
From: Lena Young-Gallardo
Sent: Thursday, June 2, 2022 4:12 PM
To: BSD-CBO List; BSD-FinMgrsMeet List; newpy; Persadmin List
Cc: BSD-ExecutiveStaffList
Subject: Bulletin - Payroll Issue Dates and Release of Warrants for FY 2022-23
Attachments: Bulletin - Payroll Issue and Release Dates for FY 2022-2023.pdf; RLSPAYCAL 22-23.pdf

Good afternoon,

Please see the attached bulletin regarding the payroll issue and release dates. As suggested, please ensure employees are notified in advance of the payroll release dates that vary from the issuance date.

Have a wonderful evening. 😊

Thanks,
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>



San Bernardino County Superintendent of Schools

Ted Alejandre
County Superintendent

Transforming lives through education

DATE: June 2, 2022

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

SUBJECT: Payroll Issue Dates and Release of Payroll Warrants for Fiscal Year 2022-23

Please see the attached Schedule of Payroll Issue and Release Dates for Fiscal Year 2022-23, which includes recommended release dates for Classified and Certificated payroll warrants. The schedule will also be posted on District Financial Services' Forms webpage at the following address:

<http://www.sbcss.k12.ca.us/index.php/business-services/district-financial-services/district-financial-services-forms>

The Office of the County Superintendent of Schools recommends that all pay warrants be released on the issue date of the warrant. If the issue date falls on a weekend or holiday, it is recommended that the warrant be released on the following workday. (Holidays are highlighted in yellow.)

Pay warrants should not be presented or cashed before the issue date printed on the warrant. The San Bernardino County Treasurer has indicated that post-dated warrants will not be honored but returned to the employee's bank. Dishonored warrants will be automatically resubmitted, and individual banks, according to their policies, will most likely charge the employee for returned checks.

For employees who have elected to be paid via Electronic Fund Transfer (EFT): If the scheduled payday falls on a Saturday, Sunday or holiday, the funds will be deposited by the following banking day.

We have highlighted in green all the payroll release dates that vary from the respective issuance date, so you can notify your employees well in advance.

As always, please feel free to contact us at (909) 388-5701.

Sincerely,

Ted Alejandre
County Superintendent of Schools

Signed Lena Young-Gallardo
Lena Young-Gallardo, Director
District Financial Services

LYG:kb
Attachment

Business Services • Richard De Nava, Assistant Superintendent

District Financial Services • Lena Young-Gallardo, Director
760 East Brier Drive • San Bernardino, CA 92408 • P: 909.388.5701 • F: 909.388.5735 • www.sbcss.net

2022 – 2023

Schedule of Payroll Issue Dates

2022-2023 SCHEDULE OF PAYROLL ISSUE DATES AND RECOMMENDED WARRANT RELEASE DATES**

CERTIFICATED (EC K-12, 45048, 45049, 42646; CC, 87821, 85260)

MONTH	ISSUE DATE- CERT CONT	*RELEASE DATE- CERT CONT	ISSUE DATE- CERT HOURLY	*RELEASE DATE- CERT HOURLY
JUL-2022	AUG-1	AUG-1	AUG-9	AUG-9
AUG-2022	SEP-1	SEP-1	SEPT-9	SEPT-9
SEP-2022	OCT-1	OCT-3	OCT-9	OCT-10
OCT-2022	NOV-1	NOV-1	NOV-9	NOV-9
NOV-2022	DEC-1	DEC-1	DEC-9	DEC-9
DEC-2022	JAN-1	JAN-3	JAN-9	JAN-9
JAN-2023	FEB-1	FEB-1	FEB-9	FEB-9
FEB-2023	MAR-1	MAR-1	MAR-9	MAR-9
MAR-2023	APR-1	APR-3	APR-9	APR-10
APR-2023	MAY-1	MAY-1	MAY-9	MAY-9
MAY-2023	JUN-1	JUN-1	JUN-9	JUN-9
JUN-2023	JUL-1	JUL-3	JUL-9	JUL-10

CLASSIFIED SEMI-MONTHLY (EC K-12, 42644)

MONTH	ISSUE DATE/1 ST HALF	*RELEASE DATE/1 ST HALF	ISSUE DATE/2 ND HALF	*RELEASE DATE/2 ND HALF
JUL-2022	JUL-15	JUL-15	JUL-29	JUL-29
AUG-2022	AUG-15	AUG-15	AUG-31	AUG-31
SEP-2022	SEP-15	SEP-15	SEPT-30	SEPT-30
OCT-2022	OCT-15	OCT-17	OCT-31	OCT-31
NOV-2022	NOV-15	NOV-15	NOV-30	NOV-30
DEC-2022	DEC-15	DEC-15	DEC-29	DEC-29
JAN-2023	JAN-15	JAN-17	JAN-31	JAN-31
FEB-2023	FEB-15	FEB-15	FEB-28	FEB-28
MAR-2023	MAR-15	MAR-15	MAR-31	MAR-31
APR-2023	APR-15	APR-17	APR-28	APR-28
MAY-2023	MAY-15	MAY-15	MAY-31	MAY-31
JUN-2023	JUN-15	JUN-15	JUN-30	JUN-30

CLASSIFIED MONTHLY, HOURLY (EC K-12, 45166, 42646; CC, 88165, 85260)

MONTH	ISSUE DATE- CLASS CONT	*RELEASE DATE- CLASS CONT	ISSUE DATE- CLASS HOURLY	*RELEASE DATE- CLASS HOURLY
JUL-2022	JUL-29	JUL-29	AUG-9	AUG-9
AUG-2022	AUG-31	AUG-31	SEPT-9	SEPT-9
SEP-2022	SEPT-30	SEPT-30	OCT-9	OCT-10
OCT-2022	OCT-31	OCT-31	NOV-9	NOV-9
NOV-2022	NOV-30	NOV-30	DEC-9	DEC-9
DEC-2022	DEC-29	DEC-29	JAN-9	JAN-9
JAN-2023	JAN-31	JAN-31	FEB-9	FEB-9
FEB-2023	FEB-28	FEB-28	MAR-9	MAR-9
MAR-2023	MAR-31	MAR-31	APR-9	APR-10
APR-2023	APR-28	APR-28	MAY-9	MAY-9
MAY-2023	MAY-31	MAY-31	JUN-9	JUN-9
JUN-2023	JUN-30	JUN-30	JUL-9	JUL-10

*RECOMMENDED

**The office of the San Bernardino County Superintendent of Schools does not accept responsibility for any problems incurred as a result of district altering the recommended release date schedule. Warrants which are electronically transferred (EFT) may be deposited prior to the recommended issue date depending upon individual banking procedures.

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	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	30

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		

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	30

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			

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

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	30