



9300 Imperial Highway, Downey, California 90242-2890 • (562) 922-6111

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

November 6, 2024

**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  
 Raymond Bribiesca, School Financial Services and Systems Manager  
 Division of School Financial Services

**SUBJECT:** **Veterans Day, Thanksgiving, and Winter Break Holiday & Payroll Schedules, Online Hours and Payroll Tax Remittance HRS System, BEST – HCM System, 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 - Financial (FIN), and Human Capital Management (HCM) 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	Josephine Tercero	<a href="mailto:Tercero_Josephine1@lacoedu">Tercero_Josephine1@lacoedu</a>
Payroll Tax Remittance	Cynthia Felix Nicole Ochoa	<a href="mailto:Felix_Cynthia@lacoedu">Felix_Cynthia@lacoedu</a> <a href="mailto:Ochoa_Nicole@lacoedu">Ochoa_Nicole@lacoedu</a>
HRS Online Availability	Josephine Tercero Terrie Luevano	<a href="mailto:Tercero_Josephine1@lacoedu">Tercero_Josephine1@lacoedu</a> <a href="mailto:Luevano_Terrie@lacoedu">Luevano_Terrie@lacoedu</a>
BEST (HCM) Availability	Jonah Austria	<a href="mailto:Austria_Jonah@lacoedu">Austria_Jonah@lacoedu</a>
BEST (FIN) Availability	Mark Yeoh	<a href="mailto:Yeoh_Mark@lacoedu">Yeoh_Mark@lacoedu</a>

The schedules are provided in Attachments 1, 2, 3, and 4.

Approved:  
Nkeiruka Benson, Director  
Division of School Financial Services

SE/JZ/RB:ei  
Attachments

SFS-A23-2024-2025

## Attachment 1

### FY 2024-25 FIN System Holiday Schedule Online Hours

#### Veteran's Day Week

<i>Dates</i>	<i>County Office*</i>	<i>BEST FIN Hours</i>
Mon., 11/11/24	Closed	7:00 a.m. – 7:30 p.m.
Tues., 11/12/24	Open	7:00 a.m. – 7:30 p.m.
Wed., 11/13/24	Open	7:00 a.m. – 7:30 p.m.
Thurs., 11/14/24	Open	7:00 a.m. – 7:30 p.m.
Fri., 11/15/24	Open	7:00 a.m. – 7:30 p.m.
Sat., 11/16/24	Open	7:00 a.m. – 7:30 p.m.

#### Thanksgiving Week

<i>Dates</i>	<i>County Office*</i>	<i>BEST FIN Hours</i>
Mon., 11/25/24	Open	7:00 a.m. – 7:30 p.m.
Tues., 11/26/24	Open	7:00 a.m. – 7:30 p.m.
Wed., 11/27/24	Closed	7:00 a.m. – 7:30 p.m.
Thurs., 11/28/24	Closed	Not available
Fri., 11/29/24	Closed	7:00 a.m. – 7:30 p.m.
Sat., 11/30/24	Closed	7:00 a.m. – 7:30 p.m.
Mon., 12/02/24	Open	7:00 a.m. – 7:30 p.m.

**Important:** Please check the BEST Portal daily for possible changes to the above scheduled activity.

\*Note that when the system is online when the County Office is closed, no support will be available.

### Winter Break Week

<i>Dates</i>	<i>County Office*</i>	<i>BEST FIN Hours</i>
Mon., 12/09/24	Open	7:00 a.m. – 7:30 p.m.
Tues., 12/10/24	Open	7:00 a.m. – 7:30 p.m.
Wed., 12/11/24	Open	7:00 a.m. – 7:30 p.m.
Thurs., 12/12/24	Open	7:00 a.m. – 7:30 p.m.
Fri., 12/13/24	Open	7:00 a.m. – 7:30 p.m.
Sat., 12/14/24	Closed	7:00 a.m. – 7:30 p.m.
Mon., 12/16/24	Open	7:00 a.m. – 7:30 p.m.
Tues., 12/17/24	Open	7:00 a.m. – 7:30 p.m.
Wed., 12/18/24	Open	7:00 a.m. – 7:30 p.m.
Thurs., 12/19/24	Open	7:00 a.m. – 7:30 p.m.
Fri., 12/20/24	Open	7:00 a.m. – 7:30 p.m.
Sat., 12/21/24	Closed	7:00 a.m. – 7:30 p.m.
Mon., 12/23/24	Open	7:00 a.m. – 7:30 p.m.
Tues., 12/24/24	Closed	Not available
Wed., 12/25/24	Closed	Not available
Thurs., 12/26/24	Open	7:00 a.m. – 7:30 p.m.
Fri., 12/27/24	Open	7:00 a.m. – 7:30 p.m.
Sat., 12/28/24	Closed	7:00 a.m. – 7:30 p.m.
Mon., 12/30/24	Open	7:00 a.m. – 7:30 p.m.
Tues., 12/31/24	Closed	Not available
Wed., 01/01/25	Closed	Not available
Thurs., 01/02/25	Open	7:00 a.m. – 7:30 p.m.

