



November 10, 2021

**TO:** Business, Payroll, and Personnel Administrators  
HRS & HCM 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  
Jenny Zermeño, Disbursements and Financial Systems Manager  
Jocce Panganiban, School Financial Services and Systems Manager  
Division of School Financial Services

**SUBJECT: Veterans Day, Thanksgiving, and Winter Break Holiday Schedules  
Payroll Schedules, Online Hours and Payroll Tax Remittance  
HRS System, BEST – HCM 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 due dates during the upcoming holiday season. This schedule applies to HRS, BEST Advantage – Human Capital Management (HCM), PeopleSoft (PSFS) and BEST Advantage - Financial (FIN) systems.

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

<i><b>Subject Matter</b></i>	<i><b>Contact Person</b></i>	<i><b>Email Addresses</b></i>
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BEST (FIN) Availability	Jenny Zermeño	<a href="mailto:Zermeno_Jenny@laoe.edu">Zermeno_Jenny@laoe.edu</a>

The schedules are provided in Attachments 1 and 2.

Approved:  
Nkeiruka Benson, Director  
Division of School Financial Services

SE/JZ/JP:lt  
Attachments

SFS-A16-2021-2022

**Attachment 1**  
**FY 2021-22 HRS System**  
**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 Hours</i>
Monday, 11/08/21	Open	7:00 a.m. – 7:00 p.m.	6:30 a.m. – 6:30 p.m.
Tuesday, 11/09/21	Open	7:00 a.m. – 7:00 p.m.	6:30 a.m. – 6:30 p.m.
Wednesday, 11/10/21	Open	7:00 a.m. – 7:00 p.m.	6:30 a.m. – 6:30 p.m.
Thursday, 11/11/21	Closed	Not available	Not available
Friday, 11/12/21	Open	7:00 a.m. – 7:00 p.m.	6:30 a.m. – 6:30 p.m.

**Veteran's Day Week**  
*HRS Payroll Schedule*

<i>Schedule</i>	<i>Issue Date</i>	<i>Payroll Production</i>	<i>Time Report</i>
E4H	11/10/21	11/04/21	10/27/21
H1H	11/10/21	11/04/21	10/27/21
C3D	11/10/21	11/05/21	10/27/21

***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 Hours</i>
Mon., 11/22/21	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.
Tues., 11/23/21	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.
Wed., 11/24/21	Closed	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., 11/25/21	Closed	Not available	Not available	Not available
Fri., 11/26/21	Closed	Not available	Not available	6:30 a.m. – 6:30 p.m.
Sat., 11/27/21	Closed	Not available	Not available	8:00 a.m. – 3:00 p.m.
Mon., 11/29/21	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.

**Thanksgiving Week**  
*HRS Payroll Schedule*

<i>Schedule</i>	<i>Issue Date</i>	<i>Payroll Production</i>	<i>Time Report</i>
E1I – (ESA)	11/19/21	11/16/21	11/04/21
E4I – (ESA)	11/23/21	11/17/21	11/08/21
H1I	11/23/21	11/18/21	11/08/21
C2E	11/30/21	11/19/21	11/10/21
C1E	12/01/21	11/23/21	11/12/21
E1J	12/03/21	11/30/21	11/16/21
C5E	12/03/21	11/30/21	11/16/21
E4J	12/10/21	12/06/21	11/23/21
H1J	12/10/21	12/06/21	11/23/21
C3E	12/10/21	12/07/21	11/23/21

**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 Hours</i>
Mon., 12/13/21	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.
Tues., 12/14/21	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.
Wed., 12/15/21	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.
Thurs., 12/16/21	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.
Fri., 12/17/21	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.
Sat., 12/18/21	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., 12/20/21	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.
Tues., 12/21/21	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.
Wed., 12/22/21	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.
Thurs., 12/23/21	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.
Fri., 12/24/21	Closed	Not available	Not available	6:30 a.m. – 6:30 p.m.
Sat., 12/25/21	Closed	Not available	Not available	Not available
Mon., 12/27/21	Closed	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., 12/28/21	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.
Wed., 12/29/21	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.
Thurs., 12/30/21	Closed	Not available	Not available	6:30 a.m. – 6:30 p.m.
Fri., 12/31/21	Closed	Not available	Not available	6:30 a.m. – 6:30 p.m.
Sat., 01/01/22	Closed	Not available	Not available	Not available
Mon., 01/03/22	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)	12/20/21	12/15/21	12/06/21
E4K – (ESA)	12/23/21	12/17/21	12/09/21
H1K	12/23/21	12/20/21	12/09/21
C2F	12/29/21	12/21/21	12/13/21
C1F	01/03/22	12/23/21	12/14/21
E1L	01/05/22	12/29/21	12/16/21
C5F	01/05/22	12/29/21	12/16/21
E4L	01/10/22	01/04/22	12/21/21
H1L	01/10/22	01/04/22	12/21/21
C3F	01/10/22	01/05/22	12/21/21

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

**Attachment 1**  
**FY 2021-22 BEST – HCM**  
**Holiday Payroll Schedule and System Online Hours**

**Veteran's Day Week**  
*Online Hours*

<i>Dates</i>	<i>County Office</i>	<i>HCM Hours</i>
Monday, 11/08/21	Open	6:30 a.m. – 6:30 p.m.
Tuesday, 11/09/21	Open	6:30 a.m. – 6:30 p.m.
Wednesday, 11/10/21	Open	6:30 a.m. – 6:30 p.m.
Thursday, 11/11/21	Closed	Not available
Friday, 11/12/21	Open	6:30 a.m. – 6:30 p.m.

