





Contra Costa County Office of Education  
 District Services Calendar – For Districts on CCCOE Financial System

CCOE closed on 17<sup>th</sup> and 24<sup>th</sup>

- No Emergency Warrants will be processed the last week of each month.
- Emergency Warrant Requests – Due by 11:30 AM.
- Voids processed only at month-end payroll.
- Week of 1<sup>st</sup>, AP batch print is on Thurs. 2<sup>nd</sup>.

**REVISED 5/9/16**  
**June 2016**

Type	Warrant	Info
2	10 <sup>th</sup> Payroll	16628
	10 <sup>th</sup> Fringe Benefit	16629
1	End of Month Payroll	16626
	End of Month Fringe	16627
7/10M	Summer Fund	16636
7/11M	Summer Fund	16637
	Fringe Benefit	16638

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
			<b>1</b> Type 9 Warrant 160601 Request due by 11:30 AM Pay Period 05/01/16-05/31/16	<b>2</b>  [AP Batch Print #12016]	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>  Payroll Final- 10th District post to GL E-mail ASCII link to DBS	<b>7</b>  Paycheck print	<b>8</b>  Fringe benefit check print  [AP Batch Print #42016]	<b>9</b>  Fringe benefit & paycheck pick up Type 9 Warrant 160609 Request due by 11:30 AM Pay Period 06/01/16-06/30/16	<b>10</b>  Pay Day 	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>  Type 9 Warrant 160615 Request due by 11:30 AM Pay Period 06/01/16-06/30/16  [AP Batch Print #62016]	<b>16</b>	<b>17</b>  CCCOE BUILDING CLOSED	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>  REGULAR JUNE PAYROLL FINAL  [AP Batch Print #82016]	<b>23</b>  Regular Paycheck Print District post to GL E-mail ASCII link to DBS	<b>24</b>  Summer Fund Payroll Final (10 & 11 month) Type 7 Warrant 16636 & 16637  CCCOE BUILDING CLOSED	<b>25</b>
<b>26</b>	<b>27</b>  Summer Fund Paycheck Print	<b>28</b>  Fringe benefit check print  -SMR FUND & REGULAR-	<b>29</b>  SMR/Fringe Benefit & Paycheck Pick up  [AP Batch Print #82616]	<b>30</b>  Pay Day 	<b>DISTRICTS RECEIVE STRS/PERS REPORTS</b>	
Notify your tech before step increase/salary tables' changes						



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Type	Warrant	Info
2	10 <sup>th</sup> Payroll	17518
	10 <sup>th</sup> Fringe Benefit	17519
1	End of Month Payroll	17516
	End of Month Fringe	17517

# July 2016

- CCCOE closed on 1<sup>st</sup>, 4<sup>th</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>th</sup> and 29<sup>th</sup>
- No Emergency Warrants will be processed the last week of each month.
- Emergency Warrant Requests – Due by 11:30 AM.
- Voids processed only at month-end payroll

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
					1 <b>Payroll Final- 10th</b> District post to GL E-mail ASCII link to DBS  <b>CCCOE BUILDING CLOSED</b>	2
3	4 <b>CCCOE BUILDING CLOSED</b> in observance of Independence Day  	5 <b>Paycheck print</b>	6 <b>Type 9 Warrant 160706</b> <b>Request due by 11:30</b> Pay Period 07/01/16-07/31/16  <b>Fringe benefit check print</b> [AP Batch Print #31017]	7 <b>Fringe benefit &amp; paycheck pick up</b>	8 <b>CCCOE BUILDING CLOSED</b>  <b>Pay Day</b> 	9
10	11	12 <b>Dollar Payroll</b> <b>Warrant 17INS1</b> Ck date 07/12/2016 Pay Period 07/01/16-07/31/16	13 <b>Type 9 Warrant 160713</b> <b>Request due by 11:30</b> Pay Period 07/01/16-07/31/16  [AP Batch Print #51017]	14	15 <b>CCCOE BUILDING CLOSED</b>	16
17	18	19	20 <b>Type 9 Warrant 150720</b> <b>Request due by 11:30</b> Pay Period 07/01/16-07/31/16  [AP Batch Print #71017]	21	22 <b>CCCOE BUILDING CLOSED</b>	23
24	25 <b>EOM Payroll Final</b>  <i>District post to GL</i> <i>E-mail ASCII link to DBS</i>	26 <b>Paycheck print</b>	27 <b>Fringe benefit check print</b>  [AP Batch Print #71617]	28 <b>Fringe benefit &amp; paycheck pick up</b>	29 <b>CCCOE BUILDING CLOSED</b>  <b>Pay Day</b> 	30

