



District Business and Advisory Services

Bulletin: 23-011

Date: November 17, 2022

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 2022 holiday schedule for the Santa Clara County Office of Education. Our office will be closed on the following dates:

Day	Date
Friday	12/23/2022
Monday	12/26/2022
Friday	12/30/2022
Monday	01/02/2023

As a reminder, the payroll closing dates for December are December 5, 2022, and December 12, 2022.

During the period of December 19, 2022, through January 3, 2023, 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, only designated district 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 2022 will be December 22, 2022. All batches must be released and approved **by 9:00 p.m. on December 22, 2022, and will be available for pick up on December 27, 2022 after 10:00 a.m.** Accounts Payable warrants that are processed on December 27, 2022, through December 30, 2022, will be available for pick up from DBAS on January 3, 2023, at 10:00 a.m.

The last supplemental payroll (also known as “manual” payroll) processing for 2022 is scheduled for cutoff on December 28, 2022, at 10:00 a.m. and will be available for pick up on December 29, 2022, at 10:00 a.m. **The last payroll cancellation run will also be processed on December 28, 2022, and the cutoff for district submissions is 3:00 p.m. on December 22, 2022.** All payroll cancellations submitted to DBAS for processing by December 22, 2022, will be reflected in the employee pay history for calendar year 2022.

The last payroll of the year scheduled for December 28, 2022, is a “clean up” payroll for the purpose of correcting payroll history and should not be considered an additional 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 2022	12/22/2022 9 pm	12/27/2022 10 am	12/16/2022	12/12/2022 5 pm	12/15/2022 10 am	December - End of Month Payroll
			12/29/2022	12/28/2022 10 am	12/29/2022 10 am	Supplemental Payroll
First of 2023	12/29/2022 9 pm	01/03/2023 10 am	01/10/2023	01/04/2023 5 pm	01/09/2023 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.