



Josephine Quach, Assistant Superintendent-Financial Services

May 1, 2020

To: ALL HOURLY CLASSIFIED EMPLOYEES

From: Josephine Quach, Assistant Superintendent – Financial Services

RE: PAY WARRANT & DIRECT DEPOSIT RECEIPT PICK-UP

Pay warrants/direct deposit receipts for those hourly classified employees will be available for *drive through pick-up* as follows:

WHEN: Friday, May 8, 2020

**WHERE: Alhambra Unified School District
District Staff Parking Lot – Gate opening off Chestnut
(see attached map)
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 upon the District resuming regular operations. Please be advised this pick-up schedule may be subject to change.

MAY 8, 2020 HOURLY CLASSIFIED EMPLOYEE

PAY WARRANT & DIRECT DEPOSIT RECEIPT PICK-UP LOCATION

****PLEASE HAVE YOUR ID READY PRIOR TO WARRANT PICK-UP LOCATION****

