



District Business & Advisory Services

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Bulletin: 13-070

Date: May 17, 2013

To: District Fiscal Directors
District Payroll Managers and Staff

Re: Fiscal Year 2013-14 Payroll Deadlines

The purpose of this bulletin is to communicate the Payroll Deadline Calendar for Fiscal Year 2013-14.

As previously discussed, these deadlines are based on the following information:

- Federal, State, County and Bank Holidays
- District Scheduled Closures
- District Processing Needs
- DBAS Processing Timelines
- Operational Processing Timelines
- District Feedback

As many of you know, two separate drafts were sent to the Payroll User Group Distribution List for your review and comment. Thank you very much for your time and feedback.

You will see that I have adjusted the deadlines to meet the needs of the majority of your district's closures; however, I am aware that there are still a couple of payroll dates that are questionable for at least one of you. If your district will be closed during a scheduled pay date, please let us know and we may be able to offer support by mailing out your warrants for you.

Please distribute this information within your District, as appropriate.



2013-2014 Payroll Processing Deadlines

July 2013						
Su	M	Tu	W	Th	F	S
	1	2	3C	4H	5L	6
7	8LT	9	10\$	11X	12M	13
14	15	16X	17M	18X	19M	20
21	22	23X	24MC	25L	26L	27
28	29	30	31\$			

August 2013						
Su	M	Tu	W	Th	F	S
				1X	2M	3
4	5C	6L	7 LT	8	9\$	10
11	12	13X	14M	15X	16M	17
18	19	20X	21M	22	23C	24
25	26L	27L	28	29	30\$	31

September 2013						
Su	M	Tu	W	Th	F	S
1	2H	3	4C	5L	6 LT	7
8	9	10\$	11	12X	13M	14
15	16	17X	18M	19X	20M	21
22	23C	24L	25L	26	27	28
29	30\$					

October 2013						
Su	M	Tu	W	Th	F	S
		1	2	3	4C	5
6	7L	8 LT	9	10\$	11	12
13	14	15X	16M	17X	18M	19
20	21	22X	23M	24C	25L	26
27	28L	29	30	31\$		

November 2013						
Su	M	Tu	W	Th	F	S
					1	2
3	4C	5L	6 LT	7	8\$	9
10	11H	12X	13M	14X	15M	16
17	18	19C	20L	21L	22	23
24	25	26\$	27	28H	29H	30

December 2013						
Su	M	Tu	W	Th	F	S
1	2	3	4C	5L	6 LT	7
8	9	10\$	11	12X	13MC	14
15	16L	17L	18	19	20\$	21
22	23	24H	25H	26	27	28
29	30	31H				

January 2014						
Su	M	Tu	W	Th	F	S
			1H	2	3	4
5	6C	7L	8 LT	9	10\$	11
12	13	14X	15M	16X	17M	18
19	20H	21X	22M	23	24C	25
26	27L	28L	29	30	31\$	

February 2014						
Su	M	Tu	W	Th	F	S
						1
2	3	4C	5L	6 LT	7	8
9	10\$	11X	12M	13X	14M	15
16	17H	18H	19	20	21C	22
23	24L	25L	26	27	28\$	

March 2014						
Su	M	Tu	W	Th	F	S
						1
2	3	4C	5L	6 LT	7	8
9	10\$	11X	12M	13X	14M	15
16	17	18X	19M	20X	21MC	22
23	24L	25L	26	27	28\$	29
30	31H					

April 2014						
Su	M	Tu	W	Th	F	S
		1X	2M	3	4C	5
6	7L	8 LT	9	10\$	11	12
13	14	15X	16M	17X	18M	19
20	21	22X	23MC	24L	25L	26
27	28	29	30\$			

May 2014						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5C	6L	7 LT	8	9\$	10
11	12	13X	14M	15X	16M	17
18	19	20X	21M	22C	23L	24
25	26H	27L	28	29	30\$	31

June 2014						
Su	M	Tu	W	Th	F	S
1	2	3	4C	5L	6 LT	7
8	9	10\$	11	12X	13M	14
15	16	17X	18M	19	20	21
22	23C	24L	25L	26	27	28
29	30\$					

C		Payroll Close (5 p.m.)	\$	Payday- Warrants-Available After 2 p.m. the Day Before Payday
X		Manual Payroll Close (10 a.m.)	M	Manual Warrants- Available After 10 a.m.
L	LT	DBAS Processing ¹	H	Holidays

¹ DBAS Processing includes Garnishments and Retirement Audits