



Yvonne Butler - Payroll Department

July 1, 2021

To: ALL CLASSIFIED HOURLY SUMMER SCHOOL EMPLOYEES

From: Yvonne Butler - Payroll Manager

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

Pay warrants/direct deposit receipts for Classified hourly and Classified Summer School employees normally issued on the **10th of the month** will be available for pickup as follows:

WHEN: Friday, July 9, 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 Monday, July 12th.

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