**From:** Lena Young-Gallardo
**Sent:** Monday, November 20, 2023 10:14 AM
**To:** BSD-CBO List; BSD-FinMgrsMeet List; Newpy List
**Cc:** BSD-ExecutiveStaffList
**Subject:** Holiday Warrant Delivery and Payroll Settlement Dates
**Attachments:** Bulletin - Holiday Warrant Delivery 2023.pdf; Information Request - Holiday Warrant Delivery 2023.pdf

Good morning,

Please see and share the attached bulletin and request. It is extremely important that your district responds to our request for information, to ensure that all your employees receive their payroll warrants and all your vendors receive their commercial warrants during the holidays! I apologize for getting this out to you so late this year, but ***we need your response as soon as possible.***

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 Wednesday, January 3rd this fiscal year!)**

Wishing you all a wonderful holiday season,
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
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San Bernardino County Superintendent of Schools
Transforming lives through education

Ted Alejandre
County Superintendent

DATE: November 20, 2023

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 23rd-24th, December 25th-26th, and January 1st-2nd. 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 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 27th; Certificated Contract payroll warrants are scheduled for delivery on Thursday, December 28th, and Voluntary Deduction warrants are scheduled for delivery on Wednesday, 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 form and email it to Claudia.Cisneros@sbcss.net*** **as soon as possible.** 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 27th; however, the pay date and settlement date is December 29th. **Districts should not release those pay warrants to employees prior to December 29th.** Employees on EFT should receive their automatic payroll deposit by December 29th.

The Certificated Contract Payroll will be picked up by the courier for delivery to districts on December 28th; however, the pay date is January 1st, and the settlement date is January 3rd. **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
Transforming lives through education
Ted Alejandre
County Superintendent

DATE: November 20, 2023

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:**

| | | |
|---|---|---|
| ☐ 11/20/23 | ☐ 12/27/23 CLCONT Payroll Delivered | ☐ 01/03/24 |
| ☐ 11/21/23 | ☐ 12/28/23 CECONT Payroll Delivered | ☐ 01/04/24 |
| ☐ 11/22/23 | ☐ 12/29/23 | ☐ 01/05/24 |

**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