**Veteran's Day Week**  
*HCM Payroll Schedule*

<i>Schedule</i>	<i>Issue Date</i>	<i>Payroll Production</i>	<i>Time Report</i>
C3D	11/10/21	11/05/21	11/01/21

***Important:*** Please check the CRC, the HCM Message Center and BEST Portal daily for possible changes to the above scheduled activity.

**Thanksgiving Week**  
*Online Hours*

<i>Dates</i>	<i>County Office</i>	<i>HCM Hours</i>
Mon., 11/22/21	Open	6:30 a.m. – 6:30 p.m.
Tues., 11/23/21	Open	6:30 a.m. – 6:30 p.m.
Wed., 11/24/21	Closed	6:30 a.m. – 6:30 p.m.
Thurs., 11/25/21	Closed	Not available
Fri., 11/26/21	Closed	6:30 a.m. – 6:30 p.m.
Sat., 11/27/21	Closed	8:00 a.m. – 3:00 p.m.
Mon., 11/29/21	Open	6:30 a.m. – 6:30 p.m.

**Thanksgiving Week**  
*HCM Payroll Schedule*

<i>Schedule</i>	<i>Issue Date</i>	<i>Payroll Production</i>	<i>Time Report</i>
E4I – (ESA)	11/23/21	11/18/21	11/16/21
C2E	11/30/21	11/19/21	11/18/21
C1E	12/01/21	11/23/21	11/22/21
C5E	12/03/21	11/30/21	11/29/21

***Important:*** Please check the CRC, the HCM Message Center 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>HCM Hours</i>
Mon., 12/13/21	Open	6:30 a.m. – 6:30 p.m.
Tues., 12/14/21	Open	6:30 a.m. – 6:30 p.m.
Wed., 12/15/21	Open	6:30 a.m. – 6:30 p.m.
Thurs., 12/16/21	Open	6:30 a.m. – 6:30 p.m.
Fri., 12/17/21	Open	6:30 a.m. – 6:30 p.m.
Sat., 12/18/21	Closed	8:00 a.m. – 3:00 p.m.
Mon., 12/20/21	Open	6:30 a.m. – 6:30 p.m.
Tues., 12/21/21	Open	6:30 a.m. – 6:30 p.m.
Wed., 12/22/21	Open	6:30 a.m. – 6:30 p.m.
Thurs., 12/23/21	Open	6:30 a.m. – 6:30 p.m.
Fri., 12/24/21	Closed	6:30 a.m. – 6:30 p.m.
Sat., 12/25/21	Closed	Not available
Mon., 12/27/21	Closed	6:30 a.m. – 6:30 p.m.
Tues., 12/28/21	Open	6:30 a.m. – 6:30 p.m.
Wed., 12/29/21	Open	6:30 a.m. – 6:30 p.m.
Thurs., 12/30/21	Closed	6:30 a.m. – 6:30 p.m.
Fri., 12/31/21	Closed	6:30 a.m. – 6:30 p.m.
Sat., 01/01/22	Closed	Not available
Mon., 01/03/22	Open	6:30 a.m. – 6:30 p.m.

**Winter Break Week**  
*HCM Payroll Schedule*

<i>Schedule</i>	<i>Issue Date</i>	<i>Payroll Production</i>	<i>Time Report</i>
E4K – (ESA)	12/23/21	12/20/21	12/16/21
C2F	12/29/21	12/21/21	12/20/21
C1F	01/03/22	12/23/21	12/22/21
C5F	01/05/22	12/29/21	12/28/21
E4L	01/10/22	01/05/22	01/03/22
C3F	01/10/22	01/05/22	01/03/22

**Important:** Please check the CRC, the HCM Message Center and BEST Portal daily for possible changes to the above scheduled activity.

**Attachment 2**  
**FY 2021-22 Holiday Payroll Tax Remittance Schedule**

Payroll tax liabilities are incurred on 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 payroll issue date. If you have questions please email [sfsbanking@laoe.edu](mailto:sfsbanking@laoe.edu) or call (562) 940-1685.

**Veteran's Day**  
*Payroll Tax Remittance Schedule*

<i><b>Tax Journal Date</b></i>	<i><b>Payroll Issue Date (Tax Liability Incurs)</b></i>	<i><b>Settlement Date on Federal and State Tax Liability</b></i>
Tuesday, 11/09/21	Wednesday, 11/10/21	Friday, 11/12/21
Wednesday, 11/10/21	Friday, 11/12/21	Monday, 11/15/21

**Thanksgiving Week**  
*Payroll Tax Remittance Schedule*

<i><b>Tax Journal Date</b></i>	<i><b>Payroll Issue Date (Tax Liability Incurs)</b></i>	<i><b>Settlement Date on Federal and State Tax Liability</b></i>
Thursday, 11/18/21	Friday, 11/19/21	Monday, 11/22/21
Monday, 11/22/21	Tuesday, 11/23/21	Wednesday, 11/24/21
Monday, 11/29/21	Tuesday, 11/30/21	Wednesday, 12/01/21
Tuesday, 11/30/21	Wednesday, 12/01/21	Thursday, 12/02/21

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

<i><b>Tax Journal Date</b></i>	<i><b>Payroll Issue Date (Tax Liability Incurs)</b></i>	<i><b>Settlement Date on Federal and State Tax Liability</b></i>
Wednesday, 12/22/21	Thursday, 12/23/21	Friday, 12/24/21
Monday, 12/27/21	Tuesday, 12/28/21	Wednesday, 12/29/21
Tuesday, 12/28/21	Wednesday, 12/29/21	Thursday, 12/30/21
Friday, 12/31/21	Monday, 01/03/22	Tuesday, 01/04/22