



District Business and Advisory Services

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

Bulletin: 20-013

Date: November 15, 2019

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

From: Shanny Yam, Assistant 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
Thursday	11/28/19
Friday	11/29/19
Tuesday	12/24/19
Wednesday	12/25/19
Tuesday	12/31/19
Wednesday	01/01/20

During the period of December 24, 2019 through January 3, 2020 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 2019 will be December 23, 2019; all batches must be released and approved by **9:00 p.m. on December 23, 2019.** Accounts Payable warrants that are processed on December 26, 2019 through January 2, 2020 will be available for pick up from DBAS on January 3, 2020 at 10:00 a.m.

The last supplemental payroll (also known as “manual” payroll) processing for 2019 is scheduled for cutoff on December 26, 2019 at 10:00 am and will be available for pick up on December 27, 2019 at 10:00am. **The last payroll cancellation run will also be processed on December 26, 2019 and the cutoff for district submissions is 3:00 p.m. on December 23, 2019.** All payroll cancellations submitted to DBAS for processing by December 23, 2019 will be reflected in the employee pay history for calendar year 2019.

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 2019	12/23/2019 9 pm	12/26/2019 10 am	12/20/2019	12/13/2019 5 pm	12/19/2019 10 am	December - End of Month Payroll
			12/27/2019	12/26/2019 10 am	12/27/2019 10 am	Supplemental Payroll
First of 2020	01/02/2020 9 pm	01/03/2020 10 am	01/10/2020	01/06/2020 5 pm	01/09/2020 12 pm	January - Tenth of Month Payroll

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