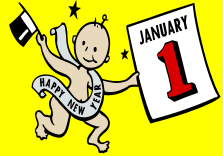




**Contra Costa County Office of Education**  
**District Services Calendar – For Districts on CCCOE Financial System**

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

# January 2017

- CCCOE closed on 2<sup>nd</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.





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

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

- CCCOE closed on 17<sup>th</sup> & 20<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 19<sup>th</sup>, AP batch print is on Thurs. 23<sup>rd</sup>, Pick up Fri. 24<sup>th</sup>.

Type	Warrant	Info
2	10 <sup>th</sup> Payroll	17588
	10 <sup>th</sup> Fringe Benefit	17589
1	End of Month Payroll	17586
	End of Month Fringe	17587

# February 2017



Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	
			1 <b>Type 9 Warrant 170201</b> <b>Request due by 11:30</b> <b>Pay Period 01/01/17-01/31/17</b> <b>[AP Batch Print #08017]</b>	2	3	4	
5	6 <b>Payroll Final</b> District post to GL E-mail ASCII link to DBS	7 <b>Paycheck print</b>	8 <b>Fringe benefit check print</b> <b>[AP Batch Print #38017]</b>	9 <b>Fringe benefit &amp; paycheck pick up</b> <b>Type 9 Warrant 170209</b> <b>Request due by 11:30</b> <b>Pay Period 02/01/17-02/28/17</b>	10 <b>Pay Day</b> 	11	
12	13	14	15 <b>[AP Batch Print #58017]</b>	16 <b>Type 9 Warrant 170216</b> <b>Request due by 11:30</b> <b>Pay Period 02/01/17-02/28/17</b>	17 CCCOE Closed 	18	
19	20 <b>PRESIDENT'S DAY</b>  <b>CCCOE Closed</b>	21	22 <b>Payroll Final</b> District post to GL E-mail ASCII link to DBS	23 <b>Paycheck print</b> <b>Type 9 Warrant 170223</b> <b>Request due by 11:30</b> <b>Pay Period 02/01/17-02/28/17</b> <b>[AP Batch Print #78017]</b>	24 <b>Fringe benefit check print</b>	25	
26	27 <b>Fringe benefit &amp; paycheck pick up</b>	28 <b>Pay Day</b> 	Notify your tech before step increase/salary table				

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

Type	Warrant	Info
2	10 <sup>th</sup> Payroll	17598
	10 <sup>th</sup> Fringe Benefit	17599
1	End of Month Payroll	17596
	End of Month Fringe	17597

- 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.

# March 2017

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
			<b>1</b> <b>Type 9 Warrant 170301</b> <b>Request due by 11:30</b> <b>Pay Period 02/01/17-02/28/17</b> <b>[AP Batch Print #09017]</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b> <b>Payroll Final-10th</b> <b>District post to GL</b> <b>E-mail ASCII link to DBS</b>	<b>7</b> <b>Paycheck print</b>	<b>8</b> <b>Fringe benefit check print</b> <b>[AP Batch Print #39017]</b>	<b>9</b> <b>Fringe benefit &amp; paycheck pick up</b> <b>Type 9 Warrant 170309</b> <b>Request due by 11:30</b> <b>Pay Period 03/01/17-03/31/17</b>	 <b>10</b> <b>Pay Day</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b> <b>[AP Batch Print #59017]</b>	<b>16</b> <b>Type 9 Warrant 170316</b> <b>Request due by 11:30</b> <b>Pay Period 03/01/17-03/31/17</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b> <b>[AP Batch Print #79017]</b>	<b>23</b> <b>Type 9 Warrant 170323</b> <b>Request due by 11:30</b> <b>Pay Period 03/01/17-03/31/17</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b> <b>Payroll Final</b> <b>District post to GL</b> <b>E-mail ASCII link to DBS</b>	<b>28</b> <b>Paycheck print</b>	<b>29</b> <b>Fringe benefit check print</b> <b>[AP Batch Print #79617]</b>	<b>30</b> <b>Fringe benefit &amp; paycheck pick up</b>	 <b>31</b> <b>Pay Day</b>	



Notify your tech before step increase/salary table changes

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

- 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.

