



District Business and Advisory Services

Bulletin: 20-025

Date: March 17, 2020

From: Dennis Loo, Supervisor – Payroll, Tax & Retirement

To: District CBOs
District Fiscal Directors
District Payroll Staff

Re: Payroll & AP Processing During Shelter in Place Order

In light of the recent developments of the COVID-19 virus and the new shelter in place mandate for our county, we would like to inform you that DBAS will be processing payroll and AP warrants as normally scheduled through April 7, 2020. We will have staff on-site and remotely to make sure all districts' payroll and AP are processed as usual.

While warrant pickup is still available, DBAS would like to encourage you to authorize us to mail the warrants via USPS. You will need to confirm by email to process your postage and provide an account string to transfer any associated postage fees, please email all formal requests to your assigned accounting specialist.

Should your district decide to pick up your warrants, the SCCOE office hours are modified to 9:00 am to 2:00 pm, and non-employees are not allowed into the building. Therefore, please call extension 6570 using the phone outside our main entrance and a DBAS staff member will bring your district's payroll and AP warrants to the door.

Please feel free to call your District Advisors with any questions:

Susan Ady	(408) 453-6957
Yen Lam	(408) 453-6510
Ann Redd	(408) 453-6593
Rema Kumar	(408) 453-4277
Shanny Yam	(408) 453-6883
Nghia Do	(408) 453-6591

Please distribute this memo within your District as deemed appropriate.