**DISTRICTS RECEIVE STRS/PERS**

Notify your tech before running step increase/salary tables' changes





Contra Costa County Office of Education  
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# August 2016

Type	Warrant	Info
2	10 <sup>th</sup> Payroll	17528
	10 <sup>th</sup> Fringe Benefit	17529
1	End of Month Payroll	17526
	End of Month Fringe	17527

- CCCOE closed on 5<sup>th</sup>, and 12<sup>th</sup>.
- No Emergency Warrants will be processed the last week of each month.
- Emergency Warrant Requests – Due by 11:30 AM.
- Voids processed only at month-end payroll.

	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
	1	2	3 Payroll Final-10th <i>District post to GL</i> <i>E-mail ASCII link to DBS</i> [AP Batch Print #02017]	4 Paycheck print	5 CCCOE BUILDING CLOSED	6
7	8 Fringe benefit check print	9 Fringe benefit & paycheck pick up	10 Pay Day  Type 9 Warrant 160810 Request due by 11:30 Pay Period 08/01/16-08/31/16 [AP Batch Print #32017]	11	12 CCCOE BUILDING CLOSED	13
14	15	16 Dollar Payroll Warrant 17INS2 Ck date 08/16/2016 Pay Period 08/01/16-08/31/16	17 [AP Batch Print #52017]	18 Type 9 Warrant 160818 Request due by 11:30 Pay Period 08/01/16-08/31/16	19	20
21	22	23	24 [AP Batch Print #72017]	25 Payroll Final <i>District post to GL</i> <i>E-mail ASCII link to DBS</i>	26 Paycheck print	27
28	29 Fringe benefit check print	30 Fringe benefit & paycheck pick up	31 Pay Day  [AP Batch Print #72617]	<div style="border: 1px solid black; padding: 5px; display: inline-block; margin-bottom: 10px;"> <b>DISTRICTS RECEIVE STRS/PERS REPORTS</b> </div> <div style="border: 1px solid black; padding: 5px; display: inline-block;">           Notify your tech before a step increase/salary tables' changes         </div>		






Contra Costa County Office of Education  
 District Services Calendar – For Districts on CCCOE Financial System

- CCCOE closed on 5<sup>th</sup>
- No Emergency Warrants will be processed the last week of each month.
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- Voids processed only at month-end payroll.

# September 2016

Type	Warrant	Info
2	10 <sup>th</sup> Payroll	17538
	10 <sup>th</sup> Fringe Benefit	17539
1	End of Month Payroll	17536
	End of Month Fringe	17537

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
				<b>1</b>  Type 9 Warrant 160901 Request due by 11:30 Pay Period 08/01/16-08/31/16	<b>2</b> <b>Payroll Final- 10th</b>  <i>District post to GL</i> <i>E-mail ASCII link DBS</i>	<b>3</b>
<b>4</b>	<b>5</b> <b>LABOR DAY</b>  <b>CCCOE CLOSED</b>	<b>6</b>  Paycheck print	<b>7</b>  Fringe benefit check print	<b>8</b> Fringe benefit & paycheck pick up  Type 9 Warrant 160908 Request due by 11:30 Pay Period 09/01/16-09/30/16 <b>[AP Batch Print #33017]</b>	<b>9</b>  Pay Day  	<b>10</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>  <b>[AP Batch Print #53017]</b>	<b>15</b>  Type 9 Warrant 160915 Request due by 11:30 Pay Period 09/01/16-09/30/16	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>  <b>[AP Batch Print #73017]</b>	<b>22</b>  Type 9 Warrant 160922 Request due by 11:30 Pay Period 09/01/16-09/30/16	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b>  <b>Payroll Final</b>  <i>District post to GL</i> <i>E-mail DBS ASCII link</i>	<b>27</b>  Paycheck print	<b>28</b>  Fringe benefit check print  <b>[AP Batch Print #73617]</b>	<b>29</b>  Fringe benefit & paycheck pick up	<b>30</b>  Pay Day  	





