



District Business & Advisory Services

Bulletin: 21-035

Date: April 16, 2021

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 2021-22 Calendar of Payroll Processing Deadlines

Attached is the calendar of payroll processing deadlines for the upcoming fiscal year (FY) 2021-22. 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/drive/folders/1Ni4xskYJ1dXEdMEUXFoZjxl09DXmH_6l

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.



2021-22 Payroll Processing Deadlines

July 2021						
Su	M	Tu	W	Th	F	S
				1	2C	3
4	5H	6L	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

August 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\$	21
22	23	24C	25LX	26L	27	28
29	30	31\$				

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

October 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\$	21	22C	23
24	25LX	26L	27	28	29\$	30
31						

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

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

January 2022						
Su	M	Tu	W	Th	F	S
						1
2	3H	4C	5L	6L	7	8
9	10\$	11	12	13	14	15
16	17H	18	19M	20\$	21	22
23	24C	25LX	26L	27	28	29
30	31\$					

February 2022						
Su	M	Tu	W	Th	F	S
		1	2	3	4C	5
6	7LX	8L	9	10\$	11	12
13	14	15M	16\$	17C	18H	19
20	21H	22LX	23L	24	25	26
27	28\$					

March 2022						
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\$	31H		

April 2022						
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	22C	23
24	25LX	26L	27	28	29\$	30

May 2022						
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	23C	24LX	25L	26	27	28
29	30H	31\$				

June 2022						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6C	7LX	8L	9	10\$	11
12	13	14	15	16	17M	18
19	20\$	21	22	23C	24LX	25
26	27L	28	29	30\$		

Federal Holidays 2021-22

July 5th	Independence Day	Nov. 25th	Thanksgiving Day	Feb. 21st	Presidents' Day
Sept. 6th	Labor Day	Dec. 27th	Christmas Day Observed	May 30th	Memorial Day
Oct. 11th	Columbus Day	Jan. 3rd	New Year's Day Observed		
Nov. 11th	Veterans Day	Jan. 17th	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