



Yvonne Butler - Payroll Department

June 28, 2021

To: ALL CERTIFICATED HOURLY & CERTIFICATED SUMMER SCHOOL EMPLOYEES

From: Yvonne Butler - Payroll Manager

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

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Pay warrants/direct deposit receipts for Certificated hourly and Certificated Summer School employees normally issued on the **5th of the month** will be available for pickup as follows:

**WHEN: Friday, July 2, 2021**

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

**TIME: 1:30 P.M. – 3:00 P.M.**

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

**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 on Tuesday, July 6th.

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