Contra Costa County Office of Education  
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Type	Warrant	Info
2	10 <sup>th</sup> Payroll	17548
	10 <sup>th</sup> Fringe Benefit	17549
1	End of Month Payroll	17546
	End of Month Fringe	17547

- No Emergency Warrants will be processed the last week of each month.
- Emergency Warrant Requests – Due by 11:30 AM.
- Voids processed only at month-end payroll.

# October 2016

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
						1
2	3	4 <b>Payroll Final-10th</b>  <i>District post to GL E-mail ASCII link to DBS</i>	5  <b>Paycheck print</b>  [AP Batch Print #34017]	6  <b>Type 9 Warrant 161006</b> <b>Request due by 11:30</b> <b>Pay Period 10/01/16-10/31/16</b> <b>Fringe benefit check print</b>	7  <b>Fringe benefit &amp; paycheck pick up</b>	8
9	10  <b>Pay Day</b> 	11	12  [AP Batch Print #54017]	13  <b>Type 9 Warrant 161013</b> <b>Request due by 11:30</b> <b>Pay Period 10/01/16-10/31/16</b>	14	15
16	17	18	19  [AP Batch Print #74017]	20  <b>Type 9 Warrant 161020</b> <b>Request due by 11:30</b> <b>Pay Period 10/01/16-10/31/16</b>	21	22
23	24	25 <b>Payroll Final</b> <i>District post to GL E-mail ASCII link to DBS</i>	26  <b>Paycheck print</b> [AP Batch Print #74617]	27  <b>Fringe benefit check print</b>	28  <b>Fringe benefit &amp; paycheck pick up</b>	29
30	31  <b>Pay Day</b> 					



Contra Costa County Office of Education  
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- CCCOE closed on 11<sup>th</sup>, 24<sup>th</sup> and 25<sup>th</sup>.
- No Emergency Warrants will be processed the last week of each month.
- Emergency Warrant Requests – Due by 11:30 AM.
- Voids processed only at month-end payroll.

# November 2016

Type	Warrant	Info
2	10 <sup>th</sup> Payroll	17558
	10 <sup>th</sup> Fringe Benefit	17559
1	End of Month Payroll	17556
	End of Month Fringe	17557

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
		<b>1</b> Type 9 Warrant 161101 Request due by 11:30 Pay Period 10/01/16-10/31/16	<b>2</b> [AP Batch Print #05017]	<b>3</b>	<b>4</b> Payroll Final-10 <sup>th</sup> District post to GL E-mail ASCII link to DBS	<b>5</b>
<b>6</b>	<b>7</b> Paycheck print	<b>8</b> Fringe benefit check print	<b>9</b> Fringe benefit & paycheck pick up Type 9 Warrant 161109 Request due by 11:30 Pay Period 11/01/16-11/30/16 [AP Batch Print #35017]	<b>10</b> Pay Day 	<b>11</b>  <b>Veterans Day</b> CCCOE CLOSED	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b> [AP Batch Print #55017]	<b>17</b> Type 9 Warrant 161117 Request due by 11:30 Pay Period 11/01/16-11/30/16	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b> PROCESS VOIDS	<b>22</b> Payroll Final District post to GL E-mail ASCII link to DBS	<b>23</b> Paycheck print	<b>24</b>  Happy Thanksgiving CCCOE CLOSED	<b>25</b> THANKSGIVING HOLIDAY CCCOE CLOSED	<b>26</b>
<b>27</b>	<b>28</b> Fringe benefit check print	<b>29</b> Fringe benefit & paycheck pick up	<b>30</b> Pay Day  [AP Batch Print #75617]	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>DISTRICTS RECEIVE STRS/PERS REPORTS</b> </div>		





