

July 2025

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 <div>Verify rates for CSEA and CTA dues</div> <div>Notify County Office of rate changes</div> <div> <u>Leaves</u> First day prior year balances may be Rolled Forward into new year </div>	2	3 <div>SUBMIT Supplemental</div>	4 <div>Holiday SBCEO Closed</div> <div><i>*No Manual Warrants*</i></div>
7 <div>PRODUCTION 10 a.m. Supplemental</div> <div><i>*No Manual Warrants*</i></div>	8 <div>Payroll posted to GL</div> <div>Reports in Warehouse</div>	9 <div>Release Payroll 8 a.m.</div> <div><i>*No Manual Warrants*</i></div>	10 <div>PAYDAY Supplemental</div>	11 <div>Check Pay 32 Unpaid Summer Buckets report for 2024-2025</div>
14 <div> <u>Leaves</u> Last day to complete entries for June and Prior Year </div> <div>STRS – Check for Penalties and Interest</div>	15 <div> <u>Leaves</u> Last day to Roll balances to new year </div> <div>Notify County Office by 4 p.m. to roll</div>	16 <div> <u>Leaves</u> First day to Grant leaves for new year </div> <div> <u>Leaves</u> Data for new year may be input into batches. Post these batches on or after July 17, or after you do the first Grant for the new year </div>	17	18 <div> <u>Calendars</u> Verify that calendars are in balance before Submitting Regular Payroll </div>
21	22	23	24 <div>SUBMIT Regular</div>	25 <div>PRODUCTION 8 a.m. Regular</div> <div>Payroll posted to GL</div> <div><i>*No Manual Warrants*</i></div>
28 <div>PRODUCTION 10 a.m. Summer Savings</div> <div>Reports in Warehouse</div> <div>Payroll posted to GL</div> <div><i>*No Manual Warrants*</i></div>	29	30 <div>Release Payroll 8 a.m.</div> <div><i>*No Manual Warrants*</i></div>	31 <div>PAYDAY Regular</div> <div>ACH (direct deposit) emails begin sending at 4 a.m.</div>	

August 2025

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4 SUBMIT Supplemental	5 PRODUCTION 8 a.m. Supplemental Payroll posted to GL <i>*No Manual Warrants*</i>	6 Reports in Warehouse	7 Release Payroll 8 a.m. <i>*No Manual Warrants*</i>	8 PAYDAY Supplemental <i>*No Manual Warrants*</i>
11 STRS – Check for Penalties and Interest	12	13	14	15
18	19	20	21	22 SUBMIT Regular
25 PRODUCTION 8 a.m. Regular Payroll posted to GL <i>*No Manual Warrants*</i>	26 PRODUCTION 10 a.m. Summer Savings Payroll posted to GL <i>*No Manual Warrants*</i>	27 Reports in Warehouse	28 Release Payroll 8 A.M. <i>*No Manual Warrants*</i>	29 PAYDAY Regular ACH (direct deposit) emails begin sending at 4 a.m. <i>*No Manual Warrants*</i>

September 2025

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Holiday SBCEO Closed <u><i>*No Manual Warrants*</i></u>	2	3	4 SUBMIT Supplemental	5 PRODUCTION 8 a.m. Supplemental <div>Payroll posted to GL</div> <u><i>*No Manual Warrants*</i></u>
8 <div>Reports in Warehouse</div>	9 <div>Release Payroll 8 a.m.</div> <u><i>*No Manual Warrants*</i></u>	10 PAYDAY Supplemental	11	12 CalSTRS SEW in inquiry Mode until Sept 29
15	16 <div>STRS – Check for Penalties and Interest</div>	17 <div>Update Benefit Levels for Health & Welfare Insurance plan changes</div>	18	19
22	23 SUBMIT Regular	24 PRODUCTION 8 a.m. Regular <div>Payroll posted to GL</div> <u><i>*No Manual Warrants*</i></u>	25	26 <div>Reports in Warehouse</div>
29 <div>Release Payroll 8 a.m.</div> <u><i>*No Manual Warrants*</i></u> New CalSTRS SEW up.	30 PAYDAY Regular <div>ACH (direct deposit) emails begin sending at 4 a.m.</div> <u><i>*No Manual Warrants*</i></u>			

October 2025

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
6 SUBMIT Supplemental	7 PRODUCTION 8 a.m. Supplemental Payroll posted to GL <i>*No Manual Warrants*</i>	8 Reports in Warehouse	9 Release Payroll 8 a.m. <i>*No Manual Warrants*</i>	10 PAYDAY Supplemental
13 STRS – Check for Penalties and Interest	14	15	16	17
20	21	22	23	24 SUBMIT Regular
27 PRODUCTION 8 a.m. Regular Payroll posted to GL <i>*No Manual Warrants*</i>	28 Reports in Warehouse	29	30 Release Payroll 8 a.m. <i>*No Manual Warrants*</i>	31 PAYDAY Regular ACH (direct deposit) emails begin sending at 4 a.m.

