



District Business & Advisory Services

Bulletin: 24-021

Date: March 8, 2024

To: Chief Business Officers
District Fiscal Directors
District Payroll Personnel

From: Ann Redd-Oyedele, Senior District Business Advisor

Re: SCCOE FY 2024-25 Calendar of Payroll Processing Deadlines

Attached is the calendar of payroll processing deadlines for the upcoming fiscal year (FY) 2024-25. 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.



Santa Clara County Office of Education

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

2024-25 Payroll Processing Deadlines

July 2024						
Su	M	Tu	W	Th	F	S
	1	2	3C	4H	5L	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\$			

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

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

October 2024						
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\$		

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

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

January 2025						
Su	M	Tu	W	Th	F	S
			1H	2	3	4
5	6C	7L	8L	9	10\$	11
12	13	14	15	16M	17\$	18
19	20H	21	22	23	24C	25
26	27LX	28L	29	30	31\$	

February 2025						
Su	M	Tu	W	Th	F	S
						1
2	3	4C	5LX	6L	7	8
9	10\$	11	12	13	14H	15
16	17H	18M	19\$	20	21C	22
23	24LX	25L	26	27	28\$	

March 2025						
Su	M	Tu	W	Th	F	S
						1
2	3	4C	5LX	6L	7	8
9	10\$	11	12	13	14	15
16	17	18M	19\$	20	21C	22
23	24LX	25L	26	27	28\$	29
30	31H					

April 2025						
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	23C	24LX	25L	26
27	28	29	30\$			

May 2025						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5C	6LX	7L	8	9\$	10
11	12	13	14	15	16	17
18	19M	20\$	21	22C	23LX	24
25	26H	27L	28	29	30\$	31

June 2025						
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	21
22	23C	24LX	25L	26	27	28
29	30\$					

Federal Holidays 2024-25

July 4th	Independence Day	Nov. 28th	Thanksgiving Day	Feb. 17th	Presidents' Day
Sept. 2nd	Labor Day	Dec. 25th	Christmas Day	May 26th	Memorial Day
Oct. 14th	Columbus Day	Jan. 1st	New Year's Day	June 19th	Juneteenth Day
Nov. 11th	Veterans Day	Jan. 20th	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