Type	Warrant	Info
2	10 <sup>th</sup> Payroll	17608
	10 <sup>th</sup> Fringe Benefit	17609
1	End of Month Payroll	17606
	End of Month Fringe	17607

# April 2017

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
						1
2	3 <b>Type 9 Warrant 170403</b> <b>Request due by 11:30</b> <b>Pay Period 03/01/17-03/31/17</b>	4 <b>Payroll Final-10th</b> District post to GL E-mail ASCII link to DBS	5 <b>Paycheck print</b> [AP Batch Print #40017]	6 <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 #60017]	13 <b>Type 9 Warrant 170413</b> <b>Request due by 11:30</b> <b>Pay Period 04/01/17-04/30/17</b>	14	15
16	17	18	19 [AP Batch Print #80017]	20 <b>Type 9 Warrant 170420</b> <b>Request due by 11:30</b> <b>Pay Period 04/01/17-04/30/17</b>	21	22
23	24 <b>Payroll Final</b> District post to GL E-mail ASCII link to DBS	25 <b>Paycheck print</b>	26 <b>Fringe benefit check print</b> [AP Batch Print #80617]	27 <b>Fringe benefit &amp; paycheck pick up</b>	28 <b>Pay Day</b> 	29
30						




Notify your tech before step increase/salary table changes

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

- CCCOE closed on 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.

Type	Warrant	Info
2	10 <sup>th</sup> Payroll	17618
	10 <sup>th</sup> Fringe Benefit	17619
1	End of Month Payroll	17616
	End of Month Fringe	17617

# May 2017

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	
	<b>1</b>  <b>Type 9 Warrant 170501</b> <b>Request due by 11:30</b> <b>Pay Period 04/01/17-04/30/17</b>	<b>2</b>	<b>3</b> <b>[AP Batch Print #11017]</b>	<b>4</b> <b>Payroll Final-10th</b> District post to GL E-mail DBS ASCII link to DBS	<b>5</b> <b>Paycheck print</b>	<b>6</b>	
<b>7</b>	<b>8</b> <b>Fringe benefit check print</b>	<b>9</b> <b>Fringe benefit &amp; paycheck pick up</b>	<b>10</b> <b>Pay Day</b>  <b>[AP Batch Print #41017]</b>	<b>11</b> <b>Type 9 Warrant 170511</b> <b>Request due by 11:30</b> <b>Pay Period 05/01/17-05/31/17</b>	<b>12</b>	<b>13</b>	
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b> <b>[AP Batch Print #61017]</b>	<b>18</b> <b>Type 9 Warrant 170518</b> <b>Request due by 11:30</b> <b>Pay Period 05/01/17-05/31/17</b>	<b>19</b>	<b>20</b>	
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b> <b>Payroll Final</b> District post to GL E-mail DBS ASCII link to DBS <b>[AP Batch Print #81017]</b>	<b>25</b> <b>Paycheck print</b> <b>Type 9 Warrant 170525</b> <b>Request due by 11:30</b> <b>Pay Period 05/01/17-05/31/17</b>	<b>26</b> <b>Fringe benefit check print</b>	<b>27</b>	
<b>28</b>	<b>29</b> <b>MEMORIAL DAY</b>  <b>CCCOE Closed</b>	<b>30</b> <b>Fringe benefit &amp; paycheck pick up</b>	<b>31</b> <b>Pay Day</b> 	Notify your tech before step increase/salary table changes			

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

**•CALENDAR TENTATIVE FOR JUNE 2017**

- 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. 1<sup>st</sup>, Pick up is Fri. 2nd.

# June 2017

Type	Warrant	Info
2	10 <sup>th</sup> Payroll	17628
	10 <sup>th</sup> Fringe Benefit	17629
1	End of Month Payroll	17626
	End of Month Fringe	17627
7/10M	Summer Fund	17636
7/11M	Summer Fund	17637
	Fringe Benefit	17638

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
				<b>1</b> Type 9 Warrant 170601 Request due by 11:30 Pay Period 05/01/17-05/31/17 [AP Batch Print #12017]	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b> Payroll Final- 10th District post to GL E-mail DBS ASCII link to DBS	<b>6</b> Paycheck print	<b>7</b> Fringe benefit check print [AP Batch Print #42017]	<b>8</b> Fringe benefit & paycheck pick up Type 9 Warrant 170608 Request due by 11:30 Pay Period 06/01/17-06/30/17	 Pay Day	<b>10</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b> Type 9 Warrant 170614 Request due by 11:30 Pay Period 06/01/17-06/30/17 [AP Batch Print #62017]	<b>15</b>	<b>16</b> TENTATIVE CCCOE BUILDING CLOSED	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b> Type 9 Warrant 170621 Request due by 11:30 Pay Period 06/01/17-06/30/17 [AP Batch Print #82017]	<b>22</b>	<b>23</b> TENTATIVE CCCOE BUILDING CLOSED	<b>24</b>
<b>25</b>	<b>26</b> Payroll Final District post to GL E-mail DBS ASCII link to DBS	<b>27</b> Paycheck print	<b>28</b> Fringe benefit check print [AP Batch Print #82617]	<b>29</b> Fringe benefit & paycheck pick up	 Pay Day TENTATIVE CCCOE BUILDING CLOSED	
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Notify your tech before step increase/salary table changes </div>						