

SUTTER COUNTY SUPERINTENDENT OF SCHOOLS
PAYROLL PROCESSING FOR DISTRICTS AND COUNTY OFFICE 2018-2019

Revised 6/5/2018 10:57 AM
 End of Month, Supplemental, and Department of Labor

				DOWNLOAD DATES			
PAY PERIOD	DUE TO PAYROLL BY NOON	COMMENTS DUE TO SCSOS BY NOON	WARRANTS PRINT 7:30 A.M.	MAIN & DIRECT DEPOSIT 1:00 P.M.	TAXES 1:00 P.M.	TAX SETTLEMENT	PAY DATE
JULY - DOL	7-23-18	7-23-18	7-24-18	7-24-18	7-25-18	7-27-18	7-26-18
JULY - EOM	7-20-18	7-25-18	7-26-18	7-26-18	7-27-18	8-01-18	7-31-18
AUGUST - SUP & DOL July Time Sheets	8-01-18	8-06-18	8-07-18	8-07-18	8-08-18	8-13-18	8-10-18
AUGUST - DOL	8-21-18	8-21-18	8-22-18	8-22-18	8-23-18	8-27-18	8-24-18
AUGUST - EOM	8-22-18	8-27-18	8-28-18	8-28-18	8-29-18	9-04-18	8-31-18
SEPTEMBER - SUP & DOL August Time Sheets	8-29-18	9-05-18	9-06-18	9-06-18	9-07-18	9-11-18	9-10-18
SEPTEMBER - DOL	9-21-18	9-21-18	9-24-18	9-24-18	9-25-18	9-27-18	9-26-18
SEPTEMBER - EOM	9-19-18	9-24-18	9-25-18	9-25-18	9-26-18	10-01-18	9-28-18
OCTOBER - SUP & DOL September Time Sheets	10-01-18	10-04-18	10-05-18	10-05-18	10-08-18	10-11-18	10-10-18
OCTOBER - DOL	10-23-18	10-23-18	10-24-18	10-24-18	10-25-18	10-29-18	10-26-18
OCTOBER - EOM	10-23-18	10-25-18	10-26-18	10-26-18	10-29-18	11-01-18	10-31-18
NOVEMBER - SUP & DOL October Time Sheets	10-31-18	11-05-18	11-06-18	11-06-18	11-07-18	11-13-18	11-09-18
NOVEMBER - DOL	11-19-18	11-19-18	11-20-18	11-20-18	11-20-18	11-27-18	11-26-18
NOVEMBER - EOM	11-15-18	11-26-18	11-27-18	11-27-18	11-28-18	12-03-18	11-30-18
DECEMBER - SUP & DOL November Time Sheets	11-29-18	12-04-18	12-05-18	12-05-18	12-06-18	12-11-18	12-10-18
DECEMBER - DOL	12-18-18	12-19-18	12-19-18	12-19-18	12-20-18	12-24-18	12-21-18
DECEMBER - EOM	12-13-18	12-19-18	12-20-18	12-20-18	12-21-18	12-31-18	12-28-18
JANUARY - SUP & DOL December Time Sheets	1-02-19	1-04-19	1-07-19	1-07-19	1-08-19	1-11-19	1-10-19
JANUARY - DOL	1-22-19	1-22-19	1-23-19	1-23-19	1-24-19	1-28-19	1-25-19
JANUARY - EOM	1-22-19	1-25-19	1-28-19	1-28-19	1-29-19	2-01-19	1-31-19
FEBRUARY - SUP & DOL January Time Sheets	1-30-19	2-04-19	2-05-19	2-05-19	2-06-19	2-12-19	2-08-19
FEBRUARY - DOL	2-21-19	2-21-19	2-22-19	2-22-19	2-25-19	2-27-19	2-26-19
FEBRUARY - EOM	2-19-19	2-22-19	2-25-19	2-25-19	2-26-19	3-01-19	2-28-19
MARCH - SUP & DOL February Time Sheets	2-27-19	3-04-19	3-05-19	3-05-19	3-06-19	3-11-19	3-08-19
MARCH - DOL	3-21-19	3-21-19	3-22-19	3-22-19	3-25-19	3-27-19	3-26-19
MARCH - EOM	3-20-19	3-25-19	3-26-19	3-26-19	3-27-19	4-01-19	3-29-19
APRIL - SUP & DOL March Time Sheets	4-01-19	4-04-19	4-05-19	4-05-19	4-08-19	4-11-19	4-10-19
APRIL - DOL	4-23-19	4-23-19	4-24-19	4-24-19	4-25-19	4-29-19	4-26-19
APRIL - EOM	4-19-19	4-24-19	4-25-19	4-25-19	4-26-19	5-01-19	4-30-19
MAY - SUP & DOL April Time Sheets	5-01-19	5-06-19	5-07-19	5-07-19	5-08-19	5-13-19	5-10-19

