From:	Lena Young-Gallardo
To:	BSD-CBO List; BSD-FinMgrsMeet List; Newpy List; Persadmin List
Cc:	BSD-ExecutiveStaffList
Subject:	Bulletin - Payroll Issue Dates and Release of Warrants for FY 2024-25
Date:	Thursday, March 28, 2024 1:43:09 PM
Attachments:	Payroll Issue Dates and Release Dates for FY 2024-2025.pdf image001.png

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Good afternoon,

Please see the attached bulletin regarding the payroll issue and release dates for FY 2024-25. Please ensure employees are notified in advance of the payroll release dates that vary from the issuance date.

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
Transforming lives through education

Ted Alejandre
County Superintendent

DATE: March 28, 2024

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 2024-25

Please see the attached Schedule of Payroll Issue and Release Dates for Fiscal Year 2024-25, 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 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

San Bernardino County Superintendent of Schools

2024 - 2025
Schedule of Payroll Issue Dates

2024 -2025 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 - 2024	AUG-1	AUG-1	AUG-9	AUG-9
AUG- 2024	SEP-1	SEP-3	SEPT-9	SEPT-9
SEP - 2024	OCT-1	OCT-1	OCT-9	OCT-9
OCT- 2024	NOV-1	NOV-1	NOV-9	NOV-12
NOV- 2024	DEC-1	DEC-2	DEC-9	DEC-9
DEC- 2024	JAN-1	JAN-2	JAN-9	JAN-9
JAN - 2025	FEB-1	FEB-3	FEB-9	FEB-10
FEB –2025	MAR-1	MAR-3	MAR-9	MAR-10
MAR-2025	APR-1	APR-1	APR-9	APR-9
APR -2025	MAY-1	MAY-1	MAY-9	MAY-9
MAY-2025	JUN-1	JUN-2	JUN-9	JUN-9
JUN - 2025	JUL-1	JUL-1	JUL-9	JUL-9

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

MONTH	ISSUE DATE/1ST HALF	*RELEASE DA HALF	ISSUE DATE/2ND HALF	*RELEASE DATE/2ND HALF
JUL - 2024	JUL-15	JUL-15	JUL-31	JUL-31
AUG -2024	AUG-15	AUG-15	AUG-30	AUG-30
SEP - 2024	SEP-15	SEP-16	SEPT-30	SEPT-30
OCT - 2024	OCT-15	OCT-15	OCT-31	OCT-31
NOV - 2024	NOV-15	NOV-15	NOV-27	NOV-27
DEC - 2024	DEC-15	DEC-16	DEC-30	DEC-30
JAN - 2025	JAN-15	JAN-15	JAN-31	JAN-31
FEB - 2025	FEB-15	FEB-18	FEB-28	FEB-28
MAR -2025	MAR-15	MAR-17	MAR-31	MAR-31
APR - 2025	APR-15	APR-15	APR-30	APR-30
MAY- 2025	MAY-15	MAY-15	MAY-30	MAY-30
JUN - 2025	JUN-15	JUN-16	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 - 2024	JUL-31	JUL-31	AUG-9	AUG-9
AUG -2024	AUG-30	AUG-30	SEPT-9	SEPT-9
SEP - 2024	SEPT-30	SEPT-30	OCT-9	OCT-9
OCT - 2024	OCT-31	OCT-31	NOV-9	NOV-12
NOV - 2024	NOV-27	NOV-27	DEC-9	DEC-9
DEC - 2024	DEC-30	DEC-30	JAN-9	JAN-9
JAN - 2025	JAN-31	JAN-31	FEB-9	FEB-10
FEB - 2025	FEB-28	FEB-28	MAR-9	MAR-10
MAR -2025	MAR-31	MAR-31	APR-9	APR-9
APR - 2025	APR-30	APR-30	MAY-9	MAY-9
MAY -2025	MAY-30	MAY-30	JUN-9	JUN-9
JUN - 2025	JUN-30	JUN-30	JUL-9	JUL-9

Holiday

*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.

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			

January

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

February

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

March

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				

April

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		

May

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

June

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				