



## District Business and Advisory Services

Bulletin: 21-016

Date: November 4, 2020

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

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

Re: Holiday Schedule – Important Notice

The purpose of this bulletin is to notify school districts of the 2020 holiday schedule for the Santa Clara County Office of Education. Our office will be closed on the following dates:

Day	Date
Wednesday	11/11/2020
Thursday	11/26/2020
Friday	11/27/2020
Thursday	12/24/2020
Friday	12/25/2020
Thursday	12/31/2020
Friday	01/01/2021

During the period of December 21, 2020 through January 1, 2021 while most districts are closed, District Business and Advisory Services (DBAS) will have reduced staffing in some areas. Also, in response to COVID-19 safety measures, the majority of DBAS staff are working remotely, and the Ridder Park office remains closed to the public. Only district designated personnel are allowed to pick up warrants from the Ridder Park office. Please contact our District Business Advisors in advance to request a special arrangement.

Accounts Payable warrants will continue to be processed each day during December. The final accounts payable run for calendar year 2020 will be December 23, 2020; all batches must be released and approved by **9:00 p.m. on December 23, 2020**. Accounts Payable warrants that are processed on December 28, 2020 through January 4, 2021 will be available for pick up from DBAS on January 5, 2021 at 10:00 a.m.

The last supplemental payroll (also known as “manual” payroll) processing for 2020 is scheduled for cutoff on December 29, 2020 at 10:00 a.m. and will be available for pick up on December 30, 2020 at 10:00 a.m. **The last payroll cancellation run will also be processed on December 29, 2020 and the cutoff for district submissions is 3:00 p.m. on December 23, 2020.** All payroll cancellations submitted to DBAS for processing by December 23, 2020 will be reflected in the employee pay history for calendar year 2020.

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 2020	12/23/2020 9 pm	12/28/2020 10 am	12/18/2020	12/11/2020 5 pm	12/17/2020 10 am	December - End of Month Payroll
			12/30/2020	12/29/2020 10 am	12/30/2020 10 am	Supplemental Payroll
First of 2021	01/04/2021 9 pm	01/05/2021 10 am	01/08/2021	01/04/2021 5 pm	01/07/2021 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.*