



School Business Advisory Services

Payroll Calendar Year-End Dates

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| Friday, December 18, 2020 | Deadline for Districts to post adjustments for <i>Additional Compensation Items</i> such as Group Term Life Insurance, Domestic Partner Benefits, Workers Compensation, 403b/457, Third Party Sick Pay, and Social Security and Medicare corrections |
| Friday, December 18, 2020 | Deadline for Districts to change the cost of health insurance coverage for W-2 box 12 code DD Deadline for District to input COVID Leave amounts in W-2 Box 14 |
| Friday, December 18, 2020 | Deadline for Districts to Submit the December Regular Payroll |
| Monday, December 28, 2020 at 10 a.m. | Deadline for the last Manual and Cancel Warrant production for the 2020 calendar year |
| Monday, December 28, 2020 | Deadline for the County to make corrections to an employee's social security number to close out calendar year-end reporting and for W-2 production |
| Tuesday, December 29, 2020 | December payroll released for pickup or delivery |
| Wednesday, December 30, 2020 | December Regular Payroll issue date |
| Tuesday, January 5, 2021 | Deadline for Districts to make changes to an employee's name or address for W-2 production |
| Thursday, January 7, 2021 | Last day for the County to make any last-minute adjustments to the W-2s for 2020 |
| Friday, January 08, 2021 | W-2 processing begins |
| Friday, January 08, 2021 | W-2 printing begins |
| January 11 - 15, 2021 | W-2 distribution to Districts |
| Friday, January 29, 2021 | Last day for Districts/Employers to distribute W-2s to employees |

If you have questions about these dates please call 805-964-4711 to contact the SBAS Payroll Team:
Myron Porter x 5280, Staci Hunter x 5254, Richard Weger x 5242, Sheng Xiong x 5252