



District Business and Advisory Services

Bulletin: 24-010

Date: November 17, 2023

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 2023 holiday schedule for the Santa Clara County Office of Education. Our office will be closed on the following dates:

Day	Date
Friday	12/22/2023
Monday	12/25/2023
Friday	12/29/2023
Monday	01/01/2024

As a reminder, the payroll closing dates for December are December 4, 2023, and December 14, 2023.

During the period of December 18, 2023, through January 2, 2024, while most districts are closed, District Business and Advisory Services (DBAS) will have reduced staffing in some areas.

Accounts Payable warrants will continue to be processed each day during December. The final accounts payable run for calendar year 2023 will be December 21, 2023. All batches must be released and approved **by 9:00 p.m. on December 21, 2023, and will be available for pick up on December 26, 2023, after 10:00 a.m.** Accounts Payable warrants that are released for payment from December 26, 2023, through December 28, 2023, will be available for pick up from DBAS on January 2, 2024, at 10:00 a.m.

The last supplemental payroll (also known as “manual” payroll) processing for 2023 is scheduled for cutoff on December 27, 2023, at 10:00 a.m. and will be available for pick up on December 28, 2023, at 10:00 a.m. **The last payroll cancellation run will also be processed on December 27, 2023, and the cutoff for district submissions is 3:00 p.m. on December 21, 2023.** All payroll cancellations submitted to DBAS for processing by December 21, 2023, will be reflected in the employee pay history for calendar year 2023.

The last payroll of the year scheduled for December 28, 2023, 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 2023	12/21/2023 9 pm	12/26/2023 10 am	12/21/2023	12/14/2023 5 pm	12/20/2023 2 pm	December - End of Month Payroll
			12/28/2023	12/27/2023 10 am	12/28/2023 10 am	Supplemental Payroll
First of 2024	12/28/2023 9 pm	01/02/2024 10 am	01/10/2024	01/04/2024 5 pm	01/09/2024 2 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.