From:	Lena Young-Gallardo
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 2024-25
Date:	Wednesday, March 20, 2024 3:47:03 PM
Attachments:	image001.png Bulletin - Payroll Processing Schedules FY24-25.pdf

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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 2024-25.

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
P: 909.388.5701 | F: 909.388.5735
http://www.sbcss.k12.ca.us

San Bernardino County Superintendent of Schools
Transforming lives through education

Ted Alejandre
County Superintendent

DATE: March 20, 2024

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

SUBJECT: Payroll Processing Schedules for Fiscal Year 2024-2025

Attached are the countywide Payroll Processing Schedules for fiscal year 2024-2025. 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)

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 9th of the month. Corrections and omissions from the contract payrolls (including semi-monthly) for CalSTRS members should be processed on the 9th of the month supplemental cycle to avoid penalties and interest for late reporting and late contributions.

Please note:

1. **All** wages due to 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 9th or the 15th of the month - with the exception of the Hourly/Daily payrolls, which may only be processed on the 15th of the month.**

3. The issue date of the warrants will be as follows:
   a. Certificated contract: 1st of the month.
   b. Hourly/Daily or 1st Supplemental: 9th of the month.
   c. Classified Semi-Monthly or 2nd Supplemental: 15th 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 1st and 15th of the month.

Please feel free to email Jessica Cano at 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, 2nd Half 2024
Payroll Processing Schedule, 1st Half 2025

San Bernardino County Superintendent of Schools

DISTRICT FINANCIAL SERVICES
DISTRICT PAYROLL PROCESSING SCHEDULE, JULY – DECEMBER 2024

FROM: SCHOOL DISTRICTS TO: COURIER

PAYROLL (PR) TYPE	DOCUMENTS	TIME	JULY	AUG	SEPT	OCT	NOV	DEC
1. HOURLY-MONTHLY/1st SUPP	PAYROLL LOCKED & FWD PRELISTS	**4:00 PM**	6/28	1	8/29	1	1	11/27
2. SEMI MONTHLY/2nd SUPP	PAYROLL LOCKED & FWD PRELISTS	**4:00 PM**	5	7	5	4	6	5
3. CLASS CONT/SM	PAYROLL LOCKED & FWD PRELISTS	**4:00 PM**	23	22	20	23	19	18
4. CERT CONT	PAYROLL LOCKED & FWD PRELISTS	**4:00 PM**	24	23	23	24	20	19

FROM: DISTRICT FINANCIAL SERVICES TO: COURIER

1. HOURLY-MONTHLY/1st SUPP	1. P/R WTS	N/A	**5**	**7**	**5**	**7**	**7**	**5**
	1. TAX RPTS	N/A	8	8	6	8	8	6
2. SEMI MONTHLY/2nd SUPP	2. **P/R WTS**	N/A	**11**	**13**	**12**	**11**	**13**	**12**
	2. TAX RPTS	N/A	12	14	13	14	14	13
	2. **VLD WTS**	N/A	**16**	**16**	**16**	**16**	**18**	**16**
3. CLASS CONT/SM	3. **P/R WTS**	N/A	**29**	**28**	**26**	**29**	**25**	**26**
	3. TAX RPTS	N/A	30	29	27	30	26	27
4. CERT CONT	4. **P/R WTS**	N/A	**30**	**29**	**27**	**30**	**26**	**27**
	4. TAX RPTS	N/A	31	30	30	31	27	30
	4. **VLD WTS**	N/A	**8/1**	**9/3**	**10/1**	**11/1**	**12/2**	**1/2/25**

July

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		

August

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

September

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				

October

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	

November

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***

December

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***			

Holiday

PR Issue Dates:

PR Type 1

PR Type 2

PR Type 3

PR Type 4

◊ **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 – 9TH 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
09/30/24	10/01/24	10/04/24	10/11/24	10/31/24
12/30/24	12/30/24	01/03/25	01/10/25	01/31/25

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 2025

FROM: SCHOOL DISTRICTS TO: COURIER

PAYROLL (PR) TYPE	DOCUMENTS	TIME	JAN	FEB	MAR	APR	MAY	JUN
1. HOURLY-MONTHLY/1st SUPP	PAYROLL LOCKED & FWD PRELISTS	**4:00 PM**	12/30	1/31	2/28	1	1	5/30
2. SEMI MONTHLY/2nd SUPP	PAYROLL LOCKED & FWD PRELISTS	**4:00 PM**	7	5	6	7	7	5
3. CLASS CONT/SM	PAYROLL LOCKED & FWD PRELISTS	**4:00 PM**	23	20	21	22	21	20
4. CERT CONT	PAYROLL LOCKED & FWD PRELISTS	**4:00 PM**	24	21	24	23	22	23

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

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

◊ **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.**
◊ **SUPPLEMENTAL PAY MAY BE REQUESTED FOR CORRECTIONS OR OMISSIONS ON THE SEMI-MONTHLY CYCLE-15TH ISSUE DATE.**
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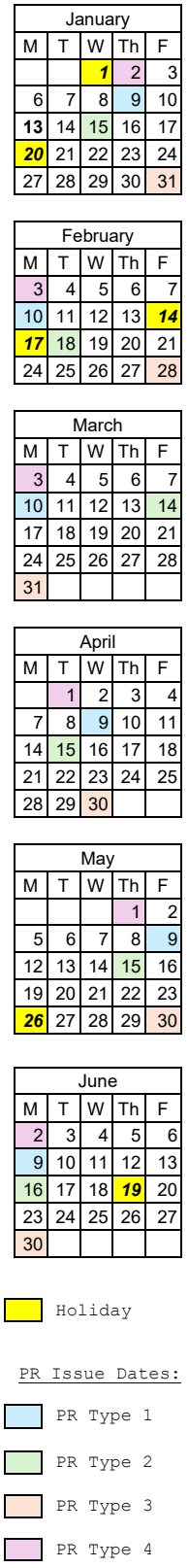
◊ **VOLUNTARY DEDUCTIONS WILL BE CONSOLIDATED FOR THE 9TH AND 15TH PAYROLL ISSUE DATES.**
◊ **VOLUNTARY DEDUCTIONS WILL BE CONSOLIDATED FOR THE LAST DAY OF THE MONTH AND THE FIRST PAYROLL ISSUE DATES.**

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
03/31/25	04/01/25	04/04/25	04/11/25	04/30/25
06/30/25	07/01/25	07/03/25	07/11/25	07/31/25

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