



July 2021

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 Leaves 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 SUBMIT - 12 p.m. Supplemental PRODUCTION 12 p.m. Supplemental <hr/> 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 Leaves Last day to complete entries for June and Prior Year <hr/> STRS – Check for Penalties and Interest	13 Leaves Last day to Roll balances to new year <hr/> Notify County Office by 4 p.m. to roll	14 Leaves First day to Grant leaves for new year <hr/> Leaves Data for new year may be input into batches. Post these batches on or after July 15	15	16 STRS – Check for Penalties and Interest
19	20 Calendars Verify that calendars are in balance before Submitting Regular Payroll	21	22	23 SUBMIT Regular
26 PRODUCTION 6 a.m. Regular <hr/> Payroll posted to GL <i>*No Manual Warrants*</i>	27 PRODUCTION 10 a.m. Summer Savings <hr/> Reports in Warehouse <hr/> Payroll posted to GL <i>*No Manual Warrants*</i>	28	29 Release Payroll 12 p.m. (noon) <i>*No Manual Warrants*</i>	30 PAYDAY Regular <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 SUBMIT Supplemental	5 PRODUCTION 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 PAYDAY Supplemental	11 STRS – Check for Penalties and Interest	12	13
16	17	18	19	20
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>	27
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 2021

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3 SUBMIT Supplemental
6 Holiday SBCEO Closed <i>*No Manual Warrants*</i>	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 Update Benefit Levels for H & W plan changes	15	16	17
20	21	22	23 SUBMIT Regular	24 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 2021

District/Organization – Payroll Calendar

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



November 2021

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 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 SUBMIT Regular
22 PRODUCTION 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 PAYDAY 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 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 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 rd 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 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>	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 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>	31 Holiday SBCEO Closed <i>*No Manual Warrants*</i>



January 2022

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	<p>SUBMIT Supplemental</p> <p>Calendar Year End Last day to correct employee name and address</p>	<p>PRODUCTION 6 a.m. Supplemental</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 PAYDAY Supplemental Calendar Year End Last day for W2 corrections	11 Calendar Year End 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> Calendar Year End 1095 Production	20 <i>Deliver W2s</i>	21 <i>Deliver W2s</i>
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 Calendar Year End 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 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	16	17	18 SUBMIT Regular
21 Holiday SBCEO Closed <i>*No Manual Warrants*</i>	22 PRODUCTION 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 PAYDAY Regular ACH (direct deposit) emails begin sending at 4 a.m.				



March 2022

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> New Fiscal Year Setup Copy, create, modify Benefit Providers, Calendars, Salary Schedules </div> <div style="border: 1px solid black; padding: 2px;"> New Fiscal Year Setup Update Positions and Roll Assignments </div>	2	3	4 <div style="background-color: #800000; color: white; padding: 5px; text-align: center;"> SUBMIT Supplemental </div>
7 <div style="background-color: #ffff00; padding: 5px; text-align: center;"> PRODUCTION 6 a.m. Supplemental </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> Payroll posted to GL </div> <p><i>*No Manual Warrants*</i></p>	8 <div style="border: 1px solid black; padding: 2px;"> Reports in Warehouse </div>	9 <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>	10 <div style="background-color: #408080; color: white; padding: 5px; text-align: center;"> PAYDAY Supplemental </div>	11 <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	24 <div style="background-color: #800000; color: white; padding: 5px; text-align: center;"> SUBMIT Regular </div>	25 <div style="background-color: #ffff00; padding: 5px; text-align: center;"> PRODUCTION 6 a.m. Regular </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> Payroll posted to GL </div> <p><i>*No Manual Warrants*</i></p>
28 <div style="border: 1px solid black; padding: 2px;"> Reports in Warehouse </div>	29	30 <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>	31 <div style="background-color: #408080; color: white; padding: 5px; text-align: center;"> PAYDAY 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><i>*No Manual Warrants*</i></p>	



April 2022

District/Organization – Payroll Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
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>	8 PAYDAY Supplemental <i>*No Manual Warrants*</i>
11 STRS – Check for Penalties and Interest	12	13	14	15
18	19	20	21	22 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>	29 PAYDAY 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 SUBMIT Supplemental	5 PRODUCTION 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 PAYDAY Supplemental	11 STRS – Check for Penalties and Interest	12	13
16	17	18	19	20
23 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>
30 Holiday SBCEO Closed <i>*No Manual Warrants*</i>	31 PAYDAY 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 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 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 SUBMIT Regular	24 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>	