



July 2026

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 Verify rates for CSEA and CTA dues Notify County Office of rate changes <u>Leaves</u> First day prior year balances may be Rolled Forward into new year	2	3 Holiday SBCEO Closed <i>*No Manual Warrants*</i>
6 SUBMIT Supplemental	7 PRODUCTION 10 a.m. Supplemental <i>*No Manual Warrants*</i>	8 Payroll posted to GL Reports in Warehouse	9 Release Payroll 8 a.m. <i>*No Manual Warrants*</i>	10 PAYDAY Supplemental
13 <u>Leaves</u> Last day to complete entries for June and Prior Year STRS – Check for Penalties and Interest	14 <u>Leaves</u> Last day to Roll balances to new year. Verify leave balances roll in 2026-2027. Notify County Office by 4 p.m. to roll	15 <u>Leaves</u> First day to Grant leaves for new year. <u>Leaves</u> Data for new year may be input into batches. Post these batches on or after July 15, or after you do the first Grant for the new year	16 Check Pay 32 Unpaid Summer Buckets report for 2025-2026	17 <u>Calendars</u> Verify that calendars are in balance before Submitting Regular Payroll
20	21	22	23	24 SUBMIT Regular
27 PRODUCTION 8 a.m. Regular Payroll posted to GL <i>*No Manual Warrants*</i>	28 PRODUCTION 10 a.m. Summer Savings Reports in Warehouse Payroll posted to GL <i>*No Manual Warrants*</i>	29 Reports in Warehouse	30 Release Payroll 8 A.M. <i>*No Manual Warrants*</i>	31 PAYDAY Regular ACH (direct deposit) emails begin sending at 4 a.m.



August 2026

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	11	12	13	14
17 STRS – Check for Penalties and Interest	18	19	20	21
24 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>
31 PAYDAY Regular ACH (direct deposit) emails begin sending at 4 a.m.				



September 2026

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3 SUBMIT Supplemental	4 PRODUCTION 8 a.m. Supplemental Payroll posted to GL <i>*No Manual Warrants*</i>
7 Holiday SBCEO Closed <i>*No Manual Warrants*</i>	8 Reports in Warehouse	9 Release Payroll 8 a.m. <i>*No Manual Warrants*</i>	10 PAYDAY Supplemental	11
14	15 STRS – Check for Penalties and Interest	16 Update Benefit Levels for Health & Welfare Insurance plan changes	17	18
21	22	23 SUBMIT Regular	24 PRODUCTION 8 a.m. Regular Payroll posted to GL <i>*No Manual Warrants*</i>	25 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.		



October 2026

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
5 SUBMIT Supplemental	6 PRODUCTION 8 a.m. Supplemental Payroll posted to GL <i>*No Manual Warrants*</i>	7 Reports in Warehouse	8 Release Payroll 8 a.m. <i>*No Manual Warrants*</i>	9 PAYDAY Supplemental <i>*No Manual Warrants*</i>
12 STRS – Check for Penalties and Interest	13	14	15	16
19	20	21	22	23 SUBMIT Regular
26 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. <i>*No Manual Warrants*</i>



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



December 2026

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4 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	11 Calendar Year End Input any remaining adjustments for Health Insurance coverage and amounts for W2 and ACA-1095 reporting by Dec. 18
14 STRS – Check for Penalties and Interest	15 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	16 Annual request: contact info for delivery or pickup of Dec. Reg. payroll	17	18 SUBMIT Regular
21 PRODUCTION 8 a.m. Regular Payroll posted to GL <i>*No Manual Warrants*</i>	22 Reports in Warehouse	23 Holiday SBCEO Closed <i>*No Manual Warrants*</i>	24 Holiday SBCEO Closed <i>*No Manual Warrants*</i>	25 Holiday SBCEO Closed <i>*No Manual Warrants*</i>
28 Calendar Year End Last day for Manual and Cancel warrants for the year (to be included in W2)	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 2027

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				<p>1</p> <p>Holiday SBCEO Closed</p> <p><i>*No Manual Warrants*</i></p>
<p>4</p> <p>SUBMIT Supplemental</p> <p>Calendar Year End Last day to correct employee name and address for W2</p>	<p>5</p> <p>PRODUCTION 8 a.m. Supplemental</p> <p>Payroll posted to GL</p> <p><i>*No Manual Warrants*</i></p>	<p>6</p> <p>Calendar Year End Last day for W2 corrections. Including Cancel Warrants for 2026</p> <p>Reports in Warehouse</p>	<p>7</p> <p>Release Payroll 8 a.m.</p> <p><i>*No Manual Warrants*</i></p> <p>Calendar Year End W2 Production</p>	<p>8</p> <p>PAYDAY Supplemental</p> <p>Calendar Year End W2 Production</p> <p><i>*No Manual Warrants*</i></p>
<p>11</p> <p>STRS – Check for Penalties and Interest</p>	<p>12</p> <p><i>Deliver W2s</i></p>	<p>13</p> <p><i>Deliver W2s</i></p>	<p>14</p> <p><i>Deliver W2s</i></p>	<p>15</p> <p><i>Deliver W2s</i></p>
<p>18</p> <p>Holiday SBCEO Closed</p> <p><i>*No Manual Warrants*</i></p>	<p>19</p> <p><i>Deliver W2s</i></p>	<p>20</p> <p><i>Deliver W2s</i></p>	<p>21</p> <p>Calendar Year End 1095-C ACA Production</p>	<p>22</p> <p>SUBMIT Regular</p>
<p>25</p> <p>PRODUCTION 8 a.m. Regular</p> <p><i>*No Manual Warrants*</i></p>	<p>26</p> <p>Payroll posted to GL</p>	<p>27</p> <p>Reports in Warehouse</p>	<p>28</p> <p>Release Payroll 8 a.m.</p> <p><i>*No Manual Warrants*</i></p>	<p>29</p> <p>PAYDAY Regular</p> <p>Calendar Year End Last Day to provide W2 & 1095 forms to employees.</p> <p><i>*No Manual Warrants*</i></p> <p>ACH (direct deposit) emails begin sending at 4am.</p>



