



**District Business and Advisory Services**

Bulletin: 25-008

Date: November 7, 2024

To: District Chief Business Officers  
 District Directors of Fiscal Services  
 District Human Resources and Payroll Managers

From: Susan Ady, Director - District Business Services  
 Nghia Do, Advisor - District Business Services

Re: Payroll Close Deadlines & Hard Lock Reminder

The purpose of this bulletin is to inform districts that beginning January 1, 2025, all payroll hard lock deadlines will be strictly enforced. District payroll will be due at 5:00PM on the payroll close date (in red) along with the PAY510 prelist, error-free STRS F496 and PERS Macro reports according to the payroll processing calendar. A hard lock on all payrolls will then be implemented at 8:00 AM on the following first legal day (in yellow). To accommodate credential holds and prevent the possibility of multiple payroll authorizations, signed district payroll authorizations will now be due by 12:00 PM on the first legal day.

Please note, during this time districts will not be able to make any changes to any pay periods until Technology Services has completed their process. An email notification will be sent out once districts are unlocked.

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\$	

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

*Please distribute this memo within your District as deemed appropriate.*