



Informational Bulletin

For Santa Clara County Districts

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

Bulletin: 18-014

Date: December 12, 2017
To: District Chief Business Officers
District Fiscal Directors
From: Judy Lee Kershaw, Director, District Business Services
Megan Reilly, 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
Friday	12/22/17
Monday	12/25/17
Friday	12/29/17
Monday	01/01/18

During the period December 18, 2017 through January 2, 2018 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.

Accounts Payable warrants will continue to be processed each day during December. The final accounts payable run for calendar year 2017 will be December 28, 2017; all batches must be released and approved by **12:00 Noon**. Accounts Payable warrants processed on December 28, 2017 will be available for pick up from DBAS on January 2, 2018 at 10:00 a.m.

In accordance with the Payroll Calendar, payroll warrants are not scheduled for processing during the period December 18, 2017 through January 2, 2018. The last supplemental payroll (also known as “manual” payroll) processing for 2017 is scheduled for cutoff on December 27th at 10:00 am and will be available for pick up on December 28th at 10:00am. **The last payroll cancellation run will be made on December 18, 2017 and the cutoff for district submissions is 3pm.** All payroll cancellations submitted to DBAS for processing by 12/18 will be reflected in the employee pay history in calendar year 2017.

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 2017	12/28/17 12 Noon	1/2/18 10am	Dec 15	12/11/17 5pm	12/15/17 10am	December - End of Month Payroll
			Dec 27	12/26/17 10am	12/27/17 10am	Supplemental Payroll
First of 2018	1/2/18 3pm	1/3/18 10am	Jan 3	01/02/18 10am	01/03/18 10am	Supplemental Payroll

Happy Holidays to you and your families from your DBAS Team!
Please distribute this information 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
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