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**From:** Lena Young-Gallardo  
**Sent:** Thursday, March 9, 2023 2:16 PM  
**To:** BSD-CBO List; BSD-FinMgrsMeet List; Newpy List; Persadmin List  
**Cc:** BSD-ExecutiveStaffList  
**Subject:** Payroll Processing Schedules, Available Pay Cycles, and Related Deadlines for FY 2023-24  
**Attachments:** Bulletin - Payroll Processing Schedules and Payroll Cycles for Fiscal Year 2023-2024.pdf

Good afternoon,

Please share the attached bulletin regarding countywide Payroll Processing Schedules, Pay History Adjustment, and State Unemployment Insurance deadlines, and available payroll cycles for fiscal year 2023-24.

*Please make note of the color-coded calendars to the right of the schedules, which delineate actual payroll issuance dates throughout the year. We strongly suggest you notify your employees of any variations from normal issue dates which may fall on holidays and/or weekends.*

The payroll processing schedules will be available for use in the system once District Financial Services enters them into Payroll.net, which will be in late May.

Thank you all for your continued work ensuring school district employees across the county are paid timely and accurately!

Have a great day,  
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

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



DATE: March 9, 2023

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

**SUBJECT: Payroll Processing Schedules and Payroll Cycles for Fiscal Year 2023-2024**

Attached are the countywide Payroll Processing Schedules for fiscal year 2023-2024. We will continue locking payroll at 4:00 p.m. on the stated payroll lock dates. This will ensure payrolls are audited and released in a timely manner. The payroll processing schedules have been simplified, reflecting only the dates of concern to school districts, namely district payroll locking dates, payroll and voluntary deduction warrant delivery dates, and actual payroll issuance dates. The schedules will also be posted on the “District Financial Services Forms” webpage using the following link:

[District Financial Services Forms \(sbcss.k12.ca.us\)](http://sbcss.k12.ca.us)

**District Financial Services will enter the Payroll Processing Schedules into Payroll.net once Technology JPA performs the County Configuration and Rates Roll in May.**

In producing these calendars, we have taken into consideration the legal school holidays as defined in Education Code Section 37220.

As a reminder, we have also taken into consideration the CalSTRS Penalties and Interest regulations that took effect July 1, 2012, by adding a supplemental cycle with an issue date of the 9<sup>th</sup> of the month. Corrections and omissions from the contract payrolls (including semi-monthly) for CalSTRS members should be processed on the 9<sup>th</sup> of the month supplemental cycle to avoid penalties and interest for late reporting and late contributions.

Please note:

1. **All** wages due an employee should be paid on the employee's normal pay cycle.
2. There will be four payroll cycles each month. **A supplemental payroll for corrections and omissions may be requested for an issue date of the 9<sup>th</sup> or the 15<sup>th</sup> of the month - with the exception of the Hourly/Daily payrolls, which may only be processed on the 15<sup>th</sup> of the month.**

Payroll Processing Schedules and Payroll Cycles for Fiscal Year 2023-2024

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3. The issue date of the warrants will be as follows:
  - a. Certificated contract: 1<sup>st</sup> of the month.
  - b. Hourly/Daily or 1<sup>st</sup> Supplemental: 9<sup>th</sup> of the month.
  - c. Classified Semi-Monthly or 2<sup>nd</sup> Supplemental: 15<sup>th</sup> of the month.
  - d. Classified Contract: The last working day of the month.
  
4. Voluntary payroll deductions will be consolidated and processed twice a month, on approximately the 1<sup>st</sup> and 15<sup>th</sup> of the month.

Please feel free to email Jessica Cano at [Jessica.Cano@sbcss.net](mailto:Jessica.Cano@sbcss.net) if you have any further questions.

Sincerely,

Ted Alejandre  
County Superintendent of Schools

*Signed Lena Young-Gallardo*

Lena Young-Gallardo, Director  
District Financial Services

LYG:kb

Attachments:

Payroll Processing Schedule, 2<sup>nd</sup> Half 2023

Payroll Processing Schedule, 1<sup>st</sup> Half 2024

**SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS  
DISTRICT FINANCIAL SERVICES  
DISTRICT PAYROLL PROCESSING SCHEDULE, JULY – DECEMBER 2023**

**FROM: SCHOOL DISTRICTS TO: COURIER**

PAYROLL (PR) TYPE	DOCUMENTS	TIME	JULY	AUG	SEPT	OCT	NOV	DEC
1. HOURLY-MNTHLY/CERT CONT SUPP	PAYROLL LOCKED & FWD PRELISTS	4:00 PM	6/30	1	08/31	9/29	1	1
2. SEMI MONTHLY/SUPP	PAYROLL LOCKED & FWD PRELISTS	4:00 PM	6	7	7	4	6	7
3. CLASS CONT/SM	PAYROLL LOCKED & FWD PRELISTS	4:00 PM	21	23	21	23	20	19
4. CERT CONT	PAYROLL LOCKED & FWD PRELISTS	4:00 PM	24	24	22	24	21	20

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

**FROM: DISTRICT FINANCIAL SERVICES TO: COURIER**

1. HOURLY-MONTHLY	1. P/R WTS	N/A	6	7	7	5	7	7
	1. TAX RPTS	N/A	7	8	8	6	8	8
2. SEMI MONTHLY/SUPP	2. P/R WTS	N/A	13	11	13	12	13	13
	2. TAX RPTS	N/A	13	14	14	13	14	14
	2. VLD WTS	N/A	17	16	18	16	16	18
3. CLASS CONT/SM	3. P/R WTS	N/A	27	29	27	27	28	27
	3. TAX RPTS	N/A	28	30	28	30	29	28
4. CERT CONT	4. P/R WTS	N/A	28	30	28	30	29	28
	4. TAX RPTS	N/A	31	31	29	31	30	29
	4. VLD WTS	N/A	8/1	9/1	10/2	11/1	12/1	1/3/24