Contra Costa County Office of Education  
 District Services Calendar – For Districts on CCCOE Financial System

- CCCOE closed on 23<sup>th</sup>, 26<sup>th</sup> and 30<sup>th</sup>
- No Emergency Warrants will be processed the last week of each month.
- Emergency Warrant Requests – Due by 11:30 AM.
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# December 2016

Type	Warrant	Info
2	10 <sup>th</sup> Payroll	17568
	10 <sup>th</sup> Fringe Benefit	17569
1	End of Month Payroll	17566
	End of Month Fringe	17567
1	January 1 Payroll	17166
1	January 1 Fringe Benefit	17066

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
				<b>1</b> Type 9 Warrant 161201 Request due by 11:30 Pay Period 11/01/16-11/30/16	<b>2</b> <b>Payroll Final-10th</b> <i>District post to GL</i> <i>E-mail ASCII link to DBS</i>	<b>3</b>
4	<b>5</b> Paycheck print	<b>6</b> Fringe benefit check print	<b>7</b> Fringe benefit & paycheck pick up [AP Batch Print #36017]	<b>8</b> Pay Day  Type 9 Warrant 161208 Request due by 11:30 Pay Period 12/01/16-12/31/16	9	10
11	12	13	<b>14</b> [AP Batch Print #56017]	<b>15</b> Type 9 Warrant 161215 Request due by 11:30 Pay Period 12/01/16-12/31/16	16	17
18	19	20	<b>21</b> <b>Payroll Final</b> <i>District post to GL</i> <i>E-mail ASCII link to DBS</i>	<b>22</b> Paycheck print	<b>23</b> <b>CHRISTMAS HOLIDAY</b> <b>CCCOE CLOSED</b>	24
25	<b>26</b> <b>CHRISTMAS HOLIDAY</b> <b>CCCOE CLOSED</b>	<b>27</b> Fringe benefit check print	<b>28</b> Fringe benefit & paycheck pick up [AP Batch Print #76617]	<b>29</b> Pay Day 	<b>30</b> <b>NEW YEAR'S EVE</b> <b>HOLIDAY</b>	31






Contra Costa County Office of Education  
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Type	Warrant	Info
2	10 <sup>th</sup> Payroll	17578
	10 <sup>th</sup> Fringe Benefit	17579
1	End of Month Payroll	17576
	End of Month Fringe	17577

- CCCOE closed on 2<sup>st</sup> and 16<sup>th</sup>
- No Emergency Warrants will be processed the last week of each month.
- Emergency Warrant Requests – Due by 11:30 AM.
- Voids processed only at month-end payroll.

# January 2017

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
1	<b>2</b> New Year's Holiday CCCOE Closed 	<b>3</b> Type 9 Warrant 170103 Request due by 11:30 Pay Period 12/01/16-12/31/16	<b>4</b> Payroll Final District post to GL E-mail ASCII link to DBS [AP Batch Print #37017]	<b>5</b> Paycheck print	<b>6</b> Fringe benefit check print	7
8	9	<b>10</b> Pay Day 	<b>11</b> [AP Batch Print #57017]	<b>12</b> Type 9 Warrant 170112 Request due by 11:30 Pay Period 01/01/17-01/31/17	13	14
15	<b>16</b> Martin Luther King Holiday CCCOE Closed	17	<b>18</b> [AP Batch Print #77017]	<b>19</b> Type 9 Warrant 170119 Request due by 11:30 Pay Period 01/01/17-01/31/17	20	21
22	23	24	<b>25</b> Payroll Final District post to GL E-mail ASCII link to DBS [AP Batch Print #77617]	<b>26</b> Type 9 Warrant 170126 Request due by 11:30 Pay Period 01/01/17-01/31/17 Paycheck print	<b>27</b> Fringe benefit check print	28
29	30	<b>31</b> Pay Day 				30