



3939 Thirteenth Street  
P.O. Box 868  
Riverside, California  
92502-0868  
(951) 826-6530

47-336 Oasis Street  
Indio, California  
92201-6998  
(760) 863-3000

24980 Las Brisas Road  
Murrieta, California  
92562  
(951) 600-5600

**Riverside County  
Board of Education**

Gerald P. Colapinto

Lisa A. Conyers, Ph.D.

Lynne D. Craig

Bruce Dennis

Vick Knight, Ed.D.

Adolfo Mediano, Jr., J.D.

Elizabeth R. Toledo

**DATE:** November 15, 2011

**TO:** Chief Business Officials  
Accounting Managers  
K-12 Districts, Community College Districts, and Charter Schools

**FROM:** Nancy Sheets, Director *NS*  
District Fiscal Services  
Division of Administration and Business Services  
(951) 826-6575 / FAX [951] 826-4457

**SUBJECT:** December Processing Schedule

**ACTION:** **Information Only**

Please be advised that the Riverside County Office of Education will be closed, due to work year reductions, on December 19<sup>th</sup>, 20<sup>th</sup>, and 21<sup>st</sup>. Essential services will still be provided during this time by a small number of departments. The department of District Fiscal Services is scheduled to work on these days and will provide regular services.

Our office will be closed beginning Thursday, December 22, 2011, through Monday, January 2, 2012, for the Winter Break. Also, please be advised that Galaxy, Seagate and OneSource will be unavailable from December 30<sup>th</sup> until 7:00 p.m. on January 2<sup>nd</sup>.

To assist districts in planning for business processes during this time period, the following December processing schedule has been developed. Please share this information with applicable staff in your district.

**Payroll Processing and Delivery**

The financial update for the 6M is scheduled on December 26<sup>th</sup>, for the 6S on December 27<sup>th</sup> and for the 6B on December 28<sup>th</sup>.

Unless the district makes special arrangements with our office, all payroll warrants will be sent via JET/regular mail on the following scheduled dates:

- 6M – Wednesday, December 28<sup>th</sup>
- 6S – Wednesday, December 28<sup>th</sup>
- 6B – Tuesday, January 3<sup>rd</sup>

**If your district would like to arrange for an alternative means of distribution, please contact Carolyn Nielsen at (951) 826-6538. Please note payroll warrants should not be released to employees prior to the warrant issue date. The County Treasurer will not honor warrants presented for payment prior to the issue date.**

**Payroll On Demand (POD) Processing and Delivery**

The last day to enter payroll adjustments for PODs will be Wednesday, December 21<sup>st</sup>. POD processing will not be available from December 22<sup>nd</sup> through January 2<sup>nd</sup>. Regular POD processing will resume on Tuesday, January 3<sup>rd</sup>

<b>POD Approval Date</b>	<b>JET Delivery Date</b>
Tuesday, December 20 <sup>th</sup>	Wednesday, December 21 <sup>st</sup>
Wednesday, December 21 <sup>st</sup>	Wednesday, December 28 <sup>th</sup>
Tuesday, January 3 <sup>rd</sup>	Wednesday, January 4 <sup>th</sup>

**Payroll Warrant Cancels and Stop/Reissues**

The last day for submission of cancellations and stop/reissues is Tuesday, December 20<sup>th</sup>. Reissued warrants will be in JET mail on Wednesday, December 21<sup>st</sup>.

**Commercial Warrant Processing and Delivery**

Claims may be entered and approved from December 21<sup>st</sup> through December 29<sup>th</sup> (excluding Sundays from noon to 10:00 p.m.). Please be reminded, the claims approval screen is not available from 7:00 p.m. – 5:00 a.m. daily. Commercial warrants, excluding audited warrants, will be delivered to the districts as follows:

<b>Warrant Approval Date</b>	<b>JET Delivery Date</b>
Tuesday, December 20 <sup>th</sup>	Wednesday, Dec. 28 <sup>th</sup>
Wednesday, Dec. 21 <sup>st</sup> – Wednesday Dec. 28 <sup>th</sup>	Tuesday, January 3 <sup>rd</sup>
Thursday, December 29 <sup>th</sup>	Wednesday, January 4 <sup>th</sup>

Please share these dates with your accounts payable staff to ensure sufficient processing time for delivery of warrants to your vendors. Claims need to be entered and approved no later than Tuesday, December 20<sup>th</sup>, to be delivered via JET mail on December 28<sup>th</sup>.

All commercial warrants will be sent via JET/regular mail unless the district makes special arrangements with Lisa Coleman at (951) 826-6634.

*NOTE: Please approve all claims entered from Wednesday, December 21<sup>st</sup> through December 28<sup>th</sup>, on your last workday, rather than daily in order to be in JET on Tuesday, January 3<sup>rd</sup> and approve claims on December 29<sup>th</sup> in order to be in JET on Wednesday, January 4<sup>th</sup>. This will eliminate unnecessary paperwork and allow our office to process the claims on the designated schedule.*

**Commercial Warrant Cancellations and Stop/Reissues**

The last day for submission of cancellations and stop/reissues is Monday, December 19<sup>th</sup>. This will allow the reissued warrants to be in the JET mail on Wednesday, December 21<sup>st</sup>.

