



July 2022

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				<p>1</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Verify rates for CSEA and CTA dues</div> <hr/> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Notify County Office of rate changes</div> <hr/> <div style="border: 1px solid black; padding: 5px;">Leaves First day prior year balances may be Rolled Forward into new year</div>
<p>4</p> <p>Holiday SBCEO Closed</p> <p><i>*No Manual Warrants*</i></p>	<p>5</p> <div style="background-color: #800000; color: white; padding: 5px; text-align: center;">SUBMIT - 12 p.m. Supplemental</div> <div style="background-color: #ffff00; padding: 5px; text-align: center;">PRODUCTION 12 p.m. Supplemental</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Payroll posted to GL</div> <p><i>*No Manual Warrants*</i></p>	<p>6</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">Reports in Warehouse</div>	<p>7</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">Release Payroll 12 p.m. (noon)</div> <p><i>*No Manual Warrants*</i></p>	<p>8</p> <div style="background-color: #006400; color: white; padding: 5px; text-align: center;">PAYDAY Supplemental</div> <p><i>*No Manual Warrants*</i></p>
<p>11</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <u>Leaves</u> Last day to complete entries for June and Prior Year </div> <div style="border: 1px solid black; padding: 5px; text-align: center; background-color: #ccccff;"> STRS – Check for Penalties and Interest </div>	<p>12</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <u>Leaves</u> Last day to Roll balances to new year </div> <hr/> <div style="border: 1px solid black; padding: 5px; text-align: center;">Notify County Office by 4 p.m. to roll</div>	<p>13</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <u>Leaves</u> First day to Grant leaves for new year </div> <hr/> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <u>Leaves</u> Data for new year may be input into batches. Post these batches on or after July 14 </div>	<p>14</p>	<p>15</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">Check Pay 32 Unpaid Summer Buckets report for 2021-2022</div>
<p>18</p>	<p>19</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <u>Calendars</u> Verify that calendars are in balance before Submitting Regular Payroll </div>	<p>20</p>	<p>21</p>	<p>22</p> <div style="background-color: #800000; color: white; padding: 5px; text-align: center;">SUBMIT Regular</div>
<p>25</p> <div style="background-color: #ffff00; padding: 5px; text-align: center;">PRODUCTION 6 a.m. Regular</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Payroll posted to GL</div> <p><i>*No Manual Warrants*</i></p>	<p>26</p> <div style="background-color: #ffff00; padding: 5px; text-align: center;">PRODUCTION 10 a.m. Summer Savings</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Reports in Warehouse</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Payroll posted to GL</div> <p><i>*No Manual Warrants*</i></p>	<p>27</p>	<p>28</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">Release Payroll 12 p.m. (noon)</div> <p><i>*No Manual Warrants*</i></p>	<p>29</p> <div style="background-color: #006400; color: white; padding: 5px; text-align: center;">PAYDAY Regular</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">ACH (direct deposit) emails begin sending at 4 a.m.</div> <p><i>*No Manual Warrants*</i></p>



August 2022

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4 SUBMIT Supplemental	5 PRODUCTION 6 a.m. Supplemental Payroll posted to GL <i>*No Manual Warrants*</i>
8 Reports in Warehouse	9 Release Payroll 12 p.m. (noon) <i>*No Manual Warrants*</i>	10 PAYDAY Supplemental	11 STRS – Check for Penalties and Interest	12
15	16	17	18	19
22	23	24 SUBMIT Regular	25 PRODUCTION 6 a.m. Regular Payroll posted to GL <i>*No Manual Warrants*</i>	26 PRODUCTION 10 a.m. Summer Savings Reports in Warehouse Payroll posted to GL <i>*No Manual Warrants*</i>
29	30 Release Payroll 12 p.m. (noon) <i>*No Manual Warrants*</i>	31 PAYDAY Regular ACH (direct deposit) emails begin sending at 4 a.m.		



September 2022

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2 SUBMIT Supplemental
5 Holiday SBCEO Closed <i>*No Manual Warrants*</i>	6 PRODUCTION 6 a.m. Supplemental Payroll posted to GL <i>*No Manual Warrants*</i>	7 Reports in Warehouse	8 Release Payroll 12 p.m. (noon) <i>*No Manual Warrants*</i>	9 PAYDAY Supplemental <i>*No Manual Warrants*</i>
12 STRS – Check for Penalties and Interest	13 Update Benefit Levels for Health & Welfare Insurance plan changes	14	15	16
19	20	21	22	23 SUBMIT Regular
26 PRODUCTION 6 a.m. Regular Payroll posted to GL <i>*No Manual Warrants*</i>	27 Reports in Warehouse	28	29 Release Payroll 12 p.m. (noon) <i>*No Manual Warrants*</i>	30 PAYDAY Regular ACH (direct deposit) emails begin sending at 4 a.m. <i>*No Manual Warrants*</i>



