

Friday, December 17, 2021	Deadline for Districts to post adjustments for <u>Additional Compensation Items</u> 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 17, 2021	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 17, 2021	Deadline for Districts to Submit the December Regular Payroll
Monday, December 27, 2021 at 10 a.m.	Deadline for the last Manual and Cancel Warrant production for the 2021 calendar year
Monday, December 27, 2021	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 28, 2021	December payroll released for pickup or delivery
Wednesday, December 29, 2021	December Regular Payroll issue date
Wednesday, January 5, 2022	Deadline for Districts to make changes to an employee's name or address for W-2 production
Thursday, January 6, 2022	Last day for the County to make any last-minute adjustments to the W-2s for 2021
Friday, January 07, 2022	W-2 processing begins
Monday, January 10, 2022	W-2 printing begins
January 11 - 19, 2022	W-2 distribution to Districts
Monday, January 31, 2022	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