



District Business and Advisory Services

Bulletin: 21-004

Date: July 8, 2020

To: District Chief Business Officers
 District Fiscal Directors
 District Human Resource and Payroll Managers
 District Human Resource and Payroll Personnel

From: Nghia Do, District Business Advisor

Re: Fiscal Year 2020-21 New Pay Schedules

Effective July 11, 2020, all WED and FRI pay schedules are no longer used in processing a manual payroll. The following new pay schedules are added to the County Master File and linked to districts:

Code	Name
M10B06	MID 10MO REG OFF-JUN,JUL
M10B07	MID 10MO REG OFF-JUL,AUG
M10BSP	MID 10MO SUP OFF-JUL,AUG
M10R06	MID 10MO REG DEF-JUN,JUL
M10R07	MID 10MO REG DEF-JUL,AUG
M10RSP	MID 10MO SUP DEF-JUL/AUG
M11B07	MID 11MO REG OFF-JUL
M11B08	MID 11MO REG OFF-AUG
M11R07	MID 11MOS REPAY-JUL DS-REG
M11RSP	MID 11MO DEF-JUL
MIDREG	MID ISSUE 12MO REG
MIDSUP	MID ISSUE 12MO SUP

Districts will use these pay schedules to process the Twentieth Day of Month payroll preferred to as MID payroll which is closing at 10:00 am on the work day prior to the twentieth and the pay day is the twentieth day of month. Please note that:

- If District Payroll Closing Day falls on a non-work day, it will be redefined as prior work day.
- If the twentieth day is on a non-work day, the Pay Day is redefined as prior work day.

Please refer to DBAS bulletin 20-035 dated May 29, 2020, for fiscal year 2020-21 payroll processing schedule:

https://legacy.sccoe.org/docs/DBASBulletins/20-035%20SCCOE%20%20FY%202020-21%20Calendar%20of%20Payroll%20Processing%20Deadlines_0.1836969.pdf

Please distribute this memo within your District as deemed appropriate.