



Santa Clara County Office of Education

Mary Ann Dewan, Ph.D.
County Superintendent of Schools

Informational Bulletin

For Santa Clara School Districts

District Business and Advisory Services

Bulletin: 23-028

Date: June 13, 2023

To: District Fiscal Directors
District CBOs
District Human Resource and Payroll Managers
District Human Resource and Payroll Personnel

From: Susan Ady, Director - District Business Services

Re: Important Payroll Deadlines Reminder

In keeping with our goal to be a premier service provider, DBAS has taken the feedback from our Fiscal Directors survey into consideration as we continue to work to improve our processes to better serve our districts. Payroll support is one area that we are asking for your support to help us reach our goals. Please be reminded that payroll reporting compliance is a shared responsibility between your district and DBAS. For DBAS to successfully meet our responsibilities, beginning July 1st, 2023, we will be enforcing a strict payroll lock period on the payroll close days. DBAS would like to remind districts that following the payroll deadlines set forth in the annual payroll calendar is critical to ensuring compliance with CalPERS and CalSTRS retirement, credential expiration audit, and wage garnishments verification. Districts are required to submit their signed payroll authorizations along with the Pay510, Pay512, Pay513, and error-free F496 and PERS macro by the end of the closing day. Districts unable to meet the cutoff period may be subject to retirement penalties and interest.

In the rare circumstance that you anticipate difficulty meeting this deadline, please communicate as early as possible with your DBAS payroll support contact. If possible, we will try to make arrangements to support your payroll staff to help your district avoid penalties and interest. However, do not wait until the closing day to notify DBAS that you may be late with your submission.

In addition, the all pay schedules lock on the 2nd legal day processing window with be strictly enforced. This temporarily locks all pay schedules, (10th of month, mid-month, and end of month). The locks are applied at approximately 2:30 pm on the Second Legal day and stay in effect for approximately 2 hours until the payroll run is completed. An email message will go out when the pay schedules have been unlocked.

Please distribute this memo within your District as deemed appropriate.