District Business & Advisory Services

Judy Lee Kershaw, Director - DBAS: 408-453-6599

Bulletin: 17-033

Date: May 22, 2017

To: Chief Business Officers
          District Fiscal Directors
          Charter School Administrators

From: Judy Lee Kershaw
          Director, District Business and Advisory Services

Re: SCCOE FY 2017-18 Calendar of Payroll Processing Deadlines

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With input from district and Santa Clara County Office of Education staff, we have finalized the attached calendar of payroll processing deadlines for the upcoming FY 2017-18. These scheduled deadlines are necessary to ensure smooth operations that result in accurate payrolls with related reports and remittances. As always, we will work to accommodate exceptions to these scheduled deadlines on a case-by-case basis should an urgent situation arise.

If you have any further questions or comments, please contact your advisors directly. Or in case of absenses, please call me at (408) 453-6599 or judy_kershaw@sccoe.org.
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Please distribute this memo within your District as deemed appropriate.

County Board of Education: Michael Chang, Joseph Di Salvo, Darcie Green, Rosemary Kamei, Grace H. Mah, Claudia Rossi, Anna Song
1290 Ridder Park Drive, San Jose, CA 95131-2304 (408) 453-6500 www.sccoe.org

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Santa Clara County Office of Education
Jon R. Gundry
County Superintendent of Schools

2017-2018 Payroll Processing Deadlines

July 2017

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

August 2017

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

September 2017

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

October 2017

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

November 2017

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

December 2017

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

January 2018

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

February 2018

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

March 2018

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

April 2018

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

May 2018

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

June 2018

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

Federal Holidays 2017/18

July 4th	Independence Day	Nov. 23rd	Thanksgiving Day	Feb. 19th	Presidents' Day
Sept. 4th	Labor Day	Dec. 25th	Christmas Day	May 28th	Memorial Day
Oct. 9th	Columbus Day	Jan. 1st	New Year's Day		
Nov. 10th	Veterans Day (Observed)	Jan. 15th	Martin Luther King Day		

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

5/23/2017