***Important:*** Please check the BEST Portal daily for possible changes to the above scheduled activity.

\*Note that when the system is online when the County Office is closed, no support will be available.

**Attachment 2**

**FY 2024-25 HRS System  
Holiday Payroll Schedule and System Online Hours**

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

<i>Dates</i>	<i>County Office*</i>	<i>HRS Hours</i>
Sat., 11/09/24	Closed	8:00 a.m. – 3:00 p.m.
Mon., 11/11/24	Closed	7:00 a.m. – 7:00 p.m.
Tues., 11/12/24	Open	7:00 a.m. – 7:00 p.m.
Wed, 11/13/24	Open	7:00 a.m. – 7:00 p.m.
Thurs., 11/14/24	Open	7:00 a.m. – 7:00 p.m.
Fri, 11/15/24	Open	7:00 a.m. – 7:00 p.m.
Sat., 11/16/24	Open	8:00 a.m. – 3:00 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	11/08/24	11/04/24	10/25/24
H1H	11/08/24	11/04/24	10/25/24
C3D	11/08/24	11/05/24	10/29/24

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

\*Note that when the system is online when the County Office is closed, no support will be available.

**Thanksgiving Week**  
*HRS Online Hours*

<i>Dates</i>	<i>County Office*</i>	<i>HRS Hours</i>
Mon., 11/25/24	Open	7:00 a.m. – 7:00 p.m.
Tues., 11/26/24	Open	7:00 a.m. – 7:00 p.m.
Wed., 11/27/24	Closed	7:00 a.m. – 7:00 p.m.
Thurs., 11/28/24	Closed	Not available
Fri., 11/29/24	Closed	Not available
Sat., 11/30/24	Closed	Not available
Mon., 12/02/24	Open	7:00 a.m. – 7:00 p.m.

**Thanksgiving Week**  
*HRS Payroll Schedule*

<i>Schedule</i>	<i>Issue Date</i>	<i>Payroll Production</i>	<i>Time Report</i>
E1I – (ESA)	11/20/24	11/15/24	11/05/24
E4I – (ESA)	11/25/24	11/19/24	11/08/24
H1I	11/25/24	11/20/24	11/08/24
C2E	11/26/24	11/20/24	11/12/24
C1E	12/02/24	11/22/24	11/13/24
E1J	12/05/24	12/02/24	11/18/24
C5E	12/05/24	12/02/24	11/18/24
E4J	12/10/24	12/04/24	11/22/24
H1J	12/10/24	12/04/24	11/21/24
C3E	12/10/24	12/05/24	11/21/24

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

\*Note that when the system is online when the County Office is closed, no support will be available.

