

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: April 30, 2020
To: All Employees
Subject: DISTRIBUTION OF PAY WARRANTS
**Department and/or
Persons Concerned:** All Employees
Reference: None

Brief Explanation:

DISTRIBUTION OF WARRANTS:

All pay warrants for monthly employees, food service workers, and hourly employees that do not have direct deposit will be placed in the U.S. Mail until further notice. Special handling will not be available. **Please ensure that the district has your correct mailing address.** Paycheck information can be viewed on-line using the PeopleSoft HCM Employee Self Service.

For future reference, it is recommended you enroll in direct deposit to ensure your warrant reaches you on payday. The direct deposit request form is available at <https://www.sandiegounified.org/sign-direct-deposit-and-go-green-your-green>, from your school/department timekeeper, or at the Payroll Department, Eugene Brucker Education Center, Room 1150. Please be aware that direct deposit requests can take 30-60 days to process.

Counter pickup will not be available.

Jodie Macalos
Controller

APPROVED:

Debbie Foster
Executive Director, Finance Division

DF:tt