Day
Oct. 12th	Columbus Day	Jan. 1st	New Year's Day	May 30th	Memorial Day
Nov. 11th	Veterans Day	Jan. 18th	Martin Luther King Day		

State Holidays

March 31st	Cesar Chavez Day
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C	Payroll Close (5 p.m.)
X	Manual Payroll Close (10 a.m.)
L	DBAS Processing
\$	Payday - Warrants Available After 2 p.m. the Day Before Payday
M	Manual Warrants-Available After 10 a.m.
H	Holidays