



District Business & Advisory Services

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

Bulletin: 18-036

Date: June 1, 2018

To: Chief Business Officers
District Fiscal Directors
Charter School Administrators

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

Re: SCCOE FY 2018-19 Calendar of Payroll Processing Deadlines

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 2018-19. 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 absences, please call me at (408) 453-6599 or judy_kershaw@sccoe.org.

Please distribute this memo within your District as deemed appropriate.

2018-2019 Payroll Processing Deadlines

July 2018						
Su	M	Tu	W	Th	F	S
1	2	3C	4H	5X	6	7
8	9	10\$	11	12	13	14
15	16	17M	18\$	19	20	21
22	23	24C	25X	26	27	28
29	30	31\$				

August 2018						
Su	M	Tu	W	Th	F	S
			1	2M	3\$	4
5	6C	7X	8	9	10\$	11
12	13	14	15	16M	17\$	18
19	20	21	22	23	24C	25
26	27X	28	29	30	31\$	

September 2018						
Su	M	Tu	W	Th	F	S
						1
2	3H	4C	5X	6	7	8
9	10\$	11	12	13	14	15
16	17	18M	19\$	20	21C	22
23	24X	25	26	27	28\$	29
30						

October 2018						
Su	M	Tu	W	Th	F	S
	1	2M	3\$	4C	5X	6
7	8	9	10\$	11	12	13
14	15	16M	17\$	18	19	20
21	22	23	24C	25X	26	27
28	29	30	31\$			

November 2018						
Su	M	Tu	W	Th	F	S
				1M	2\$	3
4	5C	6X	7	8	9\$	10
11	12H	13	14	15M	16\$	17
18	19	20	21C	22H	23H	24
25	26X	27	28	29	30\$	

December 2018						
Su	M	Tu	W	Th	F	S
						1
2	3	4C	5X	6	7	8
9	10\$	11	12	13	14C	15
16	17X	18	19	20	21\$	22
23	24H	25H	26	27M	28\$	29
30	31H					

January 2019						
Su	M	Tu	W	Th	F	S
		1H	2	3	4C	5
6	7X	8	9	10\$	11	12
13	14	15	16	17M	18\$	19
20	21H	22	23	24C	25X	26
27	28	29	30	31\$		

February 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4C	5X	6	7	8\$	9
10	11	12	13	14M	15\$	16
17	18H	19H	20	21C	22X	23
24	25	26	27	28\$		

March 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4C	5X	6	7	8\$	9
10	11	12	13	14M	15\$	16
17	18	19	20	21C	22X	23
24	25	26	27	28\$	29H	30
31						

April 2019						
Su	M	Tu	W	Th	F	S
	1	2M	3\$	4C	5X	6
7	8	9	10\$	11	12	13
14	15	16	17	18M	19\$	20
21	22	23C	24X	25	26	27
28	29	30\$				

May 2019						
Su	M	Tu	W	Th	F	S
			1	2M	3\$	4
5	6C	7X	8	9	10\$	11
12	13	14	15	16M	17\$	18
19	20	21	22	23C	24X	25
26	27H	28	29	30	31\$	

June 2019						
Su	M	Tu	W	Th	F	S
						1
2	3	4C	5X	6	7	8
9	10\$	11	12	13M	14\$	15
16	17	18	19	20	21C	22
23	24X	25	26	27	28\$	29
30						

Federal Holidays 2018/19

July 4th	Independence Day	Nov. 22nd	Thanksgiving Day	Feb. 18th	Presidents' Day
Sept. 3rd	Labor Day	Dec. 25th	Christmas Day	May 27th	Memorial Day
Oct. 8th	Columbus Day	Jan. 1st	New Year's Day		
Nov. 12th	Veterans Day	Jan. 21st	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
\$	Manual Warrants-Available After 10 a.m.
X	Cancellations
H	Holidays