



Payroll Office of the Alhambra Unified School District

June 2020

TO: ALL CLASSIFIED HOURLY EMPLOYEES
FROM: Yvonne Butler, Payroll Manager
RE: **MAY 2020 PAY WARRANTS ISSUING JUNE 10TH**

Note: Available for pickup will also be any direct deposit receipts that have not been picked up since the dismissal in mid-March.

Pay warrants/direct deposit receipts for those classified hourly, normally issued on the 10th of the month will be available for pick-up as follows:

WHEN: Wednesday, June 10, 2020
WHERE: Alhambra Unified School District
Mission Building – Payroll Office
1515 W. Mission Road
Alhambra, CA 91803
TIME: 9:00 A.M. – 11:00 A.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 enter the building 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 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 when business resumes as usual.

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