



# July 2021

## District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 <b>Leaves</b> First day prior year balances may be Rolled Forward into new year	2 Verify rates for CSEA and CTA dues <hr/> Notify County Office of rate changes
5 Holiday SBCEO Closed  <i>*No Manual Warrants*</i>	6 <b>SUBMIT - 12 p.m. Supplemental</b>  <b>PRODUCTION 12 p.m. Supplemental</b> <hr/> Payroll posted to GL  <i>*No Manual Warrants*</i>	7 <b>Reports in Warehouse</b>	8 <b>Release Payroll 12 p.m. (noon)</b>  <i>*No Manual Warrants*</i>	9 <b>PAYDAY Supplemental</b>  <i>*No Manual Warrants*</i>
12 <b>Leaves</b> Last day to complete entries for June and Prior Year <hr/> <b>STRS – Check for Penalties and Interest</b>	13 <b>Leaves</b> Last day to Roll balances to new year <hr/> Notify County Office by 4 p.m. to roll	14 <b>Leaves</b> First day to Grant leaves for new year <hr/> <b>Leaves</b> Data for new year may be input into batches. Post these batches on or after July 15	15	16 <b>STRS – Check for Penalties and Interest</b>
19	20 <b>Calendars</b> Verify that calendars are in balance before Submitting Regular Payroll	21	22	23 <b>SUBMIT Regular</b>
26 <b>PRODUCTION 6 a.m. Regular</b> <hr/> Payroll posted to GL  <i>*No Manual Warrants*</i>	27 <b>PRODUCTION 10 a.m. Summer Savings</b> <hr/> <b>Reports in Warehouse</b> <hr/> Payroll posted to GL  <i>*No Manual Warrants*</i>	28	29 <b>Release Payroll 12 p.m. (noon)</b>  <i>*No Manual Warrants*</i>	30 <b>PAYDAY Regular</b> <hr/> ACH (direct deposit) emails begin sending at 4 a.m.  <i>*No Manual Warrants*</i>



# August 2021

## District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4 <b>SUBMIT</b> Supplemental	5 <b>PRODUCTION</b> 6 a.m. Supplemental Payroll posted to GL <i>*No Manual Warrants*</i>	6 Reports in Warehouse
9 Release Payroll 12 p.m. (noon) <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> 6 a.m. Regular Payroll posted to GL <i>*No Manual Warrants*</i>	26 <b>PRODUCTION</b> 10 a.m. Summer Savings Reports in Warehouse Payroll posted to GL <i>*No Manual Warrants*</i>	27
30 Release Payroll 12 p.m. (noon) <i>*No Manual Warrants*</i>	31 <b>PAYDAY</b> Regular ACH (direct deposit) emails begin sending at 4 a.m.			



# September 2021

## District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3 <b>SUBMIT</b> Supplemental
6 Holiday SBCEO Closed <i>*No Manual Warrants*</i>	7 <b>PRODUCTION</b> 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 <b>PAYDAY</b> Supplemental
13 STRS – Check for Penalties and Interest	14 Update Benefit Levels for H & W plan changes	15	16	17
20	21	22	23 <b>SUBMIT</b> Regular	24 <b>PRODUCTION</b> 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 <b>PAYDAY</b> Regular ACH (direct deposit) emails begin sending at 4 a.m. <i>*No Manual Warrants*</i>	



