



## District Business and Advisory Services

Bulletin: 22-011

Date: December 3, 2021

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 2021 holiday schedule for the Santa Clara County Office of Education. Our office will be closed on the following dates:

Day	Date
Friday	12/24/2021
Monday	12/27/2021
Friday	12/31/2021
Monday	01/03/2022

As a reminder, the payroll closing dates for December are December 6, 2021 and December 13, 2021.

During the period of December 20, 2021 through January 3, 2022 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.

Accounts Payable warrants will continue to be processed each day during December. The final accounts payable run for calendar year 2021 will be December 23, 2021; all batches must be released and approved by **9:00 p.m. on December 23, 2021 and will be available for pick up on December 28, 2021.** Accounts Payable warrants that are processed on December 28, 2021 through December 30, 2021 will be available for pick up from DBAS on January 4, 2022 at 10:00 a.m.

The last supplemental payroll (also known as “manual” payroll) processing for 2021 is scheduled for cutoff on December 29, 2021 at 10:00 a.m. and will be available for pick up on December 30, 2021 at 10:00 a.m. **The last payroll cancellation run will also be processed on December 29, 2021 and the cutoff for district submissions is 3:00 p.m. on December 23, 2021.** All payroll cancellations submitted to DBAS for processing by December 23, 2021 will be reflected in the employee pay history for calendar year 2021.

The last payroll of the year scheduled for December 29, 2021 is a “clean up” payroll for the purpose of correcting payroll history, and should not be considered as another payroll.

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 2021	12/23/2021 9 pm	12/28/2021 10 am	12/17/2021	12/13/2021 5 pm	12/16/2021 10 am	December - End of Month Payroll
			12/30/2021	12/29/2021 10 am	12/30/2021 10 am	Supplemental Payroll
First of 2022	12/30/2021 9 pm	01/04/2022 10 am	01/10/2022	01/04/2022 5 pm	01/07/2022 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.*