



Yvonne Butler - Payroll Department

June 9, 2021

To: ALL MONTHLY EMPLOYEES

From: Yvonne Butler - Payroll Manager

RE: JUNE 2021 MONTHLY PAY WARRANT/DIRECT DEPOSIT RECEIPT PICK-UP

Pay warrants/direct deposit receipts for those monthly employees normally issued on the **last business day of each month** will be available for pickup as follows:

WHEN: Wednesday, June 30, 2021

WHERE: Alhambra Unified School District
Mission Building - Front Door
1515 W. Mission Road
Alhambra, CA 91803

TIME: 1:00 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 on Tuesday, July 6th.

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