



Payroll Office of the Alhambra Unified School District

August 2020

TO: ALL CLASSIFIED HOURLY & EARLY RETIREMENT INCENTIVE RECIPIENTS
FROM: Yvonne Butler, Payroll Manager
RE: **JULY 2020 PAY WARRANTS ISSUING AUGUST 10TH**

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 classified hourly and early retirement incentive recipient employees, will be available for pick-up as follows:

WHEN: Monday, August 10, 2020
WHERE: Alhambra Unified School District
Mission Building
1515 W. Mission Road
Alhambra, CA 91803
TIME: 9:00 A.M. – 10:30 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 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 10:30 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.