
From: Lena Young-Gallardo
Sent: Wednesday, November 10, 2021 3:51 PM
To: BSD-CBO List; BSD-FinMgrsMeet List; persadmin; newpy
Cc: BSD-ExecutiveStaffList
Subject: Bulletin - Holiday Warrant Delivery and Payroll Settlement Dates
Attachments: Bulletin - Holiday Warrant Delivery 2021.pdf; Information Request - Holiday Warrant Delivery 2021.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 18th.**

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 1st payroll is Monday, January 3rd 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: November 10, 2021

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 25th – 26th, December 23rd – 24th, and on December 30th – 31st. In addition, District Financial Services will have a skeleton crew working December 27th – 29th. 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 impart some information regarding actual payroll dates and settlement dates, so districts and their employees are not caught off-guard during the holidays.

The November Classified Contract payroll warrants are scheduled to be delivered via courier on Wednesday, November 24th. The December Classified Contract payroll warrants are scheduled to be delivered via courier on Tuesday, December 21st; Certificated Contract payroll warrants are scheduled for delivery on Wednesday, December 22nd; and Voluntary Deduction warrants are scheduled for delivery on Monday, January 3rd. 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 attached form and email it to Claudia Cisneros at: Claudia.Cisneros@sbcss.net no later than Thursday, November 18th!*** 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 November 24th and December 21st; however, the pay date and settlement date is November 30th and December 29th respectively. Thus, **districts should not release those pay warrants to employees prior to November 30th and December 29th.** Employees on EFT should receive their automatic payroll deposit by November 30th and December 29th.

Bulletin – Holiday Warrant Delivery and Payroll Settlement

November 10, 2021

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

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: November 10, 2021

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"/> 11/22/21 | <input type="checkbox"/> 12/20/21 | <input type="checkbox"/> 12/27/21 |
| <input type="checkbox"/> 11/23/21 | <input type="checkbox"/> 12/21/21 | <input type="checkbox"/> 12/28/21 |
| <input type="checkbox"/> 11/24/21 | <input type="checkbox"/> 12/22/21 | <input type="checkbox"/> 12/29/21 |

Treatment of Commercial and Payroll Warrants

- District will pick up warrants on: _____
- Deliver warrants via schools' express 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
NO LATER THAN THURSDAY, NOVEMBER 18, 2021