



District Business and Advisory Services

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

Bulletin: 19-014

Date: November 28, 2018

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

From: Judy Lee Kershaw, Director, District Business Services

Re: Holiday Schedule – Important Notice

The purpose of this bulletin is to notify K-12 School 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
Monday	12/24/18
Tuesday	12/25/18
Monday	12/31/18
Tuesday	01/01/19

During the period December 24, 2018 through January 4, 2019 while most 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 2018 will be December 27, 2018; all batches must be released and approved by **5:00 P.M on December 26, 2018**. Accounts Payable warrants that are processed on December 27, December 28, 2018 and January 2, 2019 will be available for pick up from DBAS on January 3, 2019 at 10:00 a.m.

The last supplemental payroll (also known as “manual” payroll) processing for 2018 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 processed on December 17, 2018 and the cutoff for district submissions is 3pm on December 14, 2018.** All payroll cancellations submitted to DBAS for processing by December 14, 2018 will be reflected in the employee pay history for calendar year 2018.

As always, let us know of any special requests not reflected on the payroll calendar and the accounts payable schedule; 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 2018	12/26/2018 5 pm	12/27/2018 10am	12/21/2108	12/14/2018 5 pm	12/20/2018 10 am	December - End of Month Payroll
			12/28/2018	12/27/2018 12 pm	12/28/2018 10 am	Supplemental Payroll
First of 2019	01/02/2019 9pm	1/3/2019 10am	1/10/2019	01/04/2019 5 pm	01/09/2019 12 pm	January - Tenth of Month Payroll

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