



District Business & Advisory Services

Bulletin: 20-035

Date: May 29, 2020

To: Chief Business Officers
District Fiscal Directors
District Payroll Personnel

From: Ann Redd-Oyedele
Senior District Business Advisor, District Business and Advisory Services

Re: SCCOE FY 2020-21 Calendar of Payroll Processing Deadlines

Attached is the calendar of payroll processing deadlines for the upcoming fiscal year (FY) 2020-21. These scheduled deadlines are necessary to ensure smooth operations that result in accurate payrolls with related reports and remittances.

A copy of our Annual Payroll Processing Calendar Planning Policy and related presentation can be downloaded here: <https://drive.google.com/file/d/18XSQtIvIUE9CnUDthaLW03zBWnTz04S/view?usp=sharing>

If you have any further questions or comments, please contact Nghia Do at (408) 453-6591 or Dennis Loo at (408) 453-6617.

Please distribute this memo within your District as deemed appropriate.

2020-21 Payroll Processing Deadlines

July 2020						
Su	M	Tu	W	Th	F	S
			1	2	3H	4
5	6C	7L	8L	9	10\$	11
12	13	14	15	16	17M	18
19	20\$	21	22	23	24C	25
26	27LX	28L	29	30	31\$	

August 2020						
Su	M	Tu	W	Th	F	S
						1
2	3	4C	5LX	6L	7	8
9	10\$	11	12	13	14	15
16	17	18	19M	20\$	21	22
23	24C	25LX	26L	27	28	29
30	31\$					

September 2020						
Su	M	Tu	W	Th	F	S
		1	2	3C	4LX	5
6	7H	8L	9	10\$	11	12
13	14	15	16	17M	18\$	19
20	21	22	23C	24LX	25L	26
27	28	29	30\$			

October 2020						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5C	6LX	7L	8	9\$	10
11	12	13	14	15	16	17
18	19M	20\$	21	22	23C	24
25	26LX	27L	28	29	30\$	31

November 2020						
Su	M	Tu	W	Th	F	S
1	2	3	4C	5LX	6L	7
8	9	10\$	11H	12M	13\$	14
15	16	17	18C	19LX	20L	21
22	23	24	25	26H	27H	28
29	30\$					

December 2020						
Su	M	Tu	W	Th	F	S
		1	2	3	4C	5
6	7LX	8L	9	10\$	11C	12
13	14LX	15L	16	17	18\$	19
20	21	22	23	24H	25H	26
27	28	29MX	30\$	31H		

January 2021						
Su	M	Tu	W	Th	F	S
					1H	2
3	4C	5LX	6L	7	8\$	9
10	11	12	13	14	15	16
17	18H	19M	20\$	21	22C	23
24	25LX	26L	27	28	29\$	30
31						

February 2021						
Su	M	Tu	W	Th	F	S
	1	2	3	4C	5LX	6
7	8L	9	10\$	11	12H	13
14	15H	16	17M	18\$	19C	20
21	22LX	23L	24	25	26\$	27
28						

March 2021						
Su	M	Tu	W	Th	F	S
	1	2	3	4C	5LX	6
7	8L	9	10\$	11	12	13
14	15	16	17	18M	19\$	20
21	22	23C	24LX	25L	26	27
28	29	30\$	31H			

April 2021						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5C	6LX	7L	8	9\$	10
11	12	13	14	15	16	17
18	19M	20\$	21	22	23C	24
25	26LX	27L	28	29	30\$	

May 2021						
Su	M	Tu	W	Th	F	S
						1
2	3	4C	5LX	6L	7	8
9	10\$	11	12	13	14	15
16	17	18	19M	20\$	21C	22
23	24LX	25L	26	27	28\$	29
30	31H					

June 2021						
Su	M	Tu	W	Th	F	S
		1	2	3	4C	5
6	7LX	8L	9	10\$	11	12
13	14	15	16	17M	18\$	19
20	21	22	23C	24LX	25L	26
27	28	29	30\$			

Federal Holidays 2020/21

July 4th	Independence Day	Nov. 26th	Thanksgiving Day	Feb. 15th	Presidents' Day
Sept. 7th	Labor Day	Dec. 25th	Christmas Day	May 31st	Memorial Day
Oct. 12th	Columbus Day	Jan. 1st	New Year's Day		
Nov. 11th	Veterans Day	Jan. 18th	Martin Luther King Day		

C	Payroll Close (5 p.m.)
M	MID Payroll Close (10 a.m.)
X	Payroll Cancel Run
L	DBAS Processing
\$	Payday - Warrants Available After 2 p.m. the Day Before Payday
\$	MID Warrants - Available After 10 a.m.
H	Holidays