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**From:** Lena Young-Gallardo  
**Sent:** Monday, October 31, 2022 1:57 PM  
**To:** BSD-CBO List; BSD-FinMgrsMeet List; Newpy List; Persadmin List  
**Cc:** BSD-ExecutiveStaffList  
**Subject:** Bulletin - Holiday Warrant Delivery and Payroll Settlement Dates  
**Attachments:** Bulletin - Holiday Warrant Delivery 2022.pdf; Information Request - Holiday Warrant Delivery 2022.pdf

Good afternoon,

Please see and share the attached bulletin and request. It is extremely important that your district responds to our request for information, in order to ensure that all your employees receive their payroll warrants and all your vendors receive their commercial warrants during the holidays! **We need your response absolutely no later than Thursday, November 17<sup>th</sup>.**

Also, please note the important information regarding payroll settlement dates during the holidays and share that information with your employees, so they won't be caught off guard. **(The settlement date for the January 1<sup>st</sup> payroll is Tuesday, January 3<sup>rd</sup> this year!)**

Thanks so much for your cooperation!

Lena



***Transforming lives through education***

**Lena Young-Gallardo, Director**

**District Financial Services**

San Bernardino County Superintendent of Schools

760 E. Brier Drive, San Bernardino, CA 92408

P: 909.388.5701 | F: 909.388.5735

<http://www.sbcss.k12.ca.us>

DATE: October 31, 2022

TO: Chief Business Officials, Personnel Administrators, Directors of Fiscal Services, Accounting Supervisors, and Payroll Technicians

SUBJECT: **Holiday Warrant Delivery and Payroll Settlement Dates**

The offices of the San Bernardino County Superintendent of Schools will be closed November 24<sup>th</sup> – 25<sup>th</sup>, December 23<sup>rd</sup>, 26<sup>th</sup>, 30<sup>th</sup> and January 2<sup>nd</sup>. In addition, District Financial Services will have a skeleton crew working December 27<sup>th</sup> – 29<sup>th</sup>. To best serve the districts in our county, we will need to collect some information from each district regarding their holiday closure dates, preferences for warrant delivery, and district contact information. Additionally, we need to convey some information regarding actual payroll dates and settlement dates, so districts and their employees are not caught off-guard during the holidays.

The December Classified Contract payroll warrants are scheduled to be delivered via courier on Wednesday, December 21<sup>st</sup>; Certificated Contract payroll warrants are scheduled for delivery on Thursday, December 22<sup>nd</sup>; and Voluntary Deduction warrants are scheduled for delivery on Tuesday, January 3<sup>rd</sup>. We realize that the districts in our county may be closed on some of those dates, thus we are collecting each district's holiday schedule, delivery preferences, and contact information on the attached form. ***Please complete the form and email it to [Claudia.Cisneros@sbcss.net](mailto:Claudia.Cisneros@sbcss.net) no later than Thursday, November 17<sup>th</sup>!*** This will allow us enough time to coordinate with our couriers. Also, if you have someone from your district picking up warrants from our office, please call our office to make sure they are listed on the **District Authorization for Pick-up of Warrants**.

Although San Bernardino County school districts will be receiving payroll warrants early, **please remember that the actual pay dates remain the same as usual.** The Classified Contract Payroll will be picked up by the courier for delivery to districts on December 21<sup>st</sup>; however, the pay date and settlement date is December 29<sup>th</sup>. **Districts should not release those pay warrants to employees prior to December 29<sup>th</sup>.** Employees on EFT should receive their automatic payroll deposit by December 29<sup>th</sup>.

Bulletin – Holiday Warrant Delivery and Payroll Settlement

October 31, 2022

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The Certificated Contract Payroll will be picked up by the courier for delivery to districts on December 22<sup>nd</sup>; however, the pay date is January 1<sup>st</sup>, and the settlement date is January 3<sup>rd</sup>. **Districts should not release those pay warrants to employees prior to January 3<sup>rd</sup>.**

***The Auditor-Controller/Treasurer/Tax Collector has made it clear that payroll warrants should not be released to employees early and that pay warrants must not be cashed prior to the payroll date. Failure to heed their advice may lead to significant payroll processing changes in the future.***

Thanks for your cooperation, and from all of us in District Financial Services, we hope you have a beautiful holiday season!

Sincerely,

Ted Alejandre,  
County Superintendent of Schools

*Signed Lena Young-Gallardo*

Lena Young-Gallardo, Director  
District Financial Services

LYG:kb



# San Bernardino County Superintendent of Schools

Ted Alejandro  
County Superintendent

*Transforming lives through education*

DATE: October 31, 2022

TO: Chief Business Officials, Payroll Personnel, Fiscal Services Directors, and San Bernardino County School Districts

SUBJECT: **Information Request – Holiday Warrant Delivery**

District Name: \_\_\_\_\_ District Number: \_\_\_\_\_

**Please check the dates your district will be closed:**

- |                                   |   |                                   |
|-----------------------------------|---|-----------------------------------|
| <input type="checkbox"/> 11/21/22 | <input type="checkbox"/> 12/19/22                                 | <input type="checkbox"/> 12/27/22 |
| <input type="checkbox"/> 11/22/22 | <input type="checkbox"/> 12/20/22                                 | <input type="checkbox"/> 12/28/22 |
| <input type="checkbox"/> 11/23/22 | <input type="checkbox"/> 12/21/22 <b>CLCONT Payroll Delivered</b> | <input type="checkbox"/> 12/29/22 |
|                                   | <input type="checkbox"/> 12/22/22 <b>CECONT Payroll Delivered</b> |                                   |

**Treatment of Commercial and Payroll Warrants:**

- District will pick up warrants on: \_\_\_\_\_
- Deliver warrants via schools' jetmail delivery
- Hold warrants until: \_\_\_\_\_
- Deliver warrants to district on: \_\_\_\_\_
- District will pick up warrant in DFS

Special Instruction:

\_\_\_\_\_  
\_\_\_\_\_

**District Contact Information:**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please complete this form and email to [Claudia.Cisneros@sbcss.net](mailto:Claudia.Cisneros@sbcss.net)  
**NO LATER THAN THURSDAY, NOVEMBER 17, 2022**