# October 2021

## District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4 <div style="background-color: #800000; color: white; padding: 5px; text-align: center;"> <b>SUBMIT</b>              Supplemental           </div>	5 <div style="background-color: #ffff00; padding: 5px; text-align: center;"> <b>PRODUCTION</b>              6 a.m.              Supplemental           </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">             Payroll posted to GL           </div> <p style="color: red; font-weight: bold; margin-top: 5px;">*No Manual Warrants*</p>	6 <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">             Reports in Warehouse           </div>	7 <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">             Release Payroll              12 p.m. (noon)           </div> <p style="color: red; font-weight: bold; margin-top: 5px;">*No Manual Warrants*</p>	8 <div style="background-color: #406040; color: white; padding: 5px; text-align: center;"> <b>PAYDAY</b>              Supplemental           </div> <p style="color: red; font-weight: bold; margin-top: 5px;">*No Manual Warrants*</p>
11 <div style="background-color: #ccccff; padding: 2px; margin-top: 5px;">             STRS – Check for              Penalties and Interest           </div>	12	13	14	15
18	19	20	21	22 <div style="background-color: #800000; color: white; padding: 5px; text-align: center;"> <b>SUBMIT</b>              Regular           </div>
25 <div style="background-color: #ffff00; padding: 5px; text-align: center;"> <b>PRODUCTION</b>              6 a.m.              Regular           </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">             Payroll posted to GL           </div> <p style="color: red; font-weight: bold; margin-top: 5px;">*No Manual Warrants*</p>	26 <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">             Reports in Warehouse           </div>	27	28 <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">             Release Payroll              12 p.m. (noon)           </div> <p style="color: red; font-weight: bold; margin-top: 5px;">*No Manual Warrants*</p>	29 <div style="background-color: #406040; color: white; padding: 5px; text-align: center;"> <b>PAYDAY</b>              Regular           </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">             ACH (direct deposit)              emails begin sending              at 4 a.m.           </div> <p style="color: red; font-weight: bold; margin-top: 5px;">*No Manual Warrants*</p>



# November 2021

## District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4 <b>SUBMIT</b> Supplemental	5 <b>PRODUCTION</b> 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 <b>PAYDAY</b> Supplemental	11 Holiday SBCEO Closed <i>*No Manual Warrants*</i>	12 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	19 <b>SUBMIT</b> Regular
22 <b>PRODUCTION</b> 6 a.m. Regular Payroll posted to GL <i>*No Manual Warrants*</i>	23 Reports in Warehouse	24	25 Holiday SBCEO Closed <i>*No Manual Warrants*</i>	26 Holiday SBCEO Closed <i>*No Manual Warrants*</i>
29 Release Payroll 12 p.m. (noon) <i>*No Manual Warrants*</i>	30 <b>PAYDAY</b> Regular ACH (direct deposit) emails begin sending at 4 a.m.			



# December 2021

## District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
6 <b>SUBMIT</b> Supplemental	7 <b>PRODUCTION</b> 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 <b>PAYDAY</b> Supplemental Annual request: contact info for delivery or pickup of Dec. Reg. payroll STRS – Check for Penalties and Interest
13 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. 17	14 Calendar Year End Input any remaining adjustments for Health Insurance coverage and amounts for W2 and ACA-1095 reporting by Dec. 17	15	16	17 <b>SUBMIT</b> Regular
20 <b>PRODUCTION</b> 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>	24 Holiday SBCEO Closed <i>*No Manual Warrants*</i>
27 <i>*No Manual Warrants*</i>	28 Last day to correct SSN Release Payroll 12 p.m. (noon) <i>*No Manual Warrants*</i>	29 <b>PAYDAY</b> 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>	31 Holiday SBCEO Closed <i>*No Manual Warrants*</i>



# January 2022

## District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	<p><b>SUBMIT Supplemental</b></p> <p><u>Calendar Year End</u> Last day to correct employee name and address</p>	<p><b>PRODUCTION 6 a.m. Supplemental</b></p> <p>Payroll posted to GL</p> <p><i>*No Manual Warrants*</i></p>	6 Reports in Warehouse	7 Release Payroll 12 p.m. (noon) <i>*No Manual Warrants*</i>
10 <b>PAYDAY Supplemental</b> <u>Calendar Year End</u> Last day for W2 corrections	11 <u>Calendar Year End</u> W2 Production STRS – Check for Penalties and Interest	12	13	14
17 Holiday SBCEO Closed <i>*No Manual Warrants*</i>	18 <i>Deliver W2s</i>	19 <i>Deliver W2s</i> <u>Calendar Year End</u> 1095 Production	20 <i>Deliver W2s</i>	21 <i>Deliver W2s</i>
24 <b>SUBMIT Regular</b>	25 <b>PRODUCTION 6 a.m. Regular</b> 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 <b>PAYDAY Regular</b> <u>Calendar Year End</u> Last day to provide W2 & 1095 forms to employees ACH (direct deposit) emails begin sending at 4 a.m.				



