



**Payroll Office of the Alhambra Unified School District**

June 2020

TO: ALL CERTIFICATED HOURLY & CERTIFICATED SUMMER EMPLOYEES  
FROM: Yvonne Butler, Payroll Manager  
RE: **JUNE 2020 PAY WARRANTS ISSUING JULY 2ND**

**Note: Also available for pickup for all employees will be any direct deposit receipts that have not been picked up since the dismissal in mid-March.**

Pay warrants/direct deposit receipts for those certificated hourly and certificated summer employees, normally issued on the 5th of the month will be available for pick-up as follows:

**WHEN:** Thursday, July 2, 2020  
**WHERE:** Alhambra Unified School District  
Mission Building  
1515 W. Mission Road  
Alhambra, CA 91803  
**TIME:** 1:30 P.M. – 3:00 P.M.

*Please check-in with District Security Staff at the Security booth and you will be directed where to pick up your warrant or direct deposit receipt. Face coverings will be required to pick up your warrant or direct deposit receipt. Identification will be required. Warrants will not be released to anyone other than the employee.*

**Warrants** not picked up by 3:00 P.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 when business resumes as usual.

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