



Yvonne Butler - Payroll Department

July 2020

To: ALL MONTHLY EMPLOYEES

From: Yvonne Butler - Payroll Manager

RE: JULY 2020 MONTHLY PAY WARRANT/DIRECT DEPOSIT RECEIPT PICK-UP

Note: Also available for pickup 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 monthly employees normally issued on the **last business day of each month** will be available for pick-up as follows:

WHEN: Friday, July 31, 2020

**WHERE: Alhambra Unified School District
1515 W. Mission Road
Alhambra, CA 91803**

TIME: 1:30 PM - 3:00 PM

Identification will be required. Warrants will NOT be released to anyone other than the employee.

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. 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. Please be advised this pick-up schedule may be subject to change.