San Bernardino County Superintendent of Schools

DISTRICT FINANCIAL SERVICES
DISTRICT PAYROLL PROCESSING SCHEDULE, JANUARY – JUNE 2026

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	1/30	2/27	1	1	1
2. SEMI MONTHLY A/ 2ND SUPP	PAYROLL LOCKED & FWD PRELISTS	**4:00 PM**	7	4	5	7	7	5
3. CLCONT/ SEMI MONTHLY B	PAYROLL LOCKED & FWD PRELISTS	**4:00 PM**	22	19	23	22	20	22
4. CECONT	PAYROLL LOCKED & FWD PRELISTS	**4:00 PM**	23	20	24	23	21	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	5	5	7	7	5
	1. TAX RPTS	N/A	8	6	6	8	8	8
2. SEMI MONTHLY A/ 2ND SUPP	2. P**/R WTS**	N/A	13	11	12	13	13	11
	2. TAX RPTS	N/A	14	11	12	14	14	12
	2**. VLD WTS**	N/A	16	17	16	16	18	16
3. CLCONT/ SEMI MONTHLY B	3. P**/R WTS**	N/A	28	25	27	28	27	26
	3. TAX RPTS	N/A	29	26	30	29	28	29
4. CECONT	4. P**/R WTS**	N/A	29	26	30	29	28	29
	4. TAX RPTS	N/A	30	27	31	30	29	30
	4. **VLD WTS**	N/A	2/2	3/2	4/1	5/1	6/1	7/1

◊ **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!!!

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
03/31/2026	04/01/2026	04/03/2026	04/10/2026	04/30/2026
06/30/2026	07/01/2026	07/06/2026	07/10/2026	07/31/2026

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

January

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

February

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

March

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			

April

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	

May

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

June

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			

Holiday

PAYROLL (PR) TYPE:

HRLY MTHLY/ 1ST SUPP

SEMI MTHLY A/ 2ND SUPP

CLCONT/ SEMI MTHLY B

CECONT