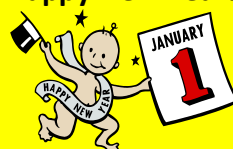




Contra Costa County Office of Education
District Calendar– For Districts on CCCOE Financial System

Type	Warrant	Info
2	10 th Payroll	18578
	10 th Fringe Benefit	18579
1	End of Month Payroll	18576
	End of Month Fringe	18577

- CCCOE closed on 1st, 2nd and 15th
- Emergency Warrant Requests – Due by 11:30 AM.
- Voids processed only at month-end payroll.
- Districts must Start EOM Payrolls by the 15th of the month
- All Payrolls must be finalized by 5:00 PM on PR Final date

January 2018





Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
	1 Happy New Year! 	2 New Year's Holiday CCCOE Closed	3 Type 9 Warrant 180103 Request due by 11:30 Pay Period 12/01/17-12/31/17 District post to GL E-mail ASCII link to DBS	4 Payroll Final District post to GL E-mail ASCII link to DBS	5 Paycheck print	6
7	8 Fringe benefit check print	9 Fringe benefit & paycheck pick up	10 Pay Day 	11 Type 9 Warrant 180111 Request due by 11:30 Pay Period 01/01/18-01/31/18 District post to GL E-mail ASCII link to DBS	12	13
14	15 Martin Luther King Holiday CCCOE Closed	16 Districts Start EOM Payroll	17	18 Type 9 Warrant 180118 Request due by 11:30 Pay Period 01/01/18-01/31/18 District post to GL E-mail ASCII link to DBS	19	20
21	22	23	24	25 Payroll Final District post to GL E-mail ASCII link to DBS	26 Paycheck print	27
28	29 Fringe benefit check print	30 Fringe benefit & paycheck pick up	31 Pay Day 			

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

Type	Warrant	Info
2	10 th Payroll	18588
	10 th Fringe Benefit	18589
1	End of Month Payroll	18586
	End of Month Fringe	18587

- CCCOE closed on 16th and 19th
- Emergency Warrant Requests – Due by 11:30 AM.
- Voids processed only at month-end payroll.
- Districts must Start EOM Payrolls by the 15th of the month
- All Payrolls must be finalized by 5:00 PM on PR Final date

February 2018

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
				1 Type 9 Warrant 180201 Request due by 11:30 Pay Period 01/01/18-01/31/18 District post to GL E-mail ASCII link to DBS	2	3
4	5 Payroll Final District post to GL E-mail ASCII link to DBS	6 Paycheck print	7 Fringe benefit check print	8 Type 9 Warrant 180208 Request due by 11:30 Pay Period 02/01/18-02/28/18 District post to GL E-mail ASCII link to DBS Fringe benefit & paycheck pick up	9 Pay Day 	10
11	12	13	14	15 Districts Start EOM Payroll Type 9 Warrant 180215 Request due by 11:30 Pay Period 02/01/18-02/28/18 District post to GL E-mail ASCII link to DBS	16 CCCOE Closed 	17
18	19 PRESIDENT'S DAY  CCCOE Closed	20	21	22 Payroll Final District post to GL E-mail ASCII link to DBS	23 Paycheck print	24
25	26 Fringe benefit check print	27 Fringe benefit & paycheck pick up	28 Pay Day 			

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

Type	Warrant	Info
2	10 th Payroll	18598
	10 th Fringe Benefit	18599
1	End of Month Payroll	18596
	End of Month Fringe	18597

- Emergency Warrant Requests – Due by 11:30 AM.
- Voids processed only at month-end payroll.
- Districts must Start EOM Payrolls by the 15th of the month
- All Payrolls must be finalized by 5:00 PM on PR Final date

March 2018

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
				1 Type 9 Warrant 180301 Request due by 11:30 Pay Period 02/01/18-02/28/18 District post to GL E-mail ASCII link to DBS	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	8 Fringe benefit & paycheck pick up Type 9 Warrant 180308 Request due by 11:30 Pay Period 03/01/18-03/31/18 District post to GL E-mail ASCII link to DBS	9 Pay Day 	10
11	12	13	14	15 Districts Start EOM Payroll Type 9 Warrant 180315 Request due by 11:30 Pay Period 03/01/18-03/31/18 District post to GL E-mail ASCII link to DBS	16	17
18	19	20	21	22 Type 9 Warrant 180322 Request due by 11:30 Pay Period 03/01/18-03/31/18 District post to GL E-mail ASCII link to DBS	23	24
25	26 Payroll Final District post to GL E-mail ASCII link to DBS	27 Paycheck print	28 Fringe benefit check print	29 Fringe benefit & paycheck pick up	30 Pay Day 	31

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

Type	Warrant	Info
2	10 th Payroll	18608
	10 th Fringe Benefit	18609
1	End of Month Payroll	18606
	End of Month Fringe	18607

- Emergency Warrant Requests – Due by 11:30 AM.
- Voids processed only at month-end payroll.
- Districts must Start EOM Payrolls by the 15th of the month
- All Payrolls must be finalized by 5:00 PM on PR Final date

April 2018

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
1	2 Type 9 Warrant 180402 Request due by 11:30 Pay Period 03/01/18-03/31/18 District post to GL E-mail ASCII link to DBS	3	4 Payroll Final-10th District post to GL E-mail ASCII link to DBS	5 Paycheck print	6 Fringe benefit check print	7
8	9 Fringe benefit & paycheck pick up	10 Pay Day 	11	12 Type 9 Warrant 180412 Request due by 11:30 Pay Period 04/01/18-04/30/18 District post to GL E-mail ASCII link to DBS	13	14
15	16 <u>Districts Start EOM Payroll</u>	17	18	19 Type 9 Warrant 180419 Request due by 11:30 Pay Period 04/01/18-04/30/18 District post to GL E-mail ASCII link to DBS	20	21
22	23	24 Payroll Final District post to GL E-mail ASCII link to DBS	25 Paycheck print	26 Fringe benefit check print	27 Fringe benefit & paycheck pick up	28
29	30 Pay Day 					

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

Type	Warrant	Info
2	10 th Payroll	18618
	10 th Fringe Benefit	18619
1	End of Month Payroll	18616
	End of Month Fringe	18617

- Emergency Warrant Requests – Due by 11:30 AM.
- Voids processed only at month-end payroll.
- Districts must Start EOM Payrolls by the 15th of the month
- All Payrolls must be finalized by 5:00 PM on PR Final date

May 2018



Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
		1 Type 9 Warrant 180501 Request due by 11:30 Pay Period 04/01/18-04/30/18 District post to GL E-mail ASCII link to DBS	2	3	4 Payroll Final-10th District post to GL E-mail DBS ASCII link to DBS	5
6	7 Paycheck print	8 Fringe benefit check print	9 Type 9 Warrant 180509 Request due by 11:30 Pay Period 05/01/18-05/31/18 District post to GL E-mail ASCII link to DBS Fringe benefit & paycheck pick up	10 Pay Day 	11	12
13	14	15 Districts Start EOM Payroll	16	17 Type 9 Warrant 180517 Request due by 11:30 Pay Period 05/01/18-05/31/18 District post to GL E-mail ASCII link to DBS	18	19
20	21	22	23	24 Payroll Final District post to GL E-mail DBS ASCII link to DBS	25 Paycheck print	26
27	28 MEMORIAL DAY  CCCOE Closed	29 Fringe benefit check print	30 Type 9 Warrant 180530 Request due by 11:30 Pay Period 05/01/18-05/31/18 District post to GL E-mail ASCII link to DBS Fringe benefit & paycheck pick up	31 Pay Day 		

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

- CALENDAR TENTATIVE FOR JUNE 2017
- Emergency Warrant Requests – Due by 11:30 AM.
- Voids processed only at month-end payroll.
- Districts must Start EOM Payrolls by the 15th of the month
- All Payrolls must be finalized by 5:00 PM on PR Final date

June 2018

Type	Warrant	Info
2	10 th Payroll	18628
	10 th Fringe Benefit	18629
1	End of Month Payroll	18626
	End of Month Fringe	18627
7/10M	Summer Fund	18636
7/11M	Summer Fund	18637
	Fringe Benefit	18638

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
					1	2
3	4 Payroll Final- 10th District post to GL E-mail DBS ASCII link to DBS	5 Paycheck print	6 Fringe benefit check print	7 Type 9 Warrant 180607 Request due by 11:30 Pay Period 06/01/18-06/30/18 District post to GL E-mail ASCII link to DBS Fringe benefit & paycheck pick up	8 Pay Day 	9
10	11	12	13 Type 9 Warrant 180613 Request due by 11:30 Pay Period 06/01/18-06/30/18 District post to GL E-mail ASCII link to DBS	14	15 Districts Start EOM Payroll TENTATIVE CCCOE BUILDING CLOSED	16
17	18	19	20 Type 9 Warrant 180620 Request due by 11:30 Pay Period 06/01/18-06/30/18 District post to GL E-mail ASCII link to DBS	21 REG Payroll Final District post to GL E-mail DBS ASCII link to DBS	22 TENTATIVE CCCOE BUILDING CLOSED	23
24	25 REG Paycheck print SMR Fund Payroll Final (10 & 11 month) Type 7 W# 18636 & 18637	26 Summer Fund Paycheck print	27 Fringe benefit check print SMR FUND and REGULAR	28 Fringe benefit & paycheck pick up SMR FUND and REGULAR	29 Pay Day  TENTATIVE CCCOE BUILDING CLOSED	30