



# Santa Barbara County Education Office

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Susan C. Salcido, Superintendent of Schools

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April 20, 2021

SBAS-9416

TO: K-12 School Districts and Charter Schools  
Santa Barbara County SELPA  
County Education Office - Fiscal Services

ATTENTION: Chief Business Officials  
Human Resources and Payroll Departments

FROM: Makenzie Johns – District Financial Advisor

SUBJECT: **Payroll Issue Dates 2021-22**

Attached, please find the Payroll Issue Date schedule for the 2021-22 fiscal year. Issue dates occur on the last working day of the month (Regular) and on or around the tenth of each month (Supplemental). Generally, most employees receive their pay on the Regular; the Supplemental payroll is mainly for error correction payments.

**✚ Payroll issue dates operate on a countywide basis and do not change because of local holidays or furlough days:**

- Occasionally, an employer may have a local holiday or otherwise not have employees work on a payroll issue date. **Any local administrative decisions or collective bargaining commitments as to pay dates, which are contrary to the set schedule, will not result in changes to payroll issue or early release dates.**
  - Distribution of any payroll warrant (employee or vendor) prior to the date of issuance will cause the cashing bank to deny payment and will result in the loss of early release of warrants (the day before payday) to your organization.

**✚** If your organization will not be open on or before a payroll issue date, please contact Richard Weger or Myron Porter to coordinate the delivery or pickup of your warrants. In addition, you may need to arrange for your staff to be available to mail or release warrants on payday. Use of direct deposit for employees is encouraged.

**✚** Employers are responsible for informing their employees of pay dates.

If you have questions about this memo, please call me at ext. 5259.

## Payroll Issue Dates 2021 – 2022

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July Supplemental	07-09-21
July Regular	07-30-21
August Supplemental	08-10-21
August Regular	08-31-21
September Supplemental	09-10-21
September Regular	09-30-21
October Supplemental	10-08-21
October Regular	10-29-21
November Supplemental	11-10-21
November Regular	11-30-21
December Supplemental	12-10-21
December Regular	12-29-21
January Supplemental	01-10-22
January Regular	01-31-22
February Supplemental	02-10-22
February Regular	02-28-22
March Supplemental	03-10-22
March Regular	03-31-22
April Supplemental	04-08-22
April Regular	04-29-22
May Supplemental	05-10-22
May Regular	05-31-22
June Supplemental	06-10-22
June Regular	06-30-22