



Yvonne Butler - Payroll Department

**This information supersedes payroll pickup information previously released for
December 2020**

December 16, 2020

To: ALL MONTHLY EMPLOYEES

From: Yvonne Butler - Payroll Manager

**RE: DECEMBER 2020 MONTHLY PAY WARRANT/DIRECT DEPOSIT RECEIPT
PICK-UP**

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

WHEN: Wednesday, December 30, 2020

WHERE: Alhambra Unified School District
District Staff Parking Lot – Gate opening off Chestnut
1515 W. Mission Road
Alhambra, CA 91803

TIME: 9:00 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 upon the district resuming regular operations. Please be advised this pick-up schedule may be subject to change.