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Debra Duardo, M.S.W., Ed.D., *Superintendent*

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>Subject Matter</i>	<i>Contact Person</i>	<i>Email Addresses</i>
Payroll Schedules	Terrie Luevano	Luevano_Terrie@lacoed.edu
Payroll Tax Remittance	Anthony Hung Renato Marcos	Hung_Anthony@lacoed.edu Marcos_Renato@lacoed.edu
HRS Online Availability	Terri Luevano Stephanie Villarreal	Luevano_Terrie@lacoed.edu Villarreal_Stephanie@lacoed.edu
BEST (HCM) Availability	Krissy Smith	Smith_Krissy@lacoed.edu
PeopleSoft Online Availability	Jenny Zermeño	Zermeno_Jenny@lacoed.edu
BEST (FIN) Availability	Jenny Zermeño	Zermeno_Jenny@lacoed.edu

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@laco.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>
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>Tax Journal Date</i>	<i>Payroll Issue Date (Tax Liability Incurs)</i>	<i>Settlement Date on Federal and State Tax Liability</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>Tax Journal Date</i>	<i>Payroll Issue Date (Tax Liability Incurs)</i>	<i>Settlement Date on Federal and State Tax Liability</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