



# July 2023

## District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p><b>3</b></p> <p>Verify rates for CSEA and CTA dues</p> <hr/> <p>Notify County Office of rate changes</p> <p>Leaves First day prior year balances may be Rolled Forward into new year</p>	<p><b>4</b></p> <p>Holiday SBCEO Closed</p> <p><i>*No Manual Warrants*</i></p>	<p><b>5</b></p> <p><b>SUBMIT - 12 p.m. Supplemental</b></p> <p><b>PRODUCTION 12 p.m. Noon Supplemental</b></p> <p>Payroll posted to GL</p> <p><i>*No Manual Warrants*</i></p>	<p><b>6</b></p> <p>Reports in Warehouse</p>	<p><b>7</b></p> <p>Release Payroll 8 a.m.</p> <p><i>*No Manual Warrants*</i></p>
<p><b>10</b></p> <p><b>PAYDAY Supplemental</b></p>	<p><b>11</b></p> <p>Leaves Last day to complete entries for June and Prior Year</p> <p>STRS – Check for Penalties and Interest</p>	<p><b>12</b></p> <p>Leaves Last day to Roll balances to new year</p> <p>Notify County Office by 4 p.m. to roll</p>	<p><b>13</b></p> <p>Leaves First day to Grant leaves for new year</p> <p>Leaves Data for new year may be input into batches. Post these batches on or after July 14</p>	<p><b>14</b></p> <p>Check Pay 32 Unpaid Summer Buckets report for <b>2022-2023</b></p>
<p><b>17</b></p>	<p><b>18</b></p> <p>Calendars Verify that calendars are in balance before Submitting Regular Payroll</p>	<p><b>19</b></p>	<p><b>20</b></p>	<p><b>21</b></p>
<p><b>24</b></p> <p><b>SUBMIT Regular</b></p>	<p><b>25</b></p> <p><b>PRODUCTION 8 a.m. Regular</b></p> <p>Payroll posted to GL</p> <p><i>*No Manual Warrants*</i></p>	<p><b>26</b></p> <p><b>PRODUCTION 10 a.m. Summer Savings</b></p> <p>Reports in Warehouse</p> <p>Payroll posted to GL</p> <p><i>*No Manual Warrants*</i></p>	<p><b>27</b></p>	<p><b>28</b></p> <p>Release Payroll 8 a.m.</p> <p><i>*No Manual Warrants*</i></p>
<p><b>31</b></p> <p><b>PAYDAY Regular</b></p> <p>ACH (direct deposit) emails begin sending at 4 a.m.</p> <p><i>*No Manual Warrants*</i></p>				



# August 2023

## District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4 <b>SUBMIT</b> Supplemental
7 <b>PRODUCTION</b> 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 <b>PAYDAY</b> Supplemental	11 STRS – Check for Penalties and Interest
14	15	16	17	18
21	22	23	24 <b>SUBMIT</b> Regular	25 <b>PRODUCTION</b> 8 a.m. Regular Payroll posted to GL <i>*No Manual Warrants*</i>
28 <b>PRODUCTION</b> 10 a.m. Summer Savings 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 <b>PAYDAY</b> Regular ACH (direct deposit) emails begin sending at 4 a.m.	



# September 2023

## District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 <b>SUBMIT Supplemental</b>
4 Holiday SBCEO Closed <i>*No Manual Warrants*</i>	5 <b>PRODUCTION 8 a.m. Supplemental</b> Payroll posted to GL <i>*No Manual Warrants*</i>	6	7 Reports in Warehouse Release Payroll 8 a.m. <i>*No Manual Warrants*</i>	8 <b>PAYDAY Supplemental</b> <i>*No Manual Warrants*</i>
11	12 STRS – Check for Penalties and Interest	13 Update Benefit Levels for Health & Welfare Insurance plan changes	14	15
18	19	20	21	22 <b>SUBMIT Regular</b>
25 <b>PRODUCTION 8 a.m. Regular</b> Payroll posted to GL <i>*No Manual Warrants*</i>	26 Reports in Warehouse	27	28 Release Payroll 8 a.m. <i>*No Manual Warrants*</i>	29 <b>PAYDAY Regular</b> ACH (direct deposit) emails begin sending at 4 a.m. <i>*No Manual Warrants*</i>



# October 2023

## District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4 <b>SUBMIT</b> Supplemental	5 <b>PRODUCTION</b> 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 <b>PAYDAY</b> Supplemental	11 STRS – Check for Penalties and Interest	12	13
16	17	18	19	20
23	24 <b>SUBMIT</b> Regular	25 <b>PRODUCTION</b> 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 <b>PAYDAY</b> Regular ACH (direct deposit) emails begin sending at 4 a.m.			



# November 2023

## District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3 <b>SUBMIT Supplemental</b>
6 <b>PRODUCTION 8 a.m. Supplemental</b> 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 <b>PAYDAY Supplemental</b> <i>*No Manual Warrants*</i>	10 Holiday SBCEO Closed <i>*No Manual Warrants*</i>
13	14 STRS – Check for Penalties and Interest	15 <b>Calendar Year End</b> Audit employee totals for 403(b), 457, and Dependent Care to assure amounts are within contribution limits	16	17
20	21 <b>SUBMIT Regular</b>	22 <b>PRODUCTION 8 a.m. Regular</b> Payroll posted to GL <i>*No Manual Warrants*</i>	23 Holiday SBCEO Closed <i>*No Manual Warrants*</i>	24 Holiday SBCEO Closed <i>*No Manual Warrants*</i>
27 Reports in Warehouse	28	29 Release Payroll 8 a.m. <i>*No Manual Warrants*</i>	30 <b>PAYDAY Regular</b> ACH (direct deposit) emails begin sending at 4 a.m.	



# December 2023

## District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4 <b>SUBMIT</b> Supplemental	5 <b>PRODUCTION</b> 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 <b>PAYDAY</b> Supplemental Annual request: contact info for delivery or pickup of Dec. Reg. payroll <i>*No Manual Warrants*</i>
11 STRS – Check for Penalties and Interest	12 Calendar Year End Input any remaining adjustments for 3 <sup>rd</sup> Party Sick Leave Pay, Group Term Life & Domestic Partner Insurance, Workers' Compensation by Dec. 15	13 Calendar Year End Input any remaining adjustments for Health Insurance coverage and amounts for W2 and ACA-1095 reporting by Dec. 15	14	15
18 <b>SUBMIT</b> Regular	19 <b>PRODUCTION</b> 8 a.m. Regular Payroll posted to GL <i>*No Manual Warrants*</i>	20 Reports in Warehouse	21 Calendar Year End Last day for Manual and Cancel warrants for the year (to be included in W2)	22 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>	27 Last day to correct SSN for W2 Release Payroll 8 a.m. <i>*No Manual Warrants*</i>	28 <b>PAYDAY</b> Regular ACH (direct deposit) emails begin sending at 4 a.m. <i>*No Manual Warrants*</i>	29 Holiday SBCEO Closed <i>*No Manual Warrants*</i>



# January 2024

## District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>1</p> <p><b>Holiday</b> SBCEO Closed</p> <p><i>*No Manual Warrants*</i></p>	<p>2</p>	<p>3</p>	<p>4</p> <p><b>SUBMIT</b> Supplemental</p>	<p>5</p> <p><b>PRODUCTION</b> 8 a.m. Supplemental</p> <p>Payroll posted to GL</p> <p><i>*No Manual Warrants*</i></p>
<p>8</p> <p>Reports in Warehouse</p> <p>Calendar Year End Last day to correct employee name and address for W2</p>	<p>9</p> <p>Release Payroll 8 a.m.</p> <p>Calendar Year End Last day for W2 corrections</p> <p><i>*No Manual Warrants*</i></p>	<p>10</p> <p><b>PAYDAY</b> Supplemental</p> <p>Calendar Year End W2 Production</p>	<p>11</p> <p>STRS – Check for Penalties and Interest</p>	<p>12</p>
<p>15</p> <p><b>Holiday</b> SBCEO Closed</p> <p><i>*No Manual Warrants*</i></p>	<p>16</p> <p><i>Deliver W2s</i></p>	<p>17</p> <p><i>Deliver W2s</i></p> <p>Calendar Year End 1095 Production</p>	<p>18</p> <p><i>Deliver W2s</i></p>	<p>19</p> <p><i>Deliver W2s</i></p>
<p>22</p>	<p>23</p>	<p>24</p> <p><b>SUBMIT</b> Regular</p>	<p>25</p> <p><b>PRODUCTION</b> 8 a.m. Regular</p> <p>Payroll posted to GL</p> <p><i>*No Manual Warrants*</i></p>	<p>26</p> <p>Reports in Warehouse</p>
<p>29</p>	<p>30</p> <p>Release Payroll 8 a.m.</p> <p><i>*No Manual Warrants*</i></p>	<p>31</p> <p><b>PAYDAY</b> Regular</p> <p>Calendar Year End Last Day to provide W2 &amp; 1095 forms to employees.</p> <p>ACH (direct deposit) emails begin sending at 4am.</p>		



# February 2024

## District/Organization – Payroll Calendar

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





# March 2024

## District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			<div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0;"> <b>New Fiscal Year Setup</b>            Copy, create, modify            Benefit Providers,            Calendars,            Salary Schedules         </div>	<div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0;"> <b>New Fiscal Year Setup</b>            Update Positions            &amp;            Roll Accounts            &amp;            Roll Assignments         </div>
<b>4</b> <div style="background-color: #800000; color: white; padding: 5px; text-align: center;"> <b>SUBMIT Supplemental</b> </div>	<b>5</b> <div style="background-color: #ffff00; padding: 5px; text-align: center;"> <b>PRODUCTION 8 a.m. Supplemental</b> </div> <div style="border: 1px solid black; padding: 2px; text-align: center;">           Payroll posted to GL         </div> <p><i>*No Manual Warrants*</i></p>	<b>6</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">           Reports in Warehouse         </div>	<b>7</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">           Release Payroll 8 a.m.         </div> <p><i>*No Manual Warrants*</i></p>	<b>8</b> <div style="background-color: #006400; color: white; padding: 5px; text-align: center;"> <b>PAYDAY Supplemental</b> </div> <p><i>*No Manual Warrants*</i></p>
<b>11</b> <div style="border: 1px solid black; padding: 2px; background-color: #ccccff;">           STRS – Check for Penalties and Interest         </div>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b> <div style="background-color: #800000; color: white; padding: 5px; text-align: center;"> <b>SUBMIT Regular</b> </div>
<b>25</b> <div style="background-color: #ffff00; padding: 5px; text-align: center;"> <b>PRODUCTION 8 a.m. Regular</b> </div> <div style="border: 1px solid black; padding: 2px; text-align: center;">           Payroll posted to GL         </div> <p><i>*No Manual Warrants*</i></p>	<b>26</b>	<b>27</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">           Reports in Warehouse         </div>	<b>28</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">           Release Payroll 8 a.m.         </div> <p><i>*No Manual Warrants*</i></p>	<b>29</b> <div style="background-color: #006400; color: white; padding: 5px; text-align: center;"> <b>PAYDAY Regular</b> </div> <div style="border: 1px solid black; padding: 2px; text-align: center;">           ACH (direct deposit)            emails begin sending            at 4 a.m.         </div> <p><i>*No Manual Warrants*</i></p>



# April 2024

## District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4 <b>SUBMIT</b> Supplemental	5 <b>PRODUCTION</b> 8 a.m. Supplemental Payroll posted to GL Reports in Warehouse <i>*No Manual Warrants*</i>
8	9 Release Payroll 8 a.m. <i>*No Manual Warrants*</i>	10 <b>PAYDAY</b> Supplemental	11 STRS – Check for Penalties and Interest	12
15	16	17	18	19
22	23 <b>SUBMIT</b> Regular	24 <b>PRODUCTION</b> 8 a.m. Regular Payroll posted to GL <i>*No Manual Warrants*</i>	25 Reports in Warehouse	26
29 Release Payroll 8 a.m. <i>*No Manual Warrants*</i>	30 <b>PAYDAY</b> Regular ACH (direct deposit) emails begin sending at 4 a.m.			



# May 2024

## District/Organization – Payroll Calendar

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



# June 2024

## District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4 <b>SUBMIT</b> Supplemental	5 <b>PRODUCTION</b> 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 Holiday SBCEO Closed <i>*No Manual Warrants*</i>	20 Set sorting methods for warrants After Rolling Assignments, proactively select a method for sorting warrants for each payday in the new fiscal year	21 <b>SUBMIT</b> Regular
24 <b>PRODUCTION</b> 8 a.m. Regular Payroll posted to GL <i>*No Manual Warrants*</i>	25 <b>PRODUCTION</b> 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	27 Last day to Roll Assignments Release Payroll 8 a.m. <i>*No Manual Warrants*</i>	28 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>