



Santa Clara County Office of Education

Jon R. Gundry
County Superintendent of Schools

For Santa Clara County Districts

Informational Bulletin

District Business & Advisory Services

Judy Lee Kershaw, Director - DBAS: 408-453-6599

Bulletin: 16-025

Date: May 20, 2016

To: Chief Business Officers
District Fiscal Directors
Charter School Administrators

From: Judy Lee Kershaw
Director, District Business and Advisory Services

Re: SCCOE FY 2016-17 Calendar of Payroll Processing Deadlines

With input from district and Santa Clara County Office of Education staff, we have finalized the attached calendar of payroll processing deadlines for the upcoming FY 2016-17. These scheduled deadlines are necessary to ensure smooth operations that result in accurate payrolls with related reports and remittances. As always, we will work to accommodate exceptions to these scheduled deadlines on a case-by-case basis should an urgent situation arise. If you have any further questions or comments, please contact your advisors, or me at (408) 453-6599 or judy_kershaw@sccoe.org.

Please distribute this memo within your District as deemed appropriate.

County Board of Education: Michael Chang, Joseph Di Salvo, Darcie Green, Rosemary Kamei, Grace H. Mah, Claudia Rossi, Anna Song
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2016-2017 Payroll Processing Deadlines

July 2016						
Su	M	Tu	W	Th	F	S
					1C	2
3	4H	5L	6L	7	8\$	9
10	11	12X	13M	14	15	16
17	18	19X	20M	21X	22MC	23
24	25L	26L	27	28	29\$	30
31						

August 2016						
Su	M	Tu	W	Th	F	S
	1	2X	3M	4C	5L	6
7	8L	9	10\$	11	12	13
14	15	16X	17M	18X	19M	20
21	22	23	24C	25L	26L	27
28	29	30	31\$			

September 2016						
Su	M	Tu	W	Th	F	S
				1X	2MC	3
4	5H	6L	7L	8	9\$	10
11	12	13X	14M	15	16	17
18	19	20X	21M	22	23C	24
25	26L	27L	28	29	30\$	

October 2016						
Su	M	Tu	W	Th	F	S
						1
2	3C	4L	5L	6	7\$	8
9	10	11X	12M	13	14	15
16	17	18X	19M	20X	21M	22
23	24C	25L	26L	27	28	29
30	31\$					

November 2016						
Su	M	Tu	W	Th	F	S
		1X	2M	3	4C	5
6	7L	8L	9	10\$	11H	12
13	14	15X	16M	17X	18M	19
20	21C	22L	23L	24H	25H	26
27	28	29	30\$			

December 2016						
Su	M	Tu	W	Th	F	S
				1X	2M	3
4	5C	6L	7L	8	9\$	10
11	12C	13L	14L	15	16\$	17
18	19	20X	21M	22	23H	24
25	26H	27	28	29	30H	31

January 2017						
Su	M	Tu	W	Th	F	S
1	2H	3X	4MC	5L	6L	7
8	9	10\$	11	12X	13M	14
15	16H	17	18	19X	20M	21
22	23	24C	25L	26L	27	28
29	30	31\$				

February 2017						
Su	M	Tu	W	Th	F	S
			1	2X	3M	4
5	6C	7L	8L	9	10\$	11
12	13	14X	15M	16X	17MC	18
19	20H	21H	22L	23L	24	25
26	27	28\$				

March 2017						
Su	M	Tu	W	Th	F	S
			1	2X	3M	4
5	6C	7L	8L	9	10\$	11
12	13	14	15	16X	17M	18
19	20	21X	22M	23C	24L	25
26	27L	28	29	30\$	31H	

April 2017						
Su	M	Tu	W	Th	F	S
						1
2	3	4C	5L	6L	7	8
9	10\$	11	12	13X	14M	15
16	17	18X	19M	20X	21MC	22
23	24L	25L	26	27	28\$	29
30						

May 2017						
Su	M	Tu	W	Th	F	S
	1	2X	3M	4C	5L	6
7	8L	9	10\$	11	12	13
14	15	16X	17M	18X	19M	20
21	22	23C	24L	25L	26	27
28	29H	30	31\$			

June 2017						
Su	M	Tu	W	Th	F	S
				1X	2M	3
4	5C	6L	7L	8	9\$	10
11	12	13	14	15X	16M	17
18	19	20X	21M	22	23C	24
25	26L	27L	28	29	30\$	

Federal Holidays 2016/17

July 4th	Independence Day	Nov. 24th	Thanksgiving Day	Feb. 20th	Presidents' Day
Sept. 5th	Labor Day	Dec. 25th	Christmas Day	May 29th	Memorial Day
Oct. 10th	Columbus Day	Jan. 1st	New Year's Day		
Nov. 11th	Veterans Day	Jan. 16th	Martin Luther King Day		

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