

Monday, December 19, 2022	Deadline for Districts to post adjustments for <i>Additional Compensation Items</i> such as Group Term Life Insurance, Domestic Partner Benefits, Workers Compensation, 403b/457, Third Party Sick Pay, and Social Security and Medicare corrections
Monday, December 19, 2022	Deadline for Districts to change the cost of health insurance coverage for W-2 box 12 code DD
Monday, December 19, 2022	Deadline for Districts to Submit the December Regular Payroll
Tuesday, December 27, 2022 at 10 a.m.	Deadline for the last Manual and Cancel Warrant production for the 2022 calendar year
Tuesday, December 27, 2022	Deadline for the County to make corrections to an employee's social security number to close out calendar year-end reporting and for W-2 production
Wednesday, December 28, 2022	December payroll released for pickup or delivery
Thursday, December 29, 2022	December Regular Payroll issue date
Wednesday, January 4, 2023	Deadline for Districts to make changes to an employee's name or address for W-2 production
Friday, January 6, 2023	Last day for the County to make any last-minute adjustments to the W-2s for 2022
Monday, January 9, 2023	W-2 processing begins
Tuesday, January 10, 2023	W-2 printing begins
January 13 - 19, 2023	W-2 distribution to Districts
Tuesday, January 31, 2023	Last day for Districts/Employers to distribute W-2s to employees

If you have questions about these dates please call 805-964-4711 to contact the SBAS Payroll Team:
Myron Porter x 5280, Staci Hunter x 5254, Richard Weger x 5242, Sheng Xiong x 5252