**Winter Break Week**  
*HRS Online Hours*

<i>Dates</i>	<i>County Office*</i>	<i>HRS Hours</i>
Mon., 12/09/24	Open	7:00 a.m. – 7:00 p.m.
Tues., 12/10/24	Open	7:00 a.m. – 7:00 p.m.
Wed., 12/11/24	Open	7:00 a.m. – 7:00 p.m.
Thurs., 12/12/24	Open	7:00 a.m. – 7:00 p.m.
Fri., 12/13/24	Open	7:00 a.m. – 7:00 p.m.
Sat., 12/14/24	Closed	8:00 a.m. – 3:00 p.m.
Mon., 12/16/24	Open	7:00 a.m. – 7:00 p.m.
Tues., 12/17/24	Open	7:00 a.m. – 7:00 p.m.
Wed., 12/18/24	Open	7:00 a.m. – 7:00 p.m.
Thurs., 12/19/24	Open	7:00 a.m. – 7:00 p.m.
Fri., 12/20/24	Open	7:00 a.m. – 7:00 p.m.
Sat., 12/21/24	Closed	8:00 a.m. – 3:00 p.m.
Mon., 12/23/24	Open	7:00 a.m. – 7:00 p.m.
Tues., 12/24/24	Closed	Not available
Wed., 12/25/24	Closed	Not available
Thurs., 12/26/24	Open	7:00 a.m. – 7:00 p.m.
Fri., 12/27/24	Open	7:00 a.m. – 7:00 p.m.
Sat., 12/28/24	Closed	8:00 a.m. – 3:00 p.m.
Mon., 12/30/24	Open	7:00 a.m. – 7:00 p.m.
Tues., 12/31/24	Closed	Not available
Wed., 01/01/25	Closed	Not available
Thurs., 01/02/25	Open	7:00 a.m. – 7:00 p.m.

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

\*Note that when the system is online when the County Office is closed, no support will be available.

**Winter Break Week**  
*HRS Payroll Schedule*

<i>Schedule</i>	<i>Issue Date</i>	<i>Payroll Production</i>	<i>Time Report</i>
E1K – (ESA)	12/20/24	12/17/24	12/06/24
E4K – (ESA)	12/23/24	12/17/24	12/09/24
H1K	12/23/24	12/18/24	12/09/24
C2F	12/30/24	12/20/24	12/12/24
C1F	01/02/25	12/26/24	12/13/24
E1L	01/03/25	12/27/24	12/16/24
C5F	01/03/25	12/27/24	12/16/24
E4L	01/10/25	01/06/25	12/23/24
H1L	01/10/25	01/06/25	12/23/24
C3F	01/10/25	01/07/25	12/23/24

**Attachment 3**

**FY 2024-25 BEST – HCM  
Holiday Payroll Schedule and System Online Hours**

**Veteran’s Day Week**  
*HCM Online Hours*

<i>Dates</i>	<i>County Office*</i>	<i>HCM Hours</i>
Mon., 11/11/24	Closed	7:00 a.m. – 7:30 p.m.
Tues., 11/12/24	Open	7:00 a.m. – 7:30 p.m.
Wed, 11/13/24	Open	7:00 a.m. – 7:30 p.m.
Thurs., 11/14/24	Open	7:00 a.m. – 7:30 p.m.
Fri, 11/15/24	Open	7:00 a.m. – 7:30 p.m.
Sat., 11/16/24	Open	7:00 a.m. – 7:30 p.m.

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

<i>Schedule</i>	<i>Issue Date</i>	<i>Payroll Production</i>	<i>Timesheet Interface</i>
E4	11/08/24	11/05/24	11/04/24
C3	11/08/24	11/05/24	11/04/24

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

\*Note that when the system is online when the County Office is closed, no support will be available.



**Thanksgiving Week**  
*HCM Online Hours*

<i>Dates</i>	<i>County Office*</i>	<i>HCM Hours</i>
Mon., 11/25/24	Open	7:00 a.m. – 7:30 p.m.
Tues., 11/26/24	Open	7:00 a.m. – 7:30 p.m.
Wed., 11/27/24	Closed	7:00 a.m. – 7:30 p.m.
Thurs., 11/28/24	Closed	Not Available
Fri., 11/29/24	Closed	Not Available
Sat., 11/30/24	Closed	Not Available
Mon., 12/02/24	Open	7:00 a.m. – 7:30 p.m.

**Thanksgiving Week**  
*HCM Payroll Schedule*

<i>Schedule</i>	<i>Issue Date</i>	<i>Payroll Production</i>	<i>Timesheet Interface</i>
E1	11/20/24	11/15/24	11/14/24
E4	11/25/24	11/20/24	11/19/24
C2	11/26/24	11/20/24	11/19/24
C1	12/02/24	11/22/24	11/21/24
E1	12/05/24	12/02/24	11/26/24
C5	12/05/24	12/02/24	11/26/24

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

\*Note that when the system is online when the County Office is closed, no support will be available.

**Winter Break Week**  
*HCM Online Hours*

<i>Dates</i>	<i>County Office*</i>	<i>HCM Hours</i>
Mon., 12/09/24	Open	7:00 a.m. – 7:30 p.m.
Tues., 12/10/24	Open	7:00 a.m. – 7:30 p.m.
Wed., 12/11/24	Open	7:00 a.m. – 7:30 p.m.
Thurs., 12/12/24	Open	7:00 a.m. – 7:30 p.m.
Fri., 12/13/24	Open	7:00 a.m. – 7:30 p.m.
Sat., 12/14/24	Closed	7:00 a.m. – 7:30 p.m.
Mon., 12/16/24	Open	7:00 a.m. – 7:30 p.m.
Tues., 12/17/24	Open	7:00 a.m. – 7:30 p.m.
Wed., 12/18/24	Open	7:00 a.m. – 7:30 p.m.
Thurs., 12/19/24	Open	7:00 a.m. – 7:30 p.m.
Fri., 12/20/24	Open	7:00 a.m. – 7:30 p.m.
Sat., 12/21/24	Closed	7:00 a.m. – 7:30 p.m.
Mon., 12/23/24	Open	7:00 a.m. – 7:30 p.m.
Tues., 12/24/24	Closed	Not Available
Wed., 12/25/24	Closed	Not Available
Thurs., 12/26/24	Open	7:00 a.m. – 7:30 p.m.
Fri., 12/27/24	Open	7:00 a.m. – 7:30 p.m.
Sat., 12/28/24	Closed	7:00 a.m. – 7:30 p.m.
Mon., 12/30/24	Open	7:00 a.m. – 7:30 p.m.
Tues., 12/31/24	Closed	Not Available
Wed., 01/01/25	Closed	Not Available
Thurs., 01/02/25	Open	7:00 a.m. – 7:30 p.m.

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

<i>Schedule</i>	<i>Issue Date</i>	<i>Payroll Production</i>	<i>Timesheet Interface</i>
E4	12/23/24	12/18/24	12/17/24
C2	12/30/24	12/20/24	12/19/24
C1	01/02/25	12/26/24	12/23/24
E1	01/03/25	12/27/24	12/26/24
C5	01/03/25	12/27/24	12/26/24
E4	01/10/25	01/07/25	01/06/25
C3	01/10/25	01/07/25	01/06/25

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

\*Note that when the system is online when the County Office is closed, no support will be available.

## Attachment 4

### FY 2024-25 Holiday Payroll Tax Remittance Schedule

Payroll tax liability is incurred on the payroll issue date. In general, payroll taxes are due one business day after the payroll is issued. In BEST Advantage System – Financial (FIN) 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@laco.edu](mailto:sfsbanking@laco.edu).

#### **Veteran’s Day** *Payroll Tax Remittance Schedule*

<b><i>MDTX Date</i></b>	<b><i>Payroll Issue Date (Tax Liability Incurs)</i></b>	<b><i>Settlement Date on Federal and State Tax Liability</i></b>
Thursday, 11/07/24	Friday, 11/08/24	Tuesday, 11/12/24

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

<b><i>MDTX Date</i></b>	<b><i>Payroll Issue Date (Tax Liability Incurs)</i></b>	<b><i>Settlement Date on Federal and State Tax Liability</i></b>
Friday, 11/22/24	Monday, 11/25/24	Tuesday, 11/26/24
Monday, 11/25/24	Tuesday, 11/26/24	Wednesday, 11/27/24
Tuesday, 11/26/24	Wednesday, 11/27/24	Friday, 11/29/24
Wednesday, 11/27/24	Friday, 11/29/24	Monday, 12/02/24
Friday, 11/29/24	Monday, 12/02/24	Tuesday, 12/03/24

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

<b><i>MDTX Date</i></b>	<b><i>Payroll Issue Date (Tax Liability Incurs)</i></b>	<b><i>Settlement Date on Federal and State Tax Liability</i></b>
Friday, 12/20/24	Monday, 12/23/24	Tuesday, 12/24/24
Monday, 12/23/24	Tuesday, 12/24/24	Thursday, 12/26/24
Tuesday, 12/24/24	Thursday, 12/26/24	Friday, 12/27/24
Friday, 12/27/24	Monday, 12/30/24	Tuesday, 12/31/24
Tuesday, 12/31/24	Thursday, 01/02/25	Friday, 01/03/25