November 2025

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4 SUBMIT Supplemental	5 PRODUCTION 8 a.m. Supplemental Payroll posted to GL <i>*No Manual Warrants*</i>	6 Reports in Warehouse	7 Release Payroll 8 a.m. <i>*No Manual Warrants*</i>
10 PAYDAY Supplemental <i>*No Manual Warrants*</i>	11 Holiday SBCEO Closed	12 STRS – Check for Penalties and Interest	13 Calendar Year End Audit employee totals for 403(b), 457, and Dependent Care to assure amounts are within contribution limits	14
17	18	19 SUBMIT Regular	20 PRODUCTION 8 a.m. Regular Payroll posted to GL <i>*No Manual Warrants*</i>	21 Reports in Warehouse
24 Reports in Warehouse	25 Release Payroll 8 a.m. <i>*No Manual Warrants*</i>	26 PAYDAY Regular ACH (direct deposit) emails begin sending at 4 a.m. <i>*No Manual Warrants*</i>	27 Holiday SBCEO Closed	28 Holiday SBCEO Closed

December 2025

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4 SUBMIT Supplemental	5 PRODUCTION 8 a.m. Supplemental Payroll posted to GL <i>*No Manual Warrants*</i>
8 Reports in Warehouse	9 Release Payroll 8 a.m. <i>*No Manual Warrants*</i>	10 PAYDAY Supplemental	11 Annual request: contact info for delivery or pickup of Dec. Reg. payroll	12 Calendar Year End Input any remaining adjustments for Health Insurance coverage and amounts for W2 and ACA-1095 reporting by Dec. 18
15 STRS – Check for Penalties and Interest	16 Calendar Year End Input any remaining adjustments for 3 rd Party Sick Leave Pay, Group Term Life & Domestic Partner Insurance, Workers' Compensation by Dec. 18	17	18 SUBMIT Regular	19 PRODUCTION 8 a.m. Regular Payroll posted to GL <i>*No Manual Warrants*</i>
22 Reports in Warehouse	23 Calendar Year End Last day for Manual and Cancel warrants for the year (to be included in W2)	24 Holiday SBCEO Closed <i>*No Manual Warrants*</i>	25 Holiday SBCEO Closed <i>*No Manual Warrants*</i>	26 Holiday SBCEO Closed <i>*No Manual Warrants*</i>
29 Last day to correct SSN for W2 Release Payroll 8 a.m. <i>*No Manual Warrants*</i>	30 PAYDAY Regular ACH (direct deposit) emails begin sending at 4 a.m. <i>*No Manual Warrants*</i>	31 Holiday SBCEO Closed <i>*No Manual Warrants*</i>		

January 2026

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 Holiday SBCEO Closed <i>*No Manual Warrants*</i>	2
5 SUBMIT Supplemental Calendar Year End Last day to correct employee name and address for W2	6 PRODUCTION 8 a.m. Supplemental Payroll posted to GL <i>*No Manual Warrants*</i>	7 Calendar Year End Last day for W2 corrections. Including Cancel Warrants for 2025 Reports in Warehouse	8 Release Payroll 8 a.m. <i>*No Manual Warrants*</i> Calendar Year End W2 Production	9 PAYDAY Supplemental Calendar Year End W2 Production <i>*No Manual Warrants*</i>
12 <i>Deliver W2s</i> STRS – Check for Penalties and Interest	13 <i>Deliver W2s</i>	14 <i>Deliver W2s</i>	15 <i>Deliver W2s</i>	16 <i>Deliver W2s</i>
19 Holiday SBCEO Closed <i>*No Manual Warrants*</i>	20 <i>Deliver W2s</i> Calendar Year End 1095-C ACA Production	21 <i>Deliver W2s</i>	22	23 SUBMIT Regular
26 PRODUCTION 8 a.m. Regular <i>*No Manual Warrants*</i>	27 Payroll posted to GL	28 Reports in Warehouse	29 Release Payroll 8 a.m. <i>*No Manual Warrants*</i>	30 PAYDAY Regular Calendar Year End Last Day to provide W2 & 1095 forms to employees. <i>*No Manual Warrants*</i> ACH (direct deposit) emails begin sending at 4am.

