



October 16, 2020

TO: Business, Payroll, and Personnel Administrators
HRS District Coordinators
Los Angeles County School and Community College Districts
Charter Schools and Other Local Educational Agencies

FROM: Sachiko Enomoto, School Accounting and Finance Manager
April Reynolds Casey, Payroll Systems Coordinator
Division of School Financial Services

SUBJECT: **Veterans Day, Thanksgiving, and Winter Break Holiday Schedules
Payroll Schedules, Online Hours and Payroll Tax Remittance
HRS System, PeopleSoft (PSFS) and BEST (FIN) Financial Systems**

The purpose of this bulletin is to provide districts with the schedules for payroll issuance, system online hours and payroll tax remittance during the upcoming holiday season. This schedule applies to the HRS, PeopleSoft (PSFS) and BEST (FIN) financial systems.

Should you have any question regarding the subject matters listed below, please contact the appropriate person noted.

<i>Subject Matter</i>	<i>Contact Person</i>	<i>Email Addresses</i>
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The schedules are in the attachments 1 and 2.

Approved:
Nkeiruka Benson, Director
Division of School Financial Services

NB/AC:lt
Attachments

SFS-A17-2020-2021

Attachment 1
FY 2020-21 Holiday Payroll Schedule and System Online Hours

Veteran's Day Week
Online Hours

<i>Dates</i>	<i>County Office</i>	<i>HRS Hours</i>	<i>PeopleSoft and BEST FIN/HCM Hours</i>
Monday, 11/09/20	Open	7:00 a.m. – 7:00 p.m.	6:30 a.m. – 6:30 p.m.
Tuesday, 11/10/20	Open	7:00 a.m. – 7:00 p.m.	6:30 a.m. – 6:30 p.m.
Wednesday, 11/11/20	Closed	Not available	Not available

Veteran's Day Week
HRS Payroll Schedule

<i>Schedule</i>	<i>Issue Date</i>	<i>Payroll Production</i>	<i>Time Report</i>
E4H	11/10/20	11/04/20	10/27/20
H1H	11/10/20	11/04/20	10/27/20
C3D	11/10/20	11/05/20	10/27/20

Important: Please check the HRS and PeopleSoft message boards and BEST Portal daily for possible changes to the above scheduled activity.

Thanksgiving Week

Online Hours

<i>Dates</i>	<i>County Office</i>	<i>HRS Hours</i>	<i>PeopleSoft Hours</i>	<i>BEST FIN/HCM Hours</i>
Mon., 11/23/20	Open	7:00 a.m. – 7:00 p.m.	6:30 a.m. – 6:30 p.m.	6:30 a.m. – 6:30 p.m.
Tues., 11/24/20	Open	7:00 a.m. – 7:00 p.m.	6:30 a.m. – 6:30 p.m.	6:30 a.m. – 6:30 p.m.
Wed., 11/25/20	Closed	8:00 a.m. – 5:00 p.m.	6:30 a.m. – 6:30 p.m.	6:30 a.m. – 6:30 p.m.
Thurs., 11/26/20	Closed	Not available	Not available	Not available
Fri., 11/27/20	Closed	Not available	Not available	6:30 a.m. -6:30 p.m.
Sat., 11/28/20	Closed	Not available	Not available	8:00 a.m. – 3:00 p.m.
Mon., 11/30/20	Open	7:00 a.m. – 7:00 p.m.	6:30 a.m. – 6:30 p.m.	6:30 a.m. – 6:30 p.m.

Thanksgiving Week

HRS Payroll Schedule

<i>Schedule</i>	<i>Issue Date</i>	<i>Payroll Production</i>	<i>Time Report</i>
E1I – (ESA)	11/20/20	11/17/20	11/05/20
E4I – (ESA)	11/24/20	11/18/20	11/09/20
H1I	11/24/20	11/19/20	11/09/20
C2E	11/30/20	11/19/20	11/10/20
C1E	12/01/20	11/23/20	11/12/20
E1J	12/04/20	12/01/20	11/17/20
C5E	12/04/20	12/01/20	11/17/20
E4J	12/10/20	12/04/20	11/23/20
H1J	12/10/20	12/04/20	11/23/20
C3E	12/10/20	12/07/20	11/23/20

Important: Please check the HRS and PeopleSoft message boards and BEST Portal daily for possible changes to the above scheduled activity.

