



District Business & Advisory Services

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

Bulletin: 15-033

Date: June 10, 2015

To: District Chief Business Officers
District Fiscal Directors
Charter School Administrators

From: Kolvira Chheng
Director, District Business and Advisory Services

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

The purpose of this bulletin is to inform you of a change with the Santa Clara County Office of Education's Payroll Processing Deadlines for Fiscal Year 2015-16. Due to a recent change with the SCCOE's 2016 Work Year Holidays Calendar by moving Lincoln's Birthday from February 12 to February 16, the February 17 manual pay date will now be February 12. We apologize for any inconvenience this may have caused. 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\$ | 11X | 12M | 13 |
| 14 | 15H | 16H | 17 | 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 15th | Presidents' Day |
| Sept. 7th | Labor Day | Dec. 25th | Christmas Day | Feb. 16th | Lincoln's Birthday |
| 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 |
|------------|------------------|

| | |
|----|--|
| 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 |