February 2026

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4 SUBMIT Supplemental	5 PRODUCTION 8 a.m. Supplemental Payroll posted to GL <i>*No Manual Warrants*</i>	6 Reports in Warehouse
9 Release Payroll 8 a.m. <i>*No Manual Warrants*</i>	10 PAYDAY Supplemental	11	12	13 Holiday SBCEO Closed <i>*No Manual Warrants*</i>
16 Holiday SBCEO Closed <i>*No Manual Warrants*</i>	17	18 STRS – Check for Penalties and Interest	19	20 SUBMIT Regular
23 PRODUCTION 8 a.m. Regular Payroll posted to GL <i>*No Manual Warrants*</i>	24 Reports in Warehouse	25	26 Release Payroll 8 a.m. <i>*No Manual Warrants*</i>	27 PAYDAY Regular ACH (direct deposit) emails begin sending at 4 a.m.

March 2026

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4 SUBMIT Supplemental	5 PRODUCTION 8 a.m. Supplemental Payroll posted to GL <i>*No Manual Warrants*</i>	6 New Fiscal Year Setup Copy, create, modify Benefit Providers, Calendars, Salary Schedules Reports in Warehouse
9 New Fiscal Year Setup Update Positions & Roll Accounts & Roll Assignments Release Payroll 8 a.m. <i>*No Manual Warrants*</i>	10 PAYDAY Supplemental	11	12	13
16 STRS – Check for Penalties and Interest	17	18	19	20
23	24 SUBMIT Regular	25 PRODUCTION 8 a.m. Regular Payroll posted to GL <i>*No Manual Warrants*</i>	26 Reports in Warehouse	27
30 Release Payroll 8 a.m. <i>*No Manual Warrants*</i>	31 PAYDAY Regular ACH (direct deposit) emails begin sending at 4 a.m. <i>*No Manual Warrants*</i>			

April 2026

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
6 SUBMIT Supplemental	7 PRODUCTION 8 a.m. Supplemental Payroll posted to GL <i>*No Manual Warrants*</i>	8 Reports in Warehouse	9 Release Payroll 8 a.m. <i>*No Manual Warrants*</i>	10 PAYDAY Supplemental
13 STRS – Check for Penalties and Interest	14	15	16	17
20	21	22	23 SUBMIT Regular	24 PRODUCTION 8 a.m. Regular Payroll posted to GL <i>*No Manual Warrants*</i>
27 Reports in Warehouse	28	29 Release Payroll 8 a.m. <i>*No Manual Warrants*</i>	30 PAYDAY Regular ACH (direct deposit) emails begin sending at 4 a.m.	

May 2026

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4 SUBMIT Supplemental	5 PRODUCTION 8 a.m. Supplemental Payroll posted to GL <i>*No Manual Warrants*</i>	6 Reports in Warehouse	7 <i>*No Manual Warrants*</i>	8 PAYDAY Supplemental <i>*No Manual Warrants*</i>
11 STRS – Check for Penalties and Interest	12	13 New Fiscal Year Setup Copy, create, modify Benefit Providers, Calendars, Salary Schedules	14 New Fiscal Year Setup Update Positions & Roll Accounts & Roll Assignments	15
18	19	20	21 SUBMIT Regular	22 PRODUCTION 8 a.m. Regular Payroll posted to GL <i>*No Manual Warrants*</i>
25 Holiday SBCEO Closed <i>*No Manual Warrants*</i>	26 Reports in Warehouse	27	28 Release Payroll 8 a.m. <i>*No Manual Warrants*</i>	29 PAYDAY Regular ACH (direct deposit) emails begin sending at 4 a.m. <i>*No Manual Warrants*</i>

June 2026

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4 SUBMIT Supplemental	5 PRODUCTION 8 a.m. Supplemental Payroll posted to GL <i>*No Manual Warrants*</i>
8 Reports in Warehouse	9 Release Payroll 8 a.m. <i>*No Manual Warrants*</i>	10 PAYDAY Supplemental	11	12
15 STRS – Check for Penalties and Interest	16 Set sorting methods for warrants After Rolling Assignments, proactively select a method for sorting warrants for each payday in the new fiscal year	17	18	19 Holiday SBCEO Closed <i>*No Manual Warrants*</i>
22	23 SUBMIT Regular	24 PRODUCTION 8 a.m. Regular Payroll posted to GL <i>*No Manual Warrants*</i>	25 PRODUCTION 10 a.m. Summer Savings Reports in Warehouse Payroll posted to GL <i>*No Manual Warrants*</i>	26 Fiscal Year End Last day for Manual and Cancel warrants for the fiscal year Fiscal Year Setup Verify Calendars are correct for 2026-2027
29 Last day to Roll Assignments Release Payroll 8 a.m. <i>*No Manual Warrants*</i>	30 PAYDAY Regular Last day to proactively set warrant sort for the new fiscal year ACH (direct deposit) emails begin sending at 4 a.m. <i>*No Manual Warrants*</i>			