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- ◇ STATE AND FEDERAL TAX EFT'S WILL BE PROCESSED AFTER EACH PAYROLL CYCLE. TAXES TO BE DEPOSITED THE NEXT BANKING DAY AFTER THE ISSUE DATE OF THE PAYROLL WARRANT.
- ◇ ALL SALARY PAYMENTS SHOULD BE PAID ON THE NORMAL PAY CYCLE.
- ◇ SUPPLEMENTAL PAY MAY BE REQUESTED FOR CORRECTIONS OR OMISSIONS ON THE SEMI-MONTHLY CYCLE-15TH ISSUE DATE.
- ◇ SUPPLEMENTAL PAY FOR CERTIFICATED CONTRACT MAY BE REQUESTED ON THE HOURLY-MONTHLY CYCLE – 9<sup>TH</sup> ISSUE DATE.
- ◇ VOLUNTARY DEDUCTIONS WILL BE CONSOLIDATED FOR THE 9TH AND 15TH PAYROLL ISSUE DATES.
- ◇ VOLUNTARY DEDUCTIONS WILL BE CONSOLIDATED FOR THE LAST DAY OF THE MONTH AND THE FIRST PAYROLL ISSUE DATES.

**WARRANTS SHOULD NOT BE CASHED BEFORE THE DATE OF ISSUANCE ON THE WARRANT!!!**

**UNEMPLOYMENT INSURANCE SCHEDULE**

QUARTER ENDING	S/D TO DFS PAY HISTORY ADJUSTMENTS	PHA will be entered by DFS	S/D TO COURIER UI PRELIST A/P PRELIST	*DUE
09/29/23	10/02/23	10/06/23	10/13/23	10/31/23
12/29/23	12/29/23	01/04/24	01/12/24	01/31/24

Holiday

PR Issue Dates:

PR Type 1

PR Type 2

PR Type 3

PR Type 4

**\*District Financial Services will submit the DE 9C to the Employment Development Department**

**SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS  
DISTRICT FINANCIAL SERVICES  
DISTRICT PAYROLL PROCESSING SCHEDULE, JANUARY – JUNE 2024**

**FROM: SCHOOL DISTRICTS TO: COURIER**

PAYROLL (PR) TYPE	DOCUMENTS	TIME	JAN	FEB	MAR	APR	MAY	JUN
1. HOURLY-MNTHLY/1 <sup>st</sup> SUPP	PAYROLL LOCKED & FWD PRELISTS	4:00 PM	12/28	1	1	1	1	05/31
2. SEMI MONTHLY/2 <sup>nd</sup> SUPP	PAYROLL LOCKED & FWD PRELISTS	4:00 PM	4	7	7	5	7	6
3. CLASS CONT/SM	PAYROLL LOCKED & FWD PRELISTS	4:00 PM	23	21	21	22	22	20
4. CERT CONT	PAYROLL LOCKED & FWD PRELISTS	4:00 PM	24	22	22	23	23	21

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

**FROM: DISTRICT FINANCIAL SERVICES TO: COURIER (If above dates and times are met)**

1. HOURLY-MONTHLY/1 <sup>st</sup> SUPP	1. P/R WTS	N/A	5	7	7	5	7	6
	1. TAX RPTS	N/A	8	8	8	8	8	7
2. SEMI MONTHLY/2 <sup>nd</sup> SUPP	2. P/R WTS	N/A	11	13	13	11	13	13
	2. TAX RPTS	N/A	12	14	14	12	14	14
	2. VLD WTS	N/A	16	20	18	16	16	17
3. CLASS CONT/SM	3. P/R WTS	N/A	29	27	27	26	29	26
	3. TAX RPTS	N/A	30	28	28	29	30	27
4. CERT CONT	4. P/R WTS	N/A	30	28	28	29	30	27
	4. TAX RPTS	N/A	31	29	29	30	31	28
	4. VLD WTS	N/A	2/1	3/1	4/1	5/1	6/3	7/1

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

- ◇ STATE TAX EFT AND FEDERAL TAX WARRANTS WILL BE ISSUED AFTER EACH PAYROLL CYCLE; TAXES TO BE DEPOSITED THE NEXT BANKING DAY AFTER THE ISSUE DATE OF THE PAYROLL WARRANT.
- ◇ ALL SALARY PAYMENTS SHOULD BE PAID ON THE NORMAL PAY CYCLE.
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- ◇ VOLUNTARY DEDUCTIONS WILL BE CONSOLIDATED FOR THE 9TH AND 15TH PAYROLL ISSUE DATES.
- ◇ VOLUNTARY DEDUCTIONS WILL BE CONSOLIDATED FOR THE LAST DAY OF THE MONTH AND THE FIRST PAYROLL ISSUE DATES.

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QUARTER ENDING	S/D TO DFS PAY HISTORY ADJUSTMENTS	PHA will be entered by DFS	S/D TO COURIER UI PRELIST A/P PRELIST	*DUE
03/29/24	04/01/24	04/05/24	04/12/24	04/30/24
06/28/24	07/01/24	07/05/24	07/12/24	07/31/24

Holiday

PR Issue Dates:

PR Type 1

PR Type 2

PR Type 3

PR Type 4

**\*District Financial Services will submit the DE 9C to the Employment Development Department**