



District Business & Advisory Services

Bulletin: 22-025

Date: March 16, 2022

To: Chief Business Officers
District Fiscal Directors
District Payroll Personnel

From: Ann Redd-Oyedele, Senior District Business Advisor

Re: SCCOE FY 2022-23 Calendar of Payroll Processing Deadlines

Attached is the calendar of payroll processing deadlines for the upcoming fiscal year (FY) 2022-23. These scheduled deadlines are necessary to ensure smooth operations that result in accurate payrolls with related reports and remittances.

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.

2022-23 Payroll Processing Deadlines

July 2022						
Su	M	Tu	W	Th	F	S
					1C	2
3	4H	5L	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						

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

September 2022						
Su	M	Tu	W	Th	F	S
				1	2C	3
4	5H	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\$	

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

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

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

January 2023						
Su	M	Tu	W	Th	F	S
1	2H	3	4C	5L	6L	7
8	9	10\$	11	12	13	14
15	16H	17	18	19M	20\$	21
22	23	24C	25LX	26L	27	28
29	30	31\$				

February 2023						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6C	7LX	8L	9	10\$	11
12	13	14	15M	16\$	17H	18
19	20H	21C	22LX	23L	24	25
26	27	28\$				

March 2023						
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\$	31H	

April 2023						
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						

May 2023						
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	29H	30	31\$			

June 2023						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5C	6LX	7L	8	9\$	10
11	12	13	14	15	16M	17
18	19H	20\$	21	22	23C	24
25	26LX	27L	28	29	30\$	

Federal Holidays 2022-23

July 4th	Independence Day	Nov. 24th	Thanksgiving Day	Feb. 20th	Presidents' Day
Sept. 5th	Labor Day	Dec. 26th	Christmas Day Observed	May 29th	Memorial Day
Oct. 9th	Columbus Day	Jan. 2nd	New Year's Day Observed	June 19th	Juneteenth Day
Nov. 11th	Veterans Day	Jan. 16th	Martin Luther King, Jr. 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