



ALHAMBRA

UNIFIED SCHOOL DISTRICT

Office of the Assistant Superintendent-Business Services

PLEASE POST

February 2024

TO: ALL MONTHLY EMPLOYEES
FROM: Juanita Orta, Interim Assistant Superintendent-Business Services
RE: MARCH 2024 PAY WARRANTS

Pay warrants/direct deposit receipts for those monthly employees normally issued on the **last business day of each month** will be available for pick-up as follows:

WHEN: Friday, March 29, 2024
WHERE: Alhambra Unified School District
Mission Building – Front Entrance
1515 W. Mission Road
Alhambra, CA 91803
TIME: 8:00 A.M. – 11:00 A.M.

Identification will be required. Warrants will not be released to anyone other than the employee.

Warrants not picked up by 11:00 A.M. will be mailed to the address that appears on the warrant (please be sure your address is correct). **Direct deposit receipts** will be made available to site administrators/designee to pick up on Monday, April 1, 2024.

We will mail direct deposit receipts for those who provide a stamped, self-addressed envelope.

APPROVED:

Juanita Orta
Interim Assistant Superintendent-Business Services

JO:yb