



Yvonne Butler, Payroll Office

January 4, 2021

To: ALL HOURLY/DAILY CERTIFICATED EMPLOYEES

From: Yvonne Butler, Payroll Manager

**RE: PAY WARRANT & DIRECT DEPOSIT RECEIPT PICK-UP**

---

Pay warrants/direct deposit receipts for those hourly/daily certificated employees will be available for **drive through pick-up** as follows:

**WHEN: Tuesday, January 5, 2021**

**WHERE: Alhambra Unified School District  
District Staff Parking Lot – Gate opening off Chestnut  
1515 W. Mission Road  
Alhambra, CA 91803**

**TIME: 2:00 P.M. – 3:30 P.M.**

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

**Warrants** not picked up by 3:30 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 upon the district resuming regular operations. Please be advised this pick-up schedule may be subject to change.