



District Business & Advisory Services

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

Bulletin: 16-009

Date: October 1, 2015

To: District Chief Business Officers
District Fiscal Directors
Personnel and Payroll Directors

From: Kolvira Chheng, Director - DBAS

Re: Revised FY 2015-16 Payroll Processing Deadline Calendar

Please be advised that the SCCOE's FY 2015-16 Payroll Processing Deadline Calendar has been revised, which include the following:

- Additional manual payroll runs have been added
- November EOM pay date has been changed from November 24th to November 30th
 - Education Code 42646 states, "When the payroll procedure provides for payment of salary once each month the payment shall be made on the last working day of the month as required by Section 45166." Since all districts are open on November 30, 2015, this change is necessary.

If you have any questions, please feel free to call me at (408) 453-6599.

Please distribute this information 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	15X	16M	17
18	19	20X	21M	22X	23MC	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	17X	18M	19C	20L	21
22	23L	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	14X	15M	16
17	18H	19X	20M	21X	22MC	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	18X	19M	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	17X	18M	19
20	21	22X	23MC	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	14X	15M	16
17	18	19X	20M	21X	22MC	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	17X	18M	19X	20M	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	16X	17M	18
19	20	21X	22M	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 Holiday					
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