San Bernardino County Superintendent of Schools

DISTRICT FINANCIAL SERVICES
DISTRICT PAYROLL PROCESSING SCHEDULE, JULY – DECEMBER 2025

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**	6/30	1	8/29	1	10/31	1
2. SEMI MONTHLY A/ 2ND SUPP	PAYROLL LOCKED & FWD PRELISTS	**4:00 PM**	7	7	5	7	5	5
3. CLCONT/SEMI MONTHLY B	PAYROLL LOCKED & FWD PRELISTS	**4:00 PM**	23	21	22	23	18	18
4. CECONT	PAYROLL LOCKED & FWD PRELISTS	**4:00 PM**	24	22	23	24	19	19

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	7	5	7	6	5
	1. TAX RPTS	N/A	8	8	8	8	7	8
2. SEMI MONTHLY A/ 2ND SUPP	2. **P/R WTS**	N/A	11	13	11	13	13	11
	2. TAX RPTS	N/A	14	14	12	14	13	12
	2. **VLD WTS**	N/A	16	18	16	16	17	16
3. CLCONT/ SEMI MONTHLY B	3. **P/R WTS**	N/A	29	27	26	29	24	26
	3. TAX RPTS	N/A	30	28	29	30	25	29
4. CECONT	4. **P/R WTS**	N/A	30	28	29	30	25	29
	4. TAX RPTS	N/A	31	29	30	31	26	30
	4. **VLD WTS**	N/A	8/1	9/2	10/1	11/3	12/1	1/2

◊ **STATE AND FEDERAL TAXES WILL BE DEPOSITED AFTER EACH PAYROLL CYCLE ON THE PAYROLL ISSUE DATE.**
◊ **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!!!

July

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	

August

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

September

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			

October

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

November

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

December

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		

Holiday

PAYROLL (PR) TYPE:

HRLY MTHLY/ 1st SUPP

SEMI MTHLY A/ 2ND SUPP

CLCONT/ SEMI MTHLY B

CECONT

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
09/30/2025	10/01/2025	10/03/2025	10/10/2025	10/31/2025
12/30/2025	12/30/2025	01/05/2026	01/09/2026	01/30/2026

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