February 2027

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 Holiday SBCEO Closed <i>*No Manual Warrants*</i>
15 Holiday SBCEO Closed <i>*No Manual Warrants*</i>	16	17 STRS – Check for Penalties and Interest	18	19 SUBMIT Regular
22 PRODUCTION 8 a.m. Regular Payroll posted to GL <i>*No Manual Warrants*</i>	23 Reports in Warehouse	24	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>



March 2027

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 New Fiscal Year Setup Update Positions & Roll Accounts & Roll Assignments
15 STRS – Check for Penalties and Interest	16	17	18	19
22	23	24 SUBMIT Regular	25 PRODUCTION 8 a.m. Regular Payroll posted to GL <i>*No Manual Warrants*</i>	26 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. <i>*No Manual Warrants*</i>		



April 2027

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
5 <div style="background-color: #800000; color: white; padding: 5px; text-align: center;"> SUBMIT Supplemental </div>	6 <div style="background-color: #ffff00; padding: 5px; text-align: center;"> PRODUCTION 8 a.m. Supplemental Payroll posted to GL </div> <div style="color: red; font-size: small; text-align: center; margin-top: 5px;"> <i>*No Manual Warrants*</i> </div>	7 <div style="border: 1px solid black; padding: 2px; text-align: center; margin: 5px auto; width: 80%;"> Reports in Warehouse </div>	8 <div style="border: 1px solid black; padding: 2px; text-align: center; margin: 5px auto; width: 80%;"> Release Payroll 8 a.m. </div> <div style="color: red; font-size: small; text-align: center; margin-top: 5px;"> <i>*No Manual Warrants*</i> </div>	9 <div style="background-color: #406040; color: white; padding: 5px; text-align: center;"> PAYDAY Supplemental </div> <div style="color: red; font-size: small; text-align: center; margin-top: 5px;"> <i>*No Manual Warrants*</i> </div>
12 <div style="border: 1px solid black; padding: 2px; text-align: center; margin: 5px auto; width: 80%;"> STRS – Check for Penalties and Interest </div>	13	14	15	16
19	20	21	22	23 <div style="background-color: #800000; color: white; padding: 5px; text-align: center;"> SUBMIT Regular </div>
26 <div style="background-color: #ffff00; padding: 5px; text-align: center;"> PRODUCTION 8 a.m. Regular Payroll posted to GL </div> <div style="color: red; font-size: small; text-align: center; margin-top: 5px;"> <i>*No Manual Warrants*</i> </div>	27 <div style="border: 1px solid black; padding: 2px; text-align: center; margin: 5px auto; width: 80%;"> Reports in Warehouse </div>	28	29 <div style="border: 1px solid black; padding: 2px; text-align: center; margin: 5px auto; width: 80%;"> Release Payroll 8 a.m. </div> <div style="color: red; font-size: small; text-align: center; margin-top: 5px;"> <i>*No Manual Warrants*</i> </div>	30 <div style="background-color: #406040; color: white; padding: 5px; text-align: center;"> PAYDAY Regular </div> <div style="text-align: center; margin-top: 5px;"> ACH (direct deposit) emails begin sending at 4 a.m. </div>



May 2027

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 <i>*No Manual Warrants*</i>
10 PAYDAY Supplemental	11	12	13	14
17 STRS – Check for Penalties and Interest	18	19 New Fiscal Year Setup Copy, create, modify Benefit Providers, Calendars, Salary Schedules	20 New Fiscal Year Setup Update Positions & Roll Accounts & Roll Assignments	21 SUBMIT Regular
24 PRODUCTION 8 a.m. Regular Payroll posted to GL <i>*No Manual Warrants*</i>	25 Reports in Warehouse	26	27 Release Payroll 8 a.m. <i>*No Manual Warrants*</i>	28 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>				



June 2027

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4 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	11
14 STRS – Check for Penalties and Interest	15 Set sorting methods for warrants After Rolling Assignments, proactively select a method for sorting warrants for each payday in the new fiscal year	16	17	18 Holiday SBCEO Closed <i>*No Manual Warrants*</i>
21 New Fiscal Year Setup Copy, create, modify Benefit Providers and Bargaining Units	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>
28 Fiscal Year End Last day for Manual and Cancel warrants for the fiscal year Fiscal Year Setup Verify Calendars are correct for 2027-2028	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>		