# February 2022

## District/Organization – Payroll Calendar

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





# March 2022

## District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<b>1</b> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <b>New Fiscal Year Setup</b>            Copy, create, modify            Benefit Providers,            Calendars,            Salary Schedules         </div> <div style="border: 1px solid black; padding: 2px;"> <b>New Fiscal Year Setup</b>            Update Positions and            Roll Assignments         </div>	2	3	<b>4</b> <div style="background-color: #800000; color: white; padding: 5px; text-align: center;"> <b>SUBMIT Supplemental</b> </div>
<b>7</b> <div style="background-color: #ffff00; padding: 5px; text-align: center;"> <b>PRODUCTION 6 a.m. Supplemental</b> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">           Payroll posted to GL         </div> <p><i>*No Manual Warrants*</i></p>	<b>8</b> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">           Reports in Warehouse         </div>	<b>9</b> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">           Release Payroll            12 p.m. (noon)         </div> <p><i>*No Manual Warrants*</i></p>	<b>10</b> <div style="background-color: #408080; color: white; padding: 5px; text-align: center;"> <b>PAYDAY Supplemental</b> </div>	<b>11</b> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">           STRS – Check for            Penalties and Interest         </div>
14	15	16	17	18
21	22	23	<b>24</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 6 a.m. Regular</b> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">           Payroll posted to GL         </div> <p><i>*No Manual Warrants*</i></p>
<b>28</b> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">           Reports in Warehouse         </div>	29	<b>30</b> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">           Release Payroll            12 p.m. (noon)         </div> <p><i>*No Manual Warrants*</i></p>	<b>31</b> <div style="background-color: #408080; color: white; padding: 5px; text-align: center;"> <b>PAYDAY Regular</b> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">           ACH (direct deposit)            emails begin sending            at 4 a.m.         </div> <p><i>*No Manual Warrants*</i></p>	



# April 2022

## District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4 <b>SUBMIT</b> Supplemental	5 <b>PRODUCTION</b> 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>	8 <b>PAYDAY</b> Supplemental <i>*No Manual Warrants*</i>
11 STRS – Check for Penalties and Interest	12	13	14	15
18	19	20	21	22 <b>SUBMIT</b> Regular
25 <b>PRODUCTION</b> 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>	29 <b>PAYDAY</b> Regular ACH (direct deposit) emails begin sending at 4 a.m. <i>*No Manual Warrants*</i>



# May 2022

## District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4 <b>SUBMIT</b> Supplemental	5 <b>PRODUCTION</b> 6 a.m. Supplemental Payroll posted to GL <i>*No Manual Warrants*</i>	6 Reports in Warehouse
9 Release Payroll 12 p.m. (noon) <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 <b>SUBMIT</b> Regular	24 <b>PRODUCTION</b> 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>
30 Holiday SBCEO Closed <i>*No Manual Warrants*</i>	31 <b>PAYDAY</b> Regular ACH (direct deposit) emails begin sending at 4 a.m.			



# June 2022

## District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
6 <b>SUBMIT Supplemental</b>	7 <b>PRODUCTION 6 a.m. Supplemental</b> 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 <b>PAYDAY Supplemental</b>
13 STRS – Check for Penalties and Interest	14	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
20	21	22	23 <b>SUBMIT Regular</b>	24 <b>PRODUCTION 6 a.m. Regular</b> Payroll posted to GL <i>*No Manual Warrants*</i>
27 <b>PRODUCTION 10 a.m. Summer Savings</b> Reports in Warehouse Payroll posted to GL <i>*No Manual Warrants*</i>	28 <b>Fiscal Year End</b> 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 <b>PAYDAY Regular</b> 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>	