



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

June 2017 (REVISED)

CCOE closed on 23th and 30th

- 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 1st, AP batch print is on Thurs. 1st

Type	Warrant	Info
2	10 th Payroll	17628
	10 th 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.
				1 Type 9 Warrant 170601 Request due by 11:30 Pay Period 05/01/17-05/31/17 [AP Batch Print #12017]	2	3
4	5 Payroll Final- 10th District post to GL E-mail ASCII link to DBS	6 Paycheck print	7 Fringe benefit check print [AP Batch Print #42017]	8 Fringe benefit & paycheck pick up Type 9 Warrant 170608 Request due by 11:30 AM Pay Period 06/01/17-06/30/17	9 Pay Day 	10
11	12	13	14 [AP Batch Print#62017]	15 Type 9 Warrant 170615 Request due by 11:30 AM Pay Period 06/01/17-06/30/17	16	17
18	19	20	21 [AP Batch Print #82017]	22 REGULAR JUNE PAYROLL FINAL District post to GL E-mail ASCII link to DBS	23 CCCOE BUILDING CLOSED	24
25	26 Regular Paycheck Print SMR Fund Payroll Final (10 & 11 month) Type 7 Warrant 17636 & 17637	27 Summer Fund Paycheck Print	28 Fringe benefit check print SMR FUND & REGULAR [AP Batch Print #82617]	29 SMR/Fringe Benefit & Paycheck Pick up	30 Pay Day  CCCOE BUILDING CLOSED	

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Type	Warrant	Info
2	10 th Payroll	18518
	10 th Fringe Benefit	18519
1	End of Month Payroll	18516
	End of Month Fringe	18517

JULY 2017

- CCCOE closed on 4th, 7st, 14th, 21^h, and 28th
- 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 Payroll Final- 10th District post to GL E-mail ASCII link to DBS	4 CCCOE BUILDING CLOSED in observance of Independence Day	5 Paycheck print Type 9 Warrant 170705 Request due by 11:30 Pay Period 07/01/17-07/31/17 [AP Batch Print #31018]	6 Fringe benefit check print Fringe benefit & paycheck pick up After 3:00 pm	7 CCCOE BUILDING CLOSED East County - Regular Delivery	8
9	10 *Final Dollar Payroll Pay Day 	11 Dollar Payroll Warrant 18INS1 CK Date 07/11/2017 Pay Period 07/01/17-07/31/17	12 Type 9 Warrant 170712 Request due by 11:30 Pay Period 07/01/17-07/31/17 [AP Batch Print #51018]	13	14 CCCOE BUILDING CLOSED	15
16	17	18	19 Type 9 Warrant 170719 Request due by 11:30 Pay Period 07/01/17-07/31/17 [AP Batch Print #71018]	20	21 CCCOE BUILDING CLOSED	22
23	24	25 EOM Payroll Final <i>District post to GL</i> <i>E-mail ASCII link to DBS</i>	26 Paycheck print [AP Batch Print #71618]	27 Fringe benefit check print Fringe benefit & paycheck pick up After 3:00 pm	28 CCCOE BUILDING CLOSED East County - Regular Delivery	29
30	31 Pay Day 					

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August 2017

Type	Warrant	Info
2	10 th Payroll	18528
	10 th Fringe Benefit	18529
1	End of Month Payroll	18526
	End of Month Fringe	18527

- CCCOE closed on 4th, and 11th.
- 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 Type 9 Warrant 170801 Request due by 11:30 Pay Period 07/01/17-07/31/17	2 [AP Batch Print #02018]	3 Payroll Final-10th District post to GL E-mail ASCII link to DBS	4 CCCOE BUILDING CLOSED	5
6	7 Paycheck print	8 Fringe benefit check print	9 Type 9 Warrant 170809 Request due by 11:30 Pay Period 08/01/17-08/31/17 Fringe benefit & paycheck pick up [AP Batch Print #32018]	10 Pay Day 	11 CCCOE BUILDING CLOSED	12
13	14 * Final Dollar Payroll	15 Dollar Payroll Warrant 18INS2 CK date 08/15/2017 Pay Period 08/01/17-08/31/17	16 [AP Batch Print #52018]	17 Type 9 Warrant 170817 Request due by 11:30 Pay Period 08/01/17-08/31/17	18	19
20	21	22	23 [AP Batch Print #72018]	24	25 Payroll Final District post to GL E-mail ASCII link to DBS	26
27	28 Paycheck print	29 Fringe benefit check print	30 Type 9 Warrant 170830 Request due by 11:30 Pay Period 08/01/17-08/31/17 Fringe benefit & paycheck pick up [AP Batch Print #72618]	31 Pay Day 		

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Type	Warrant	Info
2	10 th Payroll	18538
	10 th Fringe Benefit	18539
1	End of Month Payroll	18536
	End of Month Fringe	18537

- CCCOE closed on 4th
- 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.

September 2017


Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
					1 Payroll Final- 10th <i>District post to GL</i> <i>E-mail ASCII link DBS</i>	2
3	4 LABOR DAY 	5 Paycheck print Type 9 Warrant 170905 Request due by 11:30 Pay Period 09/01/17-09/30/17	6 Fringe benefit check print	7 Fringe benefit & paycheck pick up [AP Batch Print #33018]	8 Pay Day 	9
10	11	12	13 [AP Batch Print #53018]	14 Type 9 Warrant 170914 Request due by 11:30 Pay Period 09/01/17-09/30/17	15	16
17	18	19	20 [AP Batch Print #73018]	21 Type 9 Warrant 170921 Request due by 11:30 Pay Period 09/01/17-09/30/17	22	23
24	25 Payroll Final <i>District post to GL</i> <i>E-mail DBS ASCII link</i>	26 Paycheck print	27 Fringe benefit check print [AP Batch Print #73618]	28 Fringe benefit & paycheck pick up	29 Pay Day 	30

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Type	Warrant	Info
2	10 th Payroll	18548
	10 th Fringe Benefit	18549
1	End of Month Payroll	18546
	End of Month Fringe	18547

- 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 2017


Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
1	2	3	4 Payroll Final-10th <i>District post to GL</i> <i>E-mail ASCII link to DBS</i> [AP Batch Print #34018]	5 Paycheck print Type 9 Warrant 171005 Request due by 11:30 Pay Period 10/01/17-10/31/17	6 Fringe benefit check print	7
8	9 Fringe benefit & paycheck pick up	10 Pay Day 	11 [AP Batch Print #54018]	12 Type 9 Warrant 171012 Request due by 11:30 Pay Period 10/01/17-10/31/17	13	14
15	16 START EOM PAYROLL	17	18 [AP Batch Print #74018]	19 Type 9 Warrant 171019 Request due by 11:30 Pay Period 10/01/17-10/31/17	20	21
22	23	24	25 Payroll Final <i>District post to GL</i> <i>E-mail ASCII link to DBS</i> [AP Batch Print #74618]	26 Paycheck print Type 9 Warrant 171026 Request due by 11:30 Pay Period 10/01/17-10/31/17	27 Fringe benefit check print	28
29	30 Fringe benefit & paycheck pick up	31 Pay Day 				

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Type	Warrant	Info
2	10 th Payroll	18558
	10 th Fringe Benefit	18559
1	End of Month Payroll	18556
	End of Month Fringe	18557

- CCCOE closed on 10th, 23th and 24th.
- 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 2017



Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
			1 Type 9 Warrant 171101 Request due by 11:30 Pay Period 10/01/17-10/31/17 [AP Batch Print #05018]	2	3 Payroll Final-10th District post to GL E-mail ASCII link to DBS	4
5	6 Paycheck print	7 Fringe benefit check print	8 Fringe benefit & paycheck pick up Type 9 Warrant 171108 Request due by 11:30 Pay Period 11/01/17-11/30/17 [AP Batch Print #35018]	9 Pay Day 	10  Veterans Day CCCOE CLOSED	11
12	13	14	15 START EOM PAYROLL [AP Batch Print #55018]	16 Type 9 Warrant 171116 Request due by 11:30 Pay Period 11/01/17-11/30/17	17	18
19	20	21 PROCESS VOIDS	22 Payroll Final District post to GL E-mail ASCII link to DBS	23  Happy Thanksgiving CCCOE CLOSED	24 THANKSGIVING HOLIDAY CCCOE CLOSED	25
26	27 Paycheck print	28 Fringe benefit check print	29 Type 9 Warrant 171129 Request due by 11:30 Pay Period 11/01/17-11/30/17 Fringe benefit & paycheck pick up [AP Batch Print #75618]	30 Pay Day 		

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Type	Warrant	Info
2	10 th Payroll	18568
	10 th Fringe Benefit	18569
1	End of Month Payroll	18566
	End of Month Fringe	18567
1	January 1 Payroll	18166
1	January 1 Fringe Benefit	18066

- CCCOE closed on 25th and 26th
- 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.

December 2017

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
					1	2
3	4 Payroll Final-10th <i>District post to GL</i> <i>E-mail ASCII link to DBS</i>	5 Paycheck print	6 Fringe benefit check print [AP Batch Print #36018]	7 Type 9 Warrant 171207 Request due by 11:30 Pay Period 12/01/17-12/31/17 Fringe benefit & paycheck pick up	8 Pay Day 	9
10	11	12	13 [AP Batch Print #56018]	14 Type 9 Warrant 171214 Request due by 11:30 Pay Period 12/01/17-12/31/17	15 START EOM PAYROLL	16
17	18	19	20 [AP Batch Print #76018]	21 Payroll Final <i>District post to GL</i> <i>E-mail ASCII link to DBS</i>	22 Paycheck print	23
24	25 CHRISTMAS HOLIDAY CCCOE CLOSED	26 CHRISTMAS HOLIDAY CCCOE CLOSED	27 Fringe benefit check print	28 Fringe benefit & paycheck pick up	29 Pay Day 	30
31						