**Distribution of Revenue**

Distribution of the December state apportionment will be made on Wednesday, December 28<sup>th</sup>. Property taxes will be distributed as soon as the funds are received, currently estimated by December 15<sup>th</sup>.

**December Deposits**

Deposits submitted on December 21<sup>st</sup> will be deposited with treasurer on December 29<sup>th</sup>. The last day for submission of district deposits is Wednesday, December 28<sup>th</sup> for deposit to the treasurer on Thursday, December 29<sup>th</sup>. All deposits received after this date will be processed in January 2012.

**December Financial Transactions**

The last day for submission of district interfund transfers is Tuesday, December 20<sup>th</sup>. All interfund transfers received after this date will be processed in January 2012. The December ledger cutoff date for all data input is Thursday, December 29<sup>th</sup>.

**Wire Transfer Out**

If your district needs to have a Wire Transfer Out completed during the Winter Break, please send the required documentation in by Monday, December 19<sup>th</sup>, and we will work with the Treasurer's Office to have it processed.

**Information Technology Services**

The Service Desk will provide staffing on December 19<sup>th</sup> through December 21<sup>st</sup> and December 28<sup>th</sup> and 29<sup>th</sup> from 7:00 a.m. to 5:00 p.m. If you should need assistance, the Service Desk can be reached at (951) 826-6800.

Galaxy, Seagate and OneSource will be unavailable on Friday, December 30<sup>th</sup> until 7:00 p.m. on January 2<sup>nd</sup>.

**JET Services**

JET services will be provided on Monday, December 19<sup>th</sup> through Wednesday, December 21<sup>st</sup> and Wednesday, December 28<sup>th</sup>. There will be no JET services on December 22<sup>nd</sup>, December 23<sup>rd</sup>, December 26<sup>th</sup>, December 27<sup>th</sup>, and December 29<sup>th</sup> through January 2<sup>nd</sup>. JET services will resume on Tuesday, January 3<sup>rd</sup>.

If you have any questions or need additional information please feel free to contact me.

NS:tk

L:\Payroll & Retirement\Winter Break Schedule\Winter Break CY 2003-2010\Winter Break 2011 DecCalLetter.doc

Attachment

Winter Calendar 2011

Sunday                      Monday                      Tuesday                      Wednesday                      Thursday                      Friday                      Saturday

December 2011

18	19	20 <b>6A PAYDAY</b>	21	22	23	24
	RCOE Closed - DFS Staffed	RCOE Closed - DFS Staffed	RCOE Closed - DFS Staffed	HOLIDAY	HOLIDAY	
		Districts - Approve commercial claims - warrants in JET on Wednesday, December 28th	Districts - Approve commercial claims from December 21st to December 28th - warrants in JET on Tuesday, January 3rd			
		Districts - Approve PODS - warrants in JET on Wednesday, December 21st	Districts - Approve PODS - warrants in JET on Wednesday, December 28th			
		Districts - Submit PAYROLL cancellations and stop/reissues reissued warrants in JET on Wednesday, December 21st				
	Districts - Submit COMMERCIAL cancellations and stops/reissues - reissued warrants in JET on Wednesday, December 21st					
		Districts - Submit interfund transfers to be posted in December's financial ledgers				
	Districts - Submit documentation for Wire Transfers Out over winter break					
	Service Desk available	Service Desk available	Service Desk available			
	JET Payroll 6A	JET	JET			
UBOC Open/County Open	UBOC Open/County Open	UBOC Open/County Open	UBOC Open/County Open	UBOC Open/County Closed		

Sunday                      Monday                      Tuesday                      Wednesday                      Thursday                      Friday                      Saturday

**December 2011**

25	26	27	28	29	30	31	
	<b>HOLIDAY</b>	<b>HOLIDAY</b>	<b>RCOE Closed - DFS Minimal Staff</b>	<b>6M PAYDAY</b> <b>RCOE Closed - DFS Minimal Staff</b>	<b>HOLIDAY</b>		
			Districts - Submit deposits in JET - posted in County Treasurer Thursday, December 29th				
				Districts - Approve commercial claims for December 29th - warrants in JET on Wednesday, January 4th			
				Districts - Last day for data input in Galaxy			
			Distribute December Apportionment				
			Service Desk available	Service Desk available			
	Fin Pay Update 6M	Fin Pay Update 6S	Fin Pay Update 6B				
			JET Payroll 6M & 6S				
UBOC Closed/County Closed		UBOC Open/County Open		UBOC Open/County Open		UBOC Open/County Closed	

Galaxy, Seagate and OneSource Not Available

Galaxy, Seagate and OneSource Not Available

**January 2012**

1	2	3	4	5	6	7
	<b>HOLIDAY</b>	<b>6S PAYDAY</b>	<b>6B PAYDAY</b>			
		BACK TO WORK!!! Lottery Checks				
	Galaxy, Seagate and OneSource Not Available	JET Payroll 6B				
	UBOC Open/County Closed					

Galaxy, Seagate and OneSource Not Available