



District Business & Advisory Services
Judy Lee Kershaw, Director- DBAS: 408-453-6599

Bulletin: 17-011

Date: November 15, 2016
To: District Chief Business Officers
District Fiscal Directors
From: Judy Lee Kershaw, Director, DBAS and
Ann Jones, Interim Chief Business Officer
Re: Holiday Schedule – Important Notice

The purpose of this bulletin is to notify K-12 School Districts and Community College Districts of the holiday schedule for District Business and Advisory Services (DBAS). The Santa Clara County Office of Education will be closed for the holidays on the following dates:

Day	Date
Thursday	11/24/16
Friday	11/25/16
Friday	12/23/16
Monday	12/26/16
Friday	12/30/16
Monday	01/02/17

During the period December 19, 2016 through January 2, 2017 while many districts are closed, District Business and Advisory Services (DBAS) will have reduced staffing in some areas, but continue to provide support in all areas. To ensure that you receive prompt assistance, please call the DBAS main phone line at (408) 453-6570 for assistance during this period.

In addition to the holiday schedule listed above, we will not have the capacity to process Accounts Payable warrants on December 14th and 15th, so please plan accordingly. Otherwise, Accounts Payable warrants will continue to be processed each day during December.

In accordance with the Payroll Calendar, payroll warrants are not scheduled for processing during the period December 22, 2016 through January 2, 2017. The last supplemental payroll (also known as “manual” payroll) processing for 2016 is scheduled for cutoff on December 20th at 10:00 am and will be available for pick up on December 21st at 10:00am. **The last payroll cancellation run will be made on December 22, 2016, cutoff for district submissions is 3pm.** All payroll cancellations submitted to DBAS for processing by 12/22 will be reflected in the employee pay history in calendar year 2016.

As always, let us know of any special requests not reflected on the payroll calendar and we will do our best to accommodate your needs. The warrant processing schedule is summarized below:

Processing Schedule	Accounts Payable Warrants		Payroll Warrants			
	Cutoff	Available for pick-up	PAY DATE	Cutoff	Available for pick-up	Payroll Type
Last of 2016	12/29/16 12pm	1/3/17 10am	Dec. 16	12/12/16 5pm	12/16/16 10am	December - End of Month Payroll
			Dec. 21	12/20/16 10am	12/21/16 10am	Supplemental Payroll
First of 2017	1/3/17 3pm	1/4/17 10am	Jan. 4	1/3/17 10am	1/4/17 10am	Supplemental Payroll

Happy Holidays to you and your families from your DBAS Team!
Please distribute this information within your District as deemed appropriate.