Winter Break Week*Online Hours*

<i>Dates</i>	<i>County Office</i>	<i>HRS Hours</i>	<i>PeopleSoft Hours</i>	<i>BEST FIN/HCM Hours</i>
Mon., 12/14/20	Open	7:00 a.m. – 7:00 p.m.	6:30 a.m. – 6:30 p.m.	6:30 a.m. – 6:30 p.m.
Tues., 12/15/20	Open	7:00 a.m. – 7:00 p.m.	6:30 a.m. – 6:30 p.m.	6:30 a.m. – 6:30 p.m.
Wed., 12/16/20	Open	7:00 a.m. – 7:00 p.m.	6:30 a.m. – 6:30 p.m.	6:30 a.m. – 6:30 p.m.
Thurs., 12/17/20	Open	7:00 a.m. – 7:00 p.m.	6:30 a.m. – 6:30 p.m.	6:30 a.m. – 6:30 p.m.
Fri., 12/18/20	Open	7:00 a.m. – 7:00 p.m.	6:30 a.m. – 6:30 p.m.	6:30 a.m. – 6:30 p.m.
Sat., 12/19/20	Closed	8:00 a.m. – 3:00 p.m.	8:00 a.m. – 3:00 p.m.	8:00 a.m. – 3:00 p.m.
Mon., 12/21/20	Open	7:00 a.m. – 7:00 p.m.	6:30 a.m. – 6:30 p.m.	6:30 a.m. – 6:30 p.m.
Tues., 12/22/20	Open	7:00 a.m. – 7:00 p.m.	6:30 a.m. – 6:30 p.m.	6:30 a.m. – 6:30 p.m.
Wed., 12/23/20	Open	7:00 a.m. – 7:00 p.m.	6:30 a.m. – 6:30 p.m.	6:30 a.m. – 6:30 p.m.
Thurs., 12/24/20	Closed	Not available	Not available	6:30 a.m. – 6:30 p.m.
Fri., 12/25/20	Closed	Not available	Not available	Not available
Sat., 12/26/20	Closed	8:00 a.m. – 3:00 p.m.	8:00 a.m. – 3:00 p.m.	8:00 a.m. – 3:00 p.m.
Mon., 12/28/20	Open	7:00 a.m. – 7:00 p.m.	6:30 a.m. – 6:30 p.m.	6:30 a.m. – 6:30 p.m.
Tues., 12/29/20	Open	7:00 a.m. – 7:00 p.m.	6:30 a.m. – 6:30 p.m.	6:30 a.m. – 6:30 p.m.
Wed., 12/30/20	Open	7:00 a.m. – 7:00 p.m.	6:30 a.m. – 6:30 p.m.	6:30 a.m. – 6:30 p.m.
Thurs., 12/31/20	Closed	Not available	Not available	6:30 a.m. – 6:30 p.m.
Fri., 01/01/21	Closed	Not available	Not available	Not available
Sat., 01/02/21	Closed	8:00 a.m. – 3:00 p.m.	8:00 a.m. – 3:00 p.m.	8:00 a.m. – 3:00 p.m.
Mon., 01/04/21	Open	7:00 a.m. – 7:00 p.m.	6:30 a.m. – 6:30 p.m.	6:30 a.m. – 6:30 p.m.

Winter Break Week*HRS Payroll Schedule*

<i>Schedule</i>	<i>Issue Date</i>	<i>Payroll Production</i>	<i>Time Report</i>
E1K – (ESA)	12/18/20	12/15/20	12/04/20
E4K – (ESA)	12/22/20	12/16/20	12/08/20
H1K	12/22/20	12/17/20	12/08/20
C2F	12/30/20	12/22/20	12/14/20
C1F	01/04/21	12/28/20	12/15/20
E1L	01/05/21	12/29/20	12/16/20
C5F	01/05/21	12/29/20	12/16/20
E4L	01/08/21	01/04/21	12/21/20
H1L	01/08/21	01/04/21	12/21/20
C3F	01/08/21	01/05/21	12/21/20

Important: Please check the HRS and PeopleSoft message boards and BEST Portal daily for possible changes to the above scheduled activity.

Attachment 2
FY 2020-21 Holiday Payroll Tax Remittance Schedule

Tax liabilities are incurred on the payroll issue date. In general, payroll taxes are due one business day before the payroll issue date. For PeopleSoft users, the tax entry must be saved before 1:00 p.m. and the journal date must be at least one business day before the payroll issue date. For BEST (FIN) users, the MDTX document must be submitted to final by 1:00 p.m. at least one business day before the payroll issue date. If you have questions, please email sfsbanking@laoe.edu or call (562) 940-1685.

Veteran's Day
Payroll Tax Remittance Schedule

<i>Tax Journal Date</i>	<i>Payroll Issue Date (Tax Liability Incurs)</i>	<i>Settlement Date on Federal and State Tax Liability</i>
Monday, 11/09/20	Tuesday, 11/10/20	Thursday, 11/12/20

Thanksgiving Week
Payroll Tax Remittance Schedule

<i>Tax Journal Date</i>	<i>Payroll Issue Date (Tax Liability Incurs)</i>	<i>Settlement Date on Federal and State Tax Liability</i>
Thursday, 11/19/20	Friday, 11/20/20	Monday, 11/23/20
Monday, 11/23/20	Tuesday, 11/24/20	Wednesday, 11/25/20
Friday, 11/27/20	Monday, 11/30/20	Tuesday, 12/01/20
Monday, 11/30/20	Tuesday, 12/01/20	Wednesday, 12/02/20

Winter Break/New Year's Week
Payroll Tax Remittance Schedule

<i>Tax Journal Date</i>	<i>Payroll Issue Date (Tax Liability Incurs)</i>	<i>Settlement Date on Federal and State Tax Liability</i>
Monday, 12/21/20	Tuesday, 12/22/20	Wednesday, 12/23/20
Tuesday, 12/29/20	Wednesday, 12/30/20	Thursday, 12/31/20
Thursday, 12/31/20	Monday, 01/04/21	Tuesday, 01/05/21