



District Business & Advisory Services

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

Bulletin: 19-034

Date: May 1, 2019

To: Chief Business Officers
District Fiscal Directors
Charter School Administrators

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

Re: SCCOE FY 2019-20 Calendar of Payroll Processing Deadlines

With input from districts and Santa Clara County Office of Education staff, we have finalized the attached calendar of payroll processing deadlines for the upcoming FY 2019-20. 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 directly. Or in case of absences, please call me at (408) 453-6599 or judy_kershaw@sccoe.org.

Please distribute this memo within your District as deemed appropriate.

2019-20 Payroll Processing Deadlines

July 2019						
Su	M	Tu	W	Th	F	S
	1	2	3C	4H	5L	6
7	8L	9	10\$	11	12	13
14	15	16M	17\$	18	19	20
21	22	23	24C	25LX	26L	27
28	29	30	31\$			

August 2019						
Su	M	Tu	W	Th	F	S
				1M	2\$	3
4	5C	6LX	7L	8	9\$	10
11	12	13	14	15M	16\$	17
18	19	20	21	22	23C	24
25	26LX	27L	28	29	30\$	31

September 2019						
Su	M	Tu	W	Th	F	S
1	2H	3	4C	5LX	6L	7
8	9	10\$	11	12	13	14
15	16	17M	18\$	19	20	21
22	23C	24LX	25L	26	27	28
29	30\$					

October 2019						
Su	M	Tu	W	Th	F	S
		1M	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 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4C	5LX	6L	7	8\$	9
10	11H	12	13	14M	15\$	16
17	18	19C	20LX	21L	22	23
24	25	26\$	27	28H	29H	30

December 2019						
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	26MX	27\$	28
29	30	31H				

January 2020						
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 2020						
Su	M	Tu	W	Th	F	S
						1
2	3	4C	5LX	6L	7	8
9	10\$	11	12	13M	14\$	15
16	17H	18H	19	20	21C	22
23	24LX	25L	26	27	28\$	29

March 2020						
Su	M	Tu	W	Th	F	S
1	2	3	4C	5LX	6L	7
8	9	10\$	11	12M	13\$	14
15	16	17M	18\$	19	20	21
22	23C	24LX	25L	26	27	28
29	30\$	31H				

April 2020						
Su	M	Tu	W	Th	F	S
			1	2M	3\$	4
5	6C	7LX	8L	9	10\$	11
12	13	14	15	16M	17\$	18
19	20	21	22	23C	24LX	25
26	27L	28	29	30\$		

May 2020						
Su	M	Tu	W	Th	F	S
					1	2
3	4C	5LX	6L	7	8\$	9
10	11	12	13	14M	15\$	16
17	18	19	20	21C	22LX	23
24	25H	26L	27	28	29\$	30
31						

June 2020						
Su	M	Tu	W	Th	F	S
	1	2M	3\$	4C	5LX	6
7	8L	9	10\$	11	12	13
14	15	16M	17\$	18	19	20
21	22	23C	24LX	25L	26	27
28	29	30\$				

Federal Holidays 2019/20

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

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