October 2022

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4 SUBMIT Supplemental	5 PRODUCTION 6 a.m. Supplemental Payroll posted to GL <i>*No Manual Warrants*</i>	6 Reports in Warehouse	7 Release Payroll 12 p.m. (noon) <i>*No Manual Warrants*</i>
10 PAYDAY Supplemental	11 STRS – Check for Penalties and Interest	12	13	14
17	18	19	20	21
24 SUBMIT Regular	25 PRODUCTION 6 a.m. Regular Payroll posted to GL <i>*No Manual Warrants*</i>	26 Reports in Warehouse	27	28 Release Payroll 12 p.m. (noon) <i>*No Manual Warrants*</i>
31 PAYDAY Regular ACH (direct deposit) emails begin sending at 4 a.m.				



November 2022

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4 SUBMIT Supplemental
7 PRODUCTION 6 a.m. Supplemental Payroll posted to GL <i>*No Manual Warrants*</i>	8 Reports in Warehouse	9 Release Payroll 12 p.m. (noon) <i>*No Manual Warrants*</i>	10 PAYDAY Supplemental	11 Holiday SBCEO Closed <i>*No Manual Warrants*</i>
14 STRS – Check for Penalties and Interest	15 Calendar Year End Audit employee totals for 403(b), 457, and Dependent Care to assure amounts are within contribution limits	16	17	18
21 SUBMIT Regular	22 PRODUCTION 6 a.m. Regular Payroll posted to GL <i>*No Manual Warrants*</i>	23 Reports in Warehouse	24 Holiday SBCEO Closed <i>*No Manual Warrants*</i>	25 Holiday SBCEO Closed <i>*No Manual Warrants*</i>
28	29 Release Payroll 12 p.m. (noon) <i>*No Manual Warrants*</i>	30 PAYDAY Regular ACH (direct deposit) emails begin sending at 4 a.m.		



December 2022

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
5 SUBMIT Supplemental	6 PRODUCTION 6 a.m. Supplemental Payroll posted to GL <i>*No Manual Warrants*</i>	7 Reports in Warehouse	8 Release Payroll 12 p.m. (noon) <i>*No Manual Warrants*</i>	9 PAYDAY Supplemental Annual request: contact info for delivery or pickup of Dec. Reg. payroll <i>*No Manual Warrants*</i>
12 STRS – Check for Penalties and Interest	13 Calendar Year End Input any remaining adjustments for 3 rd Party Sick Leave Pay, Group Term Life & Domestic Partner Insurance, Workers' Compensation by Dec. 16	14 Calendar Year End Input any remaining adjustments for Health Insurance coverage and amounts for W2 and ACA-1095 reporting by Dec. 16	15	16
19 SUBMIT Regular	20 PRODUCTION 6 a.m. Regular Payroll posted to GL <i>*No Manual Warrants*</i>	21 Calendar Year End Last day for Manual and Cancel warrants for the year (to be included in W2) Reports in Warehouse	22 Holiday SBCEO Closed <i>*No Manual Warrants*</i>	23 Holiday SBCEO Closed <i>*No Manual Warrants*</i>
26 Holiday SBCEO Closed <i>*No Manual Warrants*</i>	27 <i>*No Manual Warrants*</i>	28 Last day to correct SSN for W2 Release Payroll 12 p.m. (noon) <i>*No Manual Warrants*</i>	29 PAYDAY Regular ACH (direct deposit) emails begin sending at 4 a.m. <i>*No Manual Warrants*</i>	30 Holiday SBCEO Closed <i>*No Manual Warrants*</i>



January 2023

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>2</p> <p>Holiday SBCEO Closed</p> <p><i>*No Manual Warrants*</i></p>	<p>3</p>	<p>4</p> <p>SUBMIT Supplemental</p>	<p>5</p> <p>PRODUCTION 6 a.m. Supplemental</p> <p>Payroll posted to GL</p> <p><i>*No Manual Warrants*</i></p>	<p>6</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 12 p.m. (noon)</p> <p><i>*No Manual Warrants*</i></p> <p>Calendar Year End Last day for W2 corrections</p>	<p>10</p> <p>PAYDAY Supplemental</p> <p>Calendar Year End W2 Production</p>	<p>11</p>	<p>12</p> <p>STRS – Check for Penalties and Interest</p>	<p>13</p>
<p>16</p> <p>Holiday SBCEO Closed</p> <p><i>*No Manual Warrants*</i></p>	<p>17</p> <p><i>Deliver W2s</i></p>	<p>18</p> <p><i>Deliver W2s</i></p> <p>Calendar Year End 1095 Production</p>	<p>19</p> <p><i>Deliver W2s</i></p>	<p>20</p> <p><i>Deliver W2s</i></p>
<p>23</p>	<p>24</p> <p>SUBMIT Regular</p>	<p>25</p> <p>PRODUCTION 6 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>27</p>
<p>30</p> <p>Release Payroll 12 p.m. (noon)</p> <p><i>*No Manual Warrants*</i></p>	<p>31</p> <p>PAYDAY Regular</p> <p>Calendar Year End Last day to provide W2 & 1095 forms to employees</p> <p>ACH (direct deposit) emails begin sending at 4 a.m.</p>			



