



District Business & Advisory Services

Bulletin: 23-021

Date: March 6, 2023

To: Chief Business Officers
District Fiscal Directors
District Payroll Personnel

From: Ann Redd-Oyedele, Senior District Business Advisor

Re: SCCOE FY 2023-24 Calendar of Payroll Processing Deadlines

Attached is the calendar of payroll processing deadlines for the upcoming fiscal year (FY) 2023-24. 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.



2023-24 Payroll Processing Deadlines

July 2023						
Su	M	Tu	W	Th	F	S
						1
2	3C	4H	5L	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\$					

August 2023						
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	23	24C	25LX	26
27	28L	29	30	31\$		

September 2023						
Su	M	Tu	W	Th	F	S
					1C	2
3	4H	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

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

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

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

January 2024						
Su	M	Tu	W	Th	F	S
	1H	2	3	4C	5L	6
7	8L	9	10\$	11	12	13
14	15H	16	17	18M	19\$	20
21	22	23	24C	25LX	26L	27
28	29	30	31\$			

February 2024						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5C	6LX	7L	8	9\$	10
11	12	13	14	15M	16H	17
18	19H	20\$	21	22C	23LX	24
25	26L	27	28	29\$		

March 2024						
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						

April 2024						
Su	M	Tu	W	Th	F	S
	1H	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	29	30\$				

May 2024						
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	27H	28L	29	30	31\$	

June 2024						
Su	M	Tu	W	Th	F	S
						1
2	3	4C	5LX	6L	7	8
9	10\$	11	12	13	14	15
16	17M	18\$	19H	20	21C	22
23	24LX	25L	26	27	28\$	29
30						

Federal Holidays 2023-24

July 4th	Independence Day	Nov. 23rd	Thanksgiving Day	Feb. 19th	Presidents' Day
Sept. 4th	Labor Day	Dec. 25th	Christmas Day	May 27th	Memorial Day
Oct. 9th	Columbus Day	Jan. 1st	New Year's Day	June 19th	Juneteenth Day
Nov. 10th	Veterans Day (Observed)	Jan. 15th	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