

Josephine Quach, Assistant Superintendent-Financial Services

May 1, 2020

#### To: ALL HOURLY CLASSFIED 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:

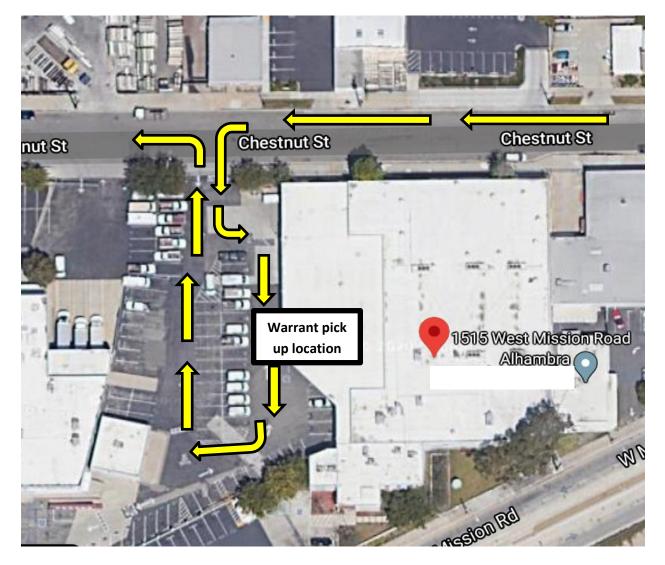
WHEN:	Friday, May 8, 2020
WHERE:	Alhambra Unified School District
	District Staff Parking Lot – Gate opening off Chestnut
	(see attached map)
	1515 W. Mission Road
	Alhambra, CA 91803
TIME:	8:00 A.M. – 11:00 A.M.

# 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\*\***