February 2023

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
6 SUBMIT Supplemental	7 PRODUCTION 6 a.m. Supplemental Payroll posted to GL <i>*No Manual Warrants*</i>	8 Reports in Warehouse	9 Release Payroll 12 p.m. (noon) <i>*No Manual Warrants*</i>	10 PAYDAY Supplemental
13 STRS – Check for Penalties and Interest	14	15	16	17 Holiday SBCEO Closed <i>*No Manual Warrants*</i>
20 Holiday SBCEO Closed <i>*No Manual Warrants*</i>	21 SUBMIT Regular	22 PRODUCTION 6 a.m. Regular Payroll posted to GL <i>*No Manual Warrants*</i>	23 Reports in Warehouse	24
27 Release Payroll 12 p.m. (noon) <i>*No Manual Warrants*</i>	28 PAYDAY Regular ACH (direct deposit) emails begin sending at 4 a.m.			



March 2023

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 New Fiscal Year Setup Copy, create, modify Benefit Providers, Calendars, Salary Schedules	2 New Fiscal Year Setup Update Positions & Roll Accounts & Roll Assignments	3
6 SUBMIT Supplemental	7 PRODUCTION 6 a.m. Supplemental Payroll posted to GL <i>*No Manual Warrants*</i>	8 Reports in Warehouse	9 Release Payroll 12 p.m. (noon) <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 6 a.m. Regular Payroll posted to GL <i>*No Manual Warrants*</i>	28	29 Reports in Warehouse	30 Release Payroll 12 p.m. (noon) <i>*No Manual Warrants*</i>	31 PAYDAY Regular ACH (direct deposit) emails begin sending at 4 a.m. <i>*No Manual Warrants*</i>



April 2023

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4 SUBMIT Supplemental	5 PRODUCTION 6 a.m. Supplemental Payroll posted to GL <i>*No Manual Warrants*</i>	6 Reports in Warehouse	7 Release Payroll 12 p.m. (noon) <i>*No Manual Warrants*</i>
10 PAYDAY Supplemental	11 STRS – Check for Penalties and Interest	12	13	14
17	18	19	20	21 SUBMIT Regular
24 PRODUCTION 6 a.m. Regular Payroll posted to GL <i>*No Manual Warrants*</i>	25 Reports in Warehouse	26	27 Release Payroll 12 p.m. (noon) <i>*No Manual Warrants*</i>	28 PAYDAY Regular ACH (direct deposit) emails begin sending at 4 a.m. <i>*No Manual Warrants*</i>



May 2023

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4 SUBMIT Supplemental	5 PRODUCTION 6 a.m. Supplemental Payroll posted to GL <i>*No Manual Warrants*</i>
8 Reports in Warehouse	9 Release Payroll 12 p.m. (noon) <i>*No Manual Warrants*</i>	10 PAYDAY Supplemental	11 STRS – Check for Penalties and Interest	12
15	16	17	18	19
22	23 SUBMIT Regular	24 PRODUCTION 6 a.m. Regular Payroll posted to GL <i>*No Manual Warrants*</i>	25 Reports in Warehouse	26
29 Holiday SBCEO Closed <i>*No Manual Warrants*</i>	30 Release Payroll 12 p.m. (noon) <i>*No Manual Warrants*</i>	31 PAYDAY Regular ACH (direct deposit) emails begin sending at 4 a.m.		



June 2023

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
5 SUBMIT Supplemental	6 PRODUCTION 6 a.m. Supplemental Payroll posted to GL <i>*No Manual Warrants*</i>	7 Reports in Warehouse	8 Release Payroll 12 p.m. (noon) <i>*No Manual Warrants*</i>	9 PAYDAY Supplemental <i>*No Manual Warrants*</i>
12 STRS – Check for Penalties and Interest	13	14 Set sorting methods for warrants After Rolling Assignments, proactively select a method for sorting warrants for each payday in the new fiscal year	15	16
19	20	21	22	23 SUBMIT Regular
26 PRODUCTION 6 a.m. Regular Payroll posted to GL <i>*No Manual Warrants*</i>	27 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	29 Last day to Roll Assignments Release Payroll 12 p.m. (noon) <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>