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MAY - DOL	5-21-19	5-21-19	5-22-19	5-22-19	5-23-19	5-28-19	5-24-19
May - #3 (May for July)	5-16-19	5-22-19	5-23-19	5-23-19	5-24-19	5-30-19	5-29-19
MAY - #2 (May for June)	5-17-19	5-23-19	5-24-19	5-24-19	5-28-19	5-31-19	5-30-19
MAY - EOM	5-21-19	5-24-19	5-28-19	5-28-19	5-29-19	6-03-19	5-31-19
JUNE - SUP & DOL May Time Sheets	5-30-19	6-04-19	6-05-19	6-05-19	6-06-19	6-11-19	6-10-19
JUNE - DOL	6-21-19	6-21-19	6-24-19	6-24-19	6-25-19	6-27-19	6-26-19
JUNE #2 (June for July) No Docks	6-10-19	6-13-19	6-14-19	6-14-19	6-17-19	6-28-19	6-27-19
JUNE #1 Reg EOM/Timesheets for June	6-19-19	6-24-19	6-25-19	6-25-19	6-26-19	7-01-19	6-28-19
LIABILITY & DOL No Direct Deposit	7-02-19	7-05-19	7-08-19	7-08-19	7-09-19	7-11-19	7-10-19

THERE WILL BE NO JULY SUPPLEMENTAL PAYROLL. All time sheets for June are to be included in the June #1 payroll. The July Liability payroll is for the purpose of prior year adjustments only (example: missed time sheets) In a situation where your district needs additional time please contact the payroll department.

DOL - Department of Labor

MAKE SURE that SUP due dates to SCSOS fall within the limits of the 97% STRS calculation requirements*

***REQUIREMENT--warrant to STRS is required to be paid prior to the 5th business day of the month**

NOTES TO CREATOR: REVIEW FEDERAL HOLIDAYS ONLINE TO BE SURE THAT NONE OF THE PAY DATES FALL ON A FEDERAL HOLIDAY. IF THEY DO, CHANGE THE PAY DATE. ALSO REVIEW PAY DATES WITH SCSOS CALENDAR. IF THE 10TH FALLS ON A SATURDAY OR SUNDAY, THEN THE PAY DATE IS THE PREVIOUS FRIDAY. MUST ALLOW AT LEAST 48 HOURS NOTICE TO AUDITOR OF ALL TRANSACTIONS MUST ALLOW AT LEAST 3 DAYS FOR TIMESHEET ENTRY ON SUP PAYROLLS MUST ALLOW 5-6 DAYS FOR EOM ENTRY ON EOM PAYROLLS

*WATCH THE SECOND MONDAY IN OCTOBER, COLUMBUS DAY, BANK HOLIDAY. NO DIRECT DEPOSIT ON THE JULY LIABILITY PAYROLL; NEED 72 HOURS ADVANCE FILE UPLOAD, NOT ENOUGH TIME WITH THE FOURTH OF JULY HOLIDAY