



Yvonne Butler - Payroll Department

May 20, 2020

To: ALL MONTHLY EMPLOYEES

From: Yvonne Butler - Payroll Manager

RE: MAY 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: Friday, May 29, 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 29, 2020

PAY WARRANT/DIRECT DEPOSIT